



# AUSTIN MEDICAL ASSISTANT TRAINING



CATALOG

II 2018 – 2019

**School Website:** [www.austinmedicaltraining.com](http://www.austinmedicaltraining.com)  
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# A Message from AMAT President

**Dear Student,**

**I**t is with great pleasure that I welcome you to **Austin Medical Assistant Training school (AMAT)**. Thank you for choosing AMAT as your gate for better career and a promising future in the medical field.

**I**n 2016, the founding members of AMAT came to a conclusion that most of the career schools are just caring for the financial part (i.e., keep enrolling students, hiring teachers without good qualifications ...etc.) and certainly “You reap what you sow”!

**B**eing Doctors of Medicine; practicing medicine for more than 30 years, they have decided to establish AMAT School, **NOT** only as business, but in order to get highly-trained allied health professionals at the first place.

**H**ence, the reason that made you come today to join our school is the same reason that AMAT was established for; “Practice makes perfect”!

**A**ustin Medical Assistant Training believes in the power of constructive learning based on excellent practical skills, well-retained facts, teamwork values and code of ethics of the medical profession to promote the health of our community.

**W**e focus on the “Hands-on” part of health education. We let the students practice as if they were in a real healthcare setting. They acquire a very good practical experience while they are still students.

**W**e are dedicated to provide you with the highest levels of professional guide and experience.

**A**s a president of AMAT,  
I hope that you enjoy being one of AMAT team; today as a student and tomorrow as a Professional graduate!

**Beshoy Boshra,  
AMAT CEO & Owner**

## BOARD OF DIRECTORS

**Beshoy Boshra**  
**David Sosnowik**  
**Mark Silverman**

President  
Vice President  
Vice President

## ADMINISTRATION

**David Sosnowik**  
**Beshoy Boshra**  
**Beshoy Boshra**  
**Marco Zekry**  
**Fidelca Terrero**  
**Beshoy Boshra**  
**Debra Weil**  
**Khan Dave**

Director  
Director  
Financial Aide Administrator  
Education Advisor  
Career Services  
Program Coordinator  
Program Director  
Program Director

# T HE MISSION

The AMAT provides career-focused post-secondary educational opportunities to a diverse student Population. Through outcomes oriented programs, convenient and supportive student services that accommodate students' lives, and career assistance. The institution is committed to helping our students and graduates achieve their educational and professional goals.

**70-10 Austin ST Suite 101&103**

**Forest Hills, NY 11375**

**Tel: (718) 487-4010**

**Fax: (718) 793-8407**



## GRADING CHART

GPA	GRADE	NUMERICAL EQUIVALENT	PROGRESS
4.00	A	90-100	Excellent
3.00	B	78-89	Good
2.00	C	75-77	Average
1.67	C-	60-74	Failure
0.00	F	0-60	Failure
0.00	I		Incomplete

### **STANDARDS OF PROGRESS:**

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained. Students are issued a numerical grade for each program/ course. The numerical grade is based upon student performance for a combination of classroom work, quizzes, tests, projects and homework assignments. All classroom work, quizzes, tests, projects and homework assigned during the program/ course must be completed before the student begins the next program/ course. A numerical grade of “0” is given for work not completed by the end of the program/ course and is averaged into the program/ course grade, unless the incomplete work is the result of a leave of absence (refer to leave of absence). A final progress report will be given to student at the end of the program/course. The final grade will indicate if the student passed or failed the class. A student, who receives a final grade of “C -” or “F”, will have to repeat the program/ course. If the program/ course is not a pre-requisite of the next quarter program/ courses, the student may have the option, with the approval of the Education Director, of taking the failed program/ course along with the next quarter program/ courses. This applies, if the school is able to do so schedule wise. A student that repeats a failed program/ course must pay all program/ course costs. Upon returning, if a student fails a program/ course due to special conditions, interruption due to an emergency, or a leave of absence, the student may repeat the program/ course free of charge. The student must inform the Education Director, in writing, of the reason for the interruption, as well as get approval as described under the Leave of Absence Policy (see Leave of Absence). The fees a student may be charged are make-up hours and book fees if new books are needed for the repeated program/ course. Students who fail two or more programs/ courses per quarter will be placed on probation. A student must pass each program/ course in the curriculum with a minimum grade of 75% (“C”), in order to continue in the program and qualify for graduation. The required G.P.A. for graduates is 2.00. A student scoring below that should speak to the Education Director to seek tutoring and general academic counseling during the subsequent program/courses.

### **❖ CALCULATION OF GRADE AVERAGES:**

The cumulative program grade is calculated by multiplying the numerical grades received for each program/ course by the number of hours for that program/ course. The result is the number of quality points earned for that program/ course. The quality points for every program/ course are added together and divided by the total number of hours earned to determine the cumulative grade point average.

❖ **FINANCIAL AID INFORMATION:**

We don't offer financial aid at this time.

❖ **GRADUATION REQUIREMENTS:**

The level of student performance expected by the school is based on the job performance level expected by employers. To graduate, a student must complete all program/ courses, including projects and exams, with grades specified under the Grading Policy. Students will be able to graduate with a certificate if a cumulative grade point average of at least a 2.0 and satisfactory attendance has been achieved.

❖ **PROBATION:**

A student will be placed on probation if they do not maintain minimum grade requirements and/or has excessive absence as described under the attendance section, and/or who fail two or more program/ courses per quarter. A student will be placed on probation if at the end of any term the student's cumulative G.P.A. has fallen below a 2.0 on a 4-point scale. The student will then have the following quarter to regain a 2.0 or higher cumulative G.P.A. If at the end of the second consecutive quarter the student's G.P.A. is still below a 2.0 Austin Medical Assistant Training has the right to dismiss the student for unsatisfactory progress. The only exceptions will be made for extenuating circumstances with approval from the School Director.

❖ **ATTENDANCE:**

- Students are expected to be in class for the prescribed number of hours for which they have enrolled. Continuous absences, which, in the opinion of the faculty and administration, hinder educational objectives and result in unsatisfactory achievement which may lead to termination of the student's enrollment. Absences for acceptable personal or medical reasons will not lead to termination although the student's projected date of graduation may have to be revised. Excessive lateness and leaving early will be counted as absences. AMAT attendance policy is based on a percentage of course hours attended. Poor attendance, tardiness, or early departure can substantially affect the student's ability to master the knowledge and skill objectives for satisfactory completion of the course. Consistent absence will affect the final grade thereby affecting the cumulative grade point average and putting the student at risk of falling below satisfactory progress standards.

The following documented absences will be considered on appeal for excused absences in calculating final course "module" attendance:

- Mandated legal appointment
- Court appearance with subpoena provided
- Probation appointment with a letter from probation officer provided
- Jury duty with summons provided
- Military duty with a copy of orders provided

- Illness (self or family) with doctor's note containing an original signature. Students should understand that non-illness appointments (preventive visits, follow-ups, well-baby, etc) are typically expected by employers to be made outside of work hours and therefore AMAT suggests the student do the same while in school
- Agency caseworker appointment with a letter from caseworker
- Bereavement accompanied with an obituary or death certificate

Permission to make-up the time exceeding the 15% limit is determined in consultation with the instructor with final approval from the Director of Education. Any further incidents of missed class will result in failure of the course. In rare cases, instructors may recommend additional make-up work or passing a student who has failed to meet the attendance requirement if there are extenuating circumstances involved and the student otherwise meets the academic requirements for passing the course. The School Director must agree to the exception. Good attendance and timeliness are important workplace skills and are crucial to educational programs with a strong hands-on, practical component. Students are made aware of these policies at orientation and on the first day of all classes. Late arrival, early departure and lateness returning from breaks are also incorporated into the cumulative absence and can result in a possible course failure. Tardiness or leaving class prior to dismissal will result in that time being considered absent to the nearest quarter-hour following the lateness or the preceding quarter-hour for leaving early. Continued lack of attendance may result in further disciplinary action including suspension or dismissal as a violation of the school's standards of conduct. The Director of Education and School President will make the dismissal decision based upon recommendations from the instructor and department chair.

Students who are absent 14 consecutive calendar days in any course will be considered to have withdrawn from the course unless the student has contacted the school during this period of absence to indicate their intention to return.

- A student will be placed on probation if at the end of any quarter they have completed less than 90% of their scheduled hours within their academic program. Once on probation, a student will have the following quarter to improve their attendance above 85% of the scheduled hours. If at the end of the second consecutive quarter a student is still below the 85% threshold, Austin Medical Assistant Training has the right to dismiss the student for unsatisfactory progress.

- Students are required to complete 85% of their clinical hours. Students will not be considered to have completed their clinical externships until the site supervisor has certified all required attendance hours. It is the responsibility of the student to provide the school with a time sheet signed by the clinical site supervisor documenting clinical hours completed for a week no later than Monday of the following week.

#### ❖ RE-ENTRY STUDENTS :

Former students who wish to return to school must complete a request for reinstatement and have their record reviewed by the Campus President or Director of Education for approval. Students who previously failed the same course twice are not permitted to re-enter. Placement in class is determined through an evaluation conducted by the program chair or Director of Education. Remaining tuition charges will be determined accordingly. Re-entry is also subject to class space availability. Students who wish to return to

school whose last date of attendance is more than 365 days earlier must complete an Admission Application in order to begin the re-entry process.

### ❖ **MAKE-UP WORK:**

Classroom work missed because of an absence can be made up through arrangement with the Instructor and the School Director. The student is responsible for initiating any request to make up work missed because of class absence. Make-up work, however, does not remove an absence. Absences exceeding more than 15% of instructional hours must be made up in supervised work, documented by faculty, in order for the student to receive credit. Attendance at make-up sessions will be permanently recorded in an attendance register maintained by the instructor. All makeup hours for a course must be made up before the end of the course. Permission to make-up the time exceeding the 15% limit is determined in consultation with the instructor with final approval from the Director of Education. Any further incidents of missed class will result in failure of the course. In rare cases, instructors may modify additional make-up work for student who has failed to meet the attendance requirement if there are extenuating circumstances involved and the student otherwise meets the academic requirements for passing the course. The School Director must agree to any exceptions. Good attendance and timeliness are important workplace skills and are crucial to educational programs with a strong hands-on, practical component. Students are made aware of these policies at orientation and on the first day of all classes.

Late arrival, early departure and lateness returning from breaks are also incorporated into the cumulative absence and can result in a possible course failure. Tardiness or leaving class prior to dismissal will result in that time being considered absent to the nearest quarter-hour following the lateness or the preceding quarter-hour for leaving early. Continued lack of attendance may result in further disciplinary action including suspension or dismissal as a violation of the school's standards of conduct. The Director of Education and School President will make the dismissal decision based upon recommendations from the instructor and department chair. students are required to make up any missed hours. Make-up hours will be charged an hourly.

### **MEDICAL ASSISTANT PROGRAM AND DIAGNOSTIC MEDICAL SONOGRAPHER.**

The classroom teacher maintains the attendance roster. The attendance roster is kept at the school at all times. In the event that a substitute teacher is used, the substitute must initial the day's attendance.

Attendance will be taken in the following manner:

1. Approximately ten minutes after class begins
2. Approximately ten minutes before class ends

The student will not be able to repeat more than one course per quarter due to absences.

A student will be placed on probation if at the end of any quarter they have completed less than 90% of their scheduled hours within their academic program. Once on probation, a student should contact the academic support team to follow their directions in order to fix this non-compliance with the attendance policy.

### ❖ **Measures Taken When a Student Drops**

If absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid unless there has been a significant financial or educational change to the program, in which case,



extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

**PHLEBOTOMY PROGRAM, PHARMACY TECHNICIAN, NURSE AIDE/ASSISTANT (CNA),  
EKG TECHNICIAN AND MEDICAL BILLING & CODING.**

The classroom teacher maintains the attendance roster. The attendance roster is kept at the school at all times. In the event that a substitute teacher is used, the substitute must initial the day's attendance.

Attendance will be taken in the following manner:

1. Approximately ten minutes after class begins
2. Approximately ten minutes before class ends

**If** absent a first time, that student will be contacted by phone and the results will be recorded on the Absence/Drop Record Form.

**If** absent a second time, the student will be contacted by telephone and in writing and will be advised of possible consequences. A copy of the same letter will be given to the student the next time the student comes to class, at which time the student must sign the Absence/Drop Record Form acknowledging receipt of the letter.

**If** absent a third time, the student will be informed in writing that the course must be repeated and the student will be subject to paying additional tuition for the repeat. The student will not be able to repeat more than one course per program due to absences.

❖ **Measures Taken When a Student Drops**

**If** absent three times consecutively without notifying the school, the student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

❖ **Leave Of Absence:**

The following conditions may be considered for leave of absence: medical (including pregnancy), family care (including unexpected loss of childcare and medical care of family), military duty, and jury duty. Any student who must take a leave of absence may do so, by submitting letter stating why the student needs to take a leave of absence, to the school administrative. Also, when applicable, and as requested by the administrative, the student wishing to take the leave of absence must submit documented proof for said emergency. Upon meeting these requirements, the school administrative will then decide whether the student may or may not take a leave of absence. Both the administrative and student will document and sign all approvals, disapprovals or solutions. The student will receive a copy for their records as well. A student who takes a leave of absence during any program/ course quarter where the grade of the program/ course will be affected will receive an incomplete grade of “I” for such program/ courses. Once a student retakes the program/ course, the new program/ course grade will replace the incomplete “I” grade. The total time requested off must not exceed 30 days (cumulative) in a calendar period. Students must be in good academic standing to be eligible to apply for a Leave of Absence. Students must be current on their

monthly payment plan, as appropriate, and continue making any regularly scheduled tuition payments during the time that they are on an approved Leave of Absence. A student returning from LOA must be evaluated by the campus before returning and will only be allowed to return to the program at the beginning of the module. Students who do not return from the LOA on the scheduled return date indicated on the LOA Request Form will be automatically withdrawn from the school effective that date and will be charged as outlined in the refund policy described in the school catalog and Enrollment Agreement.

❖ **DRESS CODE:**

While attending classes at Austin Medical Assistant Training , students are required to dress in a professional manner. Students who violate the dress or behavior code will not be permitted to attend or remain in the class, laboratory or clinical experience and an absence will be recorded.

- **Medical Assistant:** Navy Blue Scrubs.



- **Phlebotomy & EKG Technician:** Burgundy Scrubs



- **Ultrasound Technician:** Seal Blue Scrubs. - **Pharmacy Technician (PTCB) & Patient Care:** Grey Scrubs



- **Medical Billing & Coding:** Black Scrubs.



- **CNA:** White Scrubs



## ❖ **DEVICE POLICY:**

Personal, on-campus use of audio and image recording equipment must have the written authorization of the school President or Director of Education. In addition, it is required that any authorized person secure the approval of the person they are recording prior to use of the devices(s). The equipment/device(s) include, but are not limited to: cell phone cameras, digital and still cameras, motion picture cameras, video cameras, analog and digital tape recorders, solid state digital recording devices or any device capable of recording sound and/or image. Use of audio and image recording devices for personal use without authorization are considered intrusions to academic, management, and student communities. No personal is to charge their devices at the institute. Violation of this policy may be cause for disciplinary action up to and including dismissal from school.

## ❖ **DISMISSAL FROM SCHOOL:**

Unlawful possession, use or distribution of firearms, drugs, or alcohol on school property is strictly prohibited and may subject the student to sanctions under local, state, and federal law. The school reserves the right to dismiss a student for any of the following reasons:

- Verbal or physical abuse of faculty, staff, or another student.
- Attendance does not meet school requirements.
- Academic Progress does not meet school standards.
- Financial obligations are not maintained.
- Verbal or physical actions contrary to the objectives of the school including insubordination toward staff, intimidation of students, staff, or others who may be in or near the school, retribution for real or imagined injury, the use of intoxicating liquor or illegal drugs, malicious destruction of school or student property, stealing or any other act of this nature.
- School standards of ethics or dress are not observed.
- Any student who involves a third party in an act of intimidation or retribution will be immediately terminated.
- Dismissed students who request re-admittance will be considered on a case-by-case basis. Previous attendance, academic performance, financial history, and general attitude will be considered. Please see director for the appeals process.

## ❖ **ACADEMIC CONDUCT:**

A student must conduct themselves in a professional manner at all times. There is absolutely no profanity allowed at any time, or any place on or near the school premises. A student may not verbally or physically threaten, or commit violent act(s) or crime(s) against any person, be they instructor, student, employee, or visitor. Based on the circumstances of the situation of misconduct, a student will either;

- Be asked to leave the school for a day
- Placed on probation for a term or be dismissed permanently by the school.

**The following are unacceptable and will not be tolerated:**

- All forms of bias including race, religion, ethnicity, gender, disability, national origin and creed as demonstrated through verbal, written communication and physical acts. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution and forgery alteration or use of institution documents of identification with intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and programs, or other than school activities.
- Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.
- No Smoking / No Drugs / Drinking alcoholic beverages in premises.

In cases of violent acts or crimes committed, The Austin Medical Assistant Training has the right to pursue and prosecute the student(s) and or person(s) involved, to the fullest extent of the law. A student/person, who is asked to leave the premises of the school and refuses to do so voluntarily, will be escorted off the premises by Police. The Austin Medical Assistant Training will apply these methods to ensure safety for everyone and to create an atmosphere where education is the primary goal. Academic dismissal will be based on student's academic progress and attendance as described under attendance, conduct, and probation policies. A student who is been dismissed has the right to appeal to the School Director, if they feel that their situation merits individual attention due to unusual circumstances that contributed to their failure of a program/ course. The student must write to the School Director stating the reason for the appeal. The letter must state;

- The unusual circumstances the student feels caused the failure, and
- What they have done or plan to do to alleviate the problems they have had in academic performance.

The School Director may request additional information or documentation in support of the student's request. The performance of a student appealing an academic dismissal is been reviewed by the Academic Board. The academic Board is composed of the student's instructor, a senior faculty member and the School Director. Every area of the student's performance is been explored, and a decision concerning the request is made at the end of the review. The Academic Board has the final decision on student performance issues and may implement conditions for the student's continuation in the program/course.

#### ❖ **STUDENT APPEAL PROCEDURES:**

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Program Director within five (5) days from the date of the decision was made. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Program Director will hear any student who disagrees with a SAP decision, on an appointment basis only. The student will be notified of the Directors

decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision made by the Director, must submit a typed letter to the President with supportive documentation explaining the reason why the student is wishing to appeal the decision. The President will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The Presidents decision shall be final.

#### ❖ **REFUND POLICY:**

Refunds owed on a student account will be paid directly to the Student. Refunds, when due, are made without requiring a request from the student. The institution shall have a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. **All of the following are elements of a fair and equitable plan:**

- A. The institution's refund policy must be published in the catalog and be uniformly administered.
- B. Refunds, when due, must be made without requiring a request from the student.
- C. Refunds, when due, shall be made within 30 days:
  - (1) Of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. If a written notification is not submitted to the institution in a timely manner then there can be a delay on the refund or
  - (2) From the date the institution terminates the student or determines withdrawal by the student.
- D. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.
- E. Once the student has received books and supplies the school will not accept any books and supplies back. Students that loses or damages any book or supply the student may purchase from the school as prices listed below. Students are responsible for fees of any received books and/or supplies from the school if they cancel or are terminated from the program/ course.
- F. All refunds will be issued via check: Tuitions and fees can be received via check, credit card, cash, and/or money order but refunds will only be issued via check.

#### ❖ **Refunds for Classes Canceled by the Institution:**

If tuition and fees are collected prior to the start date of a program and the institution cancels the class, 100 % of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.

#### ❖ **Refunds for Students Who Withdraw On or Before the First Day of Class:**

If tuition and fees are collected prior to the start date of classes and the student does not begin classes or withdraw on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. The registration fee is nonrefundable appropriate refunds for a student who does not begin classes shall be made within 30 days of the class start date.

#### ❖ **Refunds for Students Enrolled Prior to Visiting the Institution:**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

**MEDICAL ASSISTANT PROGRAM REFUND POLICY, PHARMACY TECHNICIAN, NURSING ASSISTANT/NURSE AIDE, MEDICAL BILLING AND CODING AND PATIENT CARE**

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter the student will be liable for:
  - A. The non-refundable registration fee
  - B. The cost of any textbooks or supplies accepted.
  - C. Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.
3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

**First Quarter**

If termination occurs	School may keep	Student Refund
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
During the fourth week	50%	25%
After the fourth week	100%	0%

**(b) Second quarter**

If termination occurs	School may keep	Student Refund
During the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
During the fourth week	100%	0%

**C/ Third Quarter**

If termination occurs	School may keep	Student Refund
During the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
During the fourth week	100%	0%

**D/ Fourth Quarter (for weekend only)**

If termination occurs	School may keep	Student Refund
During the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
During the fourth week	100%	0%

## DIAGNOSIS MEDICAL SONOGRAPHER REFUND POLICY:

A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter the student will be liable for:

1/the non-refundable registration fee plus

2/the cost of any textbooks or supplies accepted plus

3/tuition liability as of the student's last date of physical attendance. Tuition liability is number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

Tuition liability is divided by the number of quarter in the program.

### First Quarter

If termination occurs	School may keep	Student Refund
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
During the fourth week	50%	25%
After the fourth week	100%	0%

### (b) Second quarter

If termination occurs	School may keep	Student Refund
During the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
During the fourth week	100%	0%

### C/ Third Quarter

If termination occurs	School may keep	Student Refund
During the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
During the fourth week	100%	0%

### D/ Fourth Quarter

If termination occurs	School may keep	Student Refund
During the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
During the fourth week	100%	0%

F/ Fifth Quarter

If termination occurs	School may keep	Student Refund
During the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
During the fourth week	100%	0%

G/ Sixth Quarter

If termination occurs	School may keep	Student Refund
During the first week	100%	0%

H/ Seventh Quarter

If termination occurs	School may keep	Student Refund
During the first week	100%	0%

**PHLEBOMTOMY, AND ELECTROCARDIOGRAPHY PROGRAM MINI REFUND POLICY:**

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee
2. Thereafter, a student will be liable for
  - A. the non-refundable registration fee plus
  - B. the cost of any textbooks or supplies accepted plus
  - C. tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

Tuition liability is divided by the number of Hours in the program. Total tuition liability is limited to the Hours during which the student withdrew or was terminated and any previous Hours completed.

If termination occurs	School may keep	Student Refund
0 – 15% of the program	0%	100%
16 – 30% of the program	25%	75%
31 – 45% of the program	50%	50%
46 – 60% of the program	50%	25%
After 60% of the program	100%	0%



1. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

## **OBTAINING TUITION REFUND:**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If the school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Educational Law or the Commissioner's Regulations as specified in **Section 126.17** of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision, New York State Education Department, located at **116 West 32nd Street, 5<sup>th</sup> Floor, New York, NY 10001** or **Tel: (212) 643- 4760**. The staff of the State Education Department will assist you in the preparation of tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

## **PAYMENT**

Payments are accepted via **cash**, credit card (**MasterCard** or **Visa**), money order, checks and/or grants. The school offers payment plans and student loan according to schedule and the program/course.

## **DESCRIPTION OF OFFICE SPACE:**

Austin Medical Assistant Training is located at **70-10 Austin Street, Suite# 101&103 Forest Hills, NY 11375**. The current office space has 20 rooms; 1 Classroom with computers for the computer application program/ courses, 14 total classrooms, for lecture or medical lab with all the necessary medical equipment for the medical program/ courses, 4 Administrative office where all the administrative personnel sits, 1 records office where all the records and documents of the students are maintained, 1 director's office and 1 media room where all study materials are available for the students. Our facility is also handicap accessible we have an elevator for the public to use. Our Mission Statement is located in the Administrative Office, to the right of the admissions counter. The First Aid kit can be found at the front desk and can be accessed under the supervision of an administrator.

## CREDIT GRANTING POLICY FOR PREVIOUS EDUCATION AND TRAINING:

Credit for training received prior to attending Austin Medical Assistant Training can be used as transfer credit towards completion of the Medical Assistant Program. All credit transferring must be reviewed by the director to be approved.

### CERTIFICATION EXAM:

Students of Medical Assistant program are encouraged to take the RMA exam given by (AMT)

Students of Medical Assistant program are encouraged to take the CCMA exam given by (NHA)

Students of Medical Assistant program are encouraged to take the CMAC exam given by (AMCA)

Students of Phlebotomy Technician are encouraged to take the PTC exam given by (AMCA)

Students of Phlebotomy Technician are encouraged to take the CPT exam given by (NHA)

Students of EKG Technician are encouraged to take the CET exam given by (NHA)

Students of EKG Technician are encouraged to take the ETC exam given by (AMCA)

Students of patient care Technician are encouraged to take the PCTC exam given by (AMCA)

### REGISTRATION OF SCHOOL:

Austin Medical Assistant Training is licensed by The New York State Education Department.



Austin Medical Assistant Training is affiliated with AMT, NHA and AMCA.



# DIAGNOSTIC MEDICAL SONOGRAPHER



**Total Program Hours: 2535**

**Externship Hours: 1090**

**Class Hours: 1445**

**Credential: Certificate      Program delivery: Residential**

Program Total Hours	2,535
School Tuition	\$27,000.00
Books Fee	\$1,500.00
Registration Fee	\$100.00
<b>Total</b>	<b>\$28,600.00</b>

## Program Description:

The Diagnostic Medical Sonographer program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The Diagnostic Medical Sonographer program at Austin Medical Assistant Training (AMAT) is designed to prepare students to perform diagnostic ultrasound examinations required of an entry-level general sonographer to include, but not be limited to, the abdomen, pelvis, pregnant female pelvis, and superficial structures. Students are also introduced to vascular ultrasound. The student will have the opportunity to study the anatomy, physiology and pathophysiology of scanned organ systems, recognize the sonographic patterns of the organs, learn the protocols for a logical and thorough survey of the organs, and provide accurate and technical impressions to the interpreting physician. The core curriculum is structured to include an on campus lecture component, an on-campus imaging laboratory component, and an off-campus integrated clinical component. The final externship portion of the curriculum is structured to include supervised experiences in the clinical environment that require competencies, logs, and evaluations completed by the student. At the conclusion of the program, graduates who have diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as diagnostic medical sonographers.

## **Medical Terminology**

45 Hours

Medical Terminology is a study of the basic structure of medical words, including prefixes, suffixes, word roots, combining forms, singulars and plurals. The student will be able to recognize, spell, pronounce and define medical words by combining prefixes, suffixes, and roots.

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## **Patient Care**

90 Hours

Introduction in patient care skills applied to the role of a Sonographer in an imaging department. An exploration of nursing care skills, scanning ergonomics, patient confidentiality, and communication skills with hospital personnel as applied to all areas of sonography.

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## **Ultrasound Physics and Instrumentation 120 Hours**

- ❖ Demonstrate knowledge and understanding of acoustical physics and ultrasound instrumentation.
  - ❖ Comprehend Doppler ultrasound principles.
  - ❖ Demonstrate knowledge and understanding of the interaction between ultrasound and tissue and the probability of biological effects in clinical examinations.
  - ❖ Demonstrate knowledge and understanding of the fundamental elements for implementing a quality assurance and improvement program and the protocols, and procedures for the general function of an ultrasound laboratory.
  - ❖ Recognize various types of transducers and their applications.
- 

## **Cross Sectional Anatomy**

60 hours

- ❖ Identify structures of organ systems.
- ❖ Identify functions of organs or organ systems.
- ❖ Identify the use of appropriate terminology associated with anatomical structures.
- ❖ Identify anatomical structures in cross section.
- ❖ Describe anatomy in the transverse, sagittal and coronal planes.
- ❖ Reconstruct the three-dimensional relationships of organs and organ systems; the abdominal vascular

system; the extracranial cerebrovascular system; the lower extremity vascular systems; the thyroid.

- ❖ Demonstrate the ability to sonographically identify the abdominal vascular system, the abdominal organs, the thyroid, and the peripheral vascular system.
  - ❖ Recognize body surface landmarks and how they relate to deep anatomy.
  - ❖ Student will observe a professional attitude and appearance at all times.
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## **Abdominal Sonography**

360 hours

- ❖ Demonstrate an ability to perform examinations of the abdomen according to protocol guidelines established by the AIUM/ACR utilizing real-time equipment with transabdominal transducer and Doppler display modes.
- ❖ Recognize and identify the sonographic appearance of normal anatomic structures, including anatomic variants and normal Doppler patterns of the following: liver, biliary system and urinary tract.
- ❖ Recognize and identify the sonographic appearance of the adrenal glands, spleen, pancreas, prevertebral vessels, peritoneal cavity including potential spaces, and retroperitoneum.
- ❖ Recognize and identify the gastrointestinal tract and the anterior abdominal wall.
- ❖ Recognize, identify and appropriately document the abnormal sonographic and Doppler patterns of the disease processes, pathology, and pathophysiology of the following: liver biliary system, pancreas, urinary tract, adrenal glands, spleen, prevertebral vessels, peritoneal cavity including potential spaces, retroperitoneum, gastrointestinal tract and the anterior abdominal wall.
- ❖ Student will observe a professional attitude and appearance at all times.
- ❖ Student will attend class and lab prepared to acquire knowledge of the subject that will be presented in class.
- ❖ Student will recognize the needs of the patient and the ethics of the profession of sonography.
- ❖ Recognize and identify sonographic appearance of normal anatomic structures, including anatomic variants and normal Doppler patterns of the following: scrotum and prostate.
- ❖ Recognize, identify and appropriately document abnormal sonographic and Doppler patterns of the disease processes.
- ❖ Recognize common signs and symptoms, presentation and laboratory testing associated with the various disease processes and pathology of the following: scrotum and prostate.

- ❖ Demonstrate the ability to perform examination of the superficial structures and the neonatal brain according to protocol and guidelines established by the AIUM/ACR; utilizing real-time equipment with the appropriate transducers, Doppler and color Doppler display modes.
- ❖ Demonstrate knowledge and understanding of a sonographer's role in performing interventional and intraoperative ultrasound procedures.
- ❖ Recognize and identify sonographic appearance of normal anatomic structures, including anatomic variants and normal Doppler patterns of the following: breast, thyroid and parathyroid, pediatric patients and neonatal brain.
- ❖ Recognize, identify and appropriately document abnormal sonographic and Doppler patterns of the disease processes, pathology and pathophysiology of the following: breast, thyroid and parathyroid, pediatric patients and neonatal brain.
- ❖ Recognize common signs and symptoms, presentation and laboratory testing associated with the various disease processes and pathology of the following: breast, thyroid and parathyroid, pediatric patients and neonatal brain.
- ❖ Discuss new trends in ultrasound such as three-dimensional imaging and contrast enhanced studies and current research in drug delivery systems using microbubble technology.
- ❖ Demonstrate the ability to perform examination of the superficial structures and the neonatal brain according to protocol and guidelines established by the AIUM/ACR, utilizing real-time equipment with the appropriate transducers, Doppler and color Doppler display modes
- ❖ Demonstrate knowledge and understanding of a sonographer's role in performing interventional and intraoperative ultrasound procedures.

### *Gynecology and Obstetrics Sonography 360 Hours*

- ❖ Recognize and identify the sonographic appearance of normal anatomic structures of the female pelvis, including anatomic variants and normal Doppler patterns.
  - ❖ Recognize, identify and appropriately document the sonographic appearance of gynecologic disease processes, pathology and pathophysiology.
  - ❖ Student will observe a professional attitude and appearance at all times.
  - ❖ Student will attend class and lab prepared to acquire knowledge of the subject that will be presented in class.
  - ❖ Student will recognize the needs of the patient and the ethics of the profession of sonography.
  - ❖ Recognize and identify the sonographic appearance of normal maternal, embryonic and fetal anatomic structures during the first trimester.
- ❖ Recognize, identify and appropriately document the sonographic appearance of obstetrics abnormalities, disease, pathology and pathophysiology in the first trimester.
  - ❖ Describe and calculate fetal biometry.
  - ❖ Recognize, identify and appropriately document the sonographic appearance of obstetrics abnormalities, disease, pathology and pathophysiology.
  - ❖ Student will observe a professional attitude and appearance at all times.
  - ❖ Student will attend class and lab prepared to acquire knowledge of the subject that will be presented in class.
  - ❖ Student will recognize the needs of the patient and the ethics of the profession of sonography.
  - ❖ Recognize and identify the sonographic appearance of normal maternal, embryonic and fetal anatomic structures during the second trimester.
  - ❖ Recognize and identify the maternal and fetal factors of high risk pregnancy.
  - ❖ Demonstrate knowledge and understanding the role of the sonographer in performing interventional/invasive procedures.
  - ❖ Demonstrate knowledge of the embryology of the fetal heart and fetal heart abnormalities.
  - ❖ Recognize, identify and appropriately document the sonographic appearance of obstetrics abnormalities, disease, pathology and pathophysiology.
  - ❖ Student will observe a professional attitude and appearance at all times.
  - ❖ Student will attend class and lab prepared to acquire knowledge of the subject that will be presented in class.
  - ❖ Student will recognize the needs of the patient and the ethics of the profession of sonography.
  - ❖ Recognize and identify the sonographic appearance of normal maternal, embryonic and fetal anatomic structures during the third trimester.
  - ❖ Recognize and identify the maternal and fetal factors of high risk pregnancy.
  - ❖ Demonstrate knowledge and understanding the role of the sonographer in performing interventional/invasive procedures.
  - ❖ Recognize, identify and appropriately document the sonographic appearance of obstetrics abnormalities, disease, pathology and pathophysiology.
  - ❖ Student will observe a professional attitude and appearance at all times.
  - ❖ Student will attend class and lab prepared to acquire knowledge of the subject that will be presented in class.
  - ❖ Student will recognize the needs of the patient and the ethics of the profession of sonography.

## ***Vascular Sonography***

270 Hours

- ❖ Demonstrate knowledge of ultrasound physics and instrumentation.
  - ❖ Demonstrate knowledge of Doppler and vascular physics and instrumentation.
  - ❖ Demonstrate knowledge of normal and abnormal vascular anatomy.
  - ❖ Understand vascular physiology, pathophysiology and hemodynamics.
  - ❖ Recognize signs, symptoms, etiology, complications and sequela of peripheral vascular disease.
  - ❖ Describe various other modalities used to diagnose peripheral vascular disease and their efficacy. List first line drugs in treatment of vascular disease.
  - ❖ Student will observe a professional attitude and appearance at all times.
  - ❖ Perform appropriate examination protocols and proper evaluation of vessels being studied.
  - ❖ Student will attend class and lab prepared to acquire knowledge of the subject that will be presented in class.
  - ❖ Student will recognize the needs of the patient and the ethics of the profession of sonography.
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## ***Musculoskeletal (MSK) Sonography*** 100 Hours

- ❖ Identify the Normal anatomic location and function of the tendon, ligaments, muscle, nerves, and bursa.
- ❖ Describe the normal sonographic appearance of musculoskeletal structures, tendons, ligaments, muscle, nerves and bursa.
- ❖ Differentiate a nerve from a tendon in real time imaging.
- ❖ Name the nerves identifiable with sonography, lower limb and upper limb.
- ❖ Know the advantages and disadvantages of sonographic artifacts in musculoskeletal imaging.
- ❖ Identify correction techniques for artifacts.
- ❖ Proper choice of transducer for sonographic evaluation of the musculoskeletal system.
- ❖ Describe sonographic evaluation of the rotator cuff, carpal tunnel, and Achilles tendon, knee, elbow, wrist, and abdominal wall and the pathologies related.
- ❖ Perform all scanning protocols.

## ***HIPAA and CPR Training***

10 hours

- ❖ Perform high-quality CPR for adults, children, and infants.
  - ❖ Understand the AHA Chain of Survival, specifically the BLS components and understand the use of an AED.
  - ❖ Perform effective ventilations using a barrier device.
  - ❖ Recognize the importance of teams in multirescuer resuscitation and performance as an effective team member during multirescuer CPR.
  - ❖ Relief of foreign-body airway obstruction (choking) for adults and infants.
  - ❖ Overview of HIPAA standards.
  - ❖ Define Protected Health Information (PHI).
  - ❖ Overview of the Privacy, Security and Minimum Necessary Rules.
  - ❖ Role of technology in HIPAA compliance.
  - ❖ Breach notification and incident handling.
  - ❖ Method of Evaluation: The certified instructor will use the evaluation tools that comply with the AHA and HIPAA standards.
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## ***Working as a Sonographer***

10 Hours

- ❖ Recognize what constitutes an ethical concern in health care.
  - ❖ Understand better the complexity and multi-dimensionality of medical ethical concerns.
  - ❖ Understand the place of clinical ethics in health care.
  - ❖ Develop the ability to reason through difficult medical/clinical ethical issues both orally, in the context of a group of their peers, and through written work.
  - ❖ Understanding the meaning of informed consent and when to use it.
  - ❖ Be better leaders.
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## ***Externship***

1090 Hours

- ✚ Clinical experience affords the student the opportunity to apply learned knowledge and scanning competencies in the clinical setting. Clinical rotations allow for role acquisition, progression of clinical skills and proficiencies, critical thinking skills, documentation and communication skills. Clinical rotations build appropriate clinically based judgment and decision making skills, strengthening professional behaviors and preparing students to become entry level sonographers.

**PREREQUISITES:**

- Associates Degree in a Medical Field **and/or** Bachelors **or** Higher Degree in any field.
- **The following must be completed before acceptance:**
  - College Algebra
  - Human Anatomy
  - Physiology with Lab
  - General Physics
  - American Literature
  - English Composition
  - Computers.

**SCHEDULES:**

	<i>Days</i>	<i>Time</i>	
<b>Morning</b>	<b>Mon thru Fri</b>	09:00 AM	02:00 PM
<b>Afternoon</b>		12:00 PM	05:00 PM
<b>Evening</b>		05:00 PM	10:00 PM
<b>Weekend</b>	Fri	05:00 PM	10:00 PM
	Saturday	08:00 AM	04:30 PM
	Sunday		

# MEDICAL ASSISTANT



**Total Program Hours: 900**

**Externship Hours: 200**

**Class Hours: 700**

**Credential: Certificate      Program delivery: Residential**

Program Total Hours	900
School Tuition	\$10,900.00
Books Fee	\$600.00
Registration Fee	\$100.00
<b>Total</b>	<b>\$11,600.00</b>

## Program Description:

Medical Assistant program prepares students to work as multi-skilled health professionals under the supervision of a licensed medical professional (e.g., a physician, nurse practitioner, or physician assistant). Medical assistants perform a wide range of roles in physician's offices and other health care settings; duties may include preparing patients for examination; assisting with examinations, various procedures, and treatments; performing tests; educating patients; updating and managing patient medical records; performing administrative tasks; and entering orders through electronic health records, including prescriptions and diagnostic testing. Medical assistants also help patients navigate the health care system, advocate for themselves, and comply with orders. Medical assistants are primarily employed in health care delivery settings, such as physician practices; however, medical assistants may be employed in other settings, including medical clinics, urgent care centers, accountable care organizations (i.e., patient centered medical home or PCMH model), insurance and billing organizations, or laboratories. Credentialing in medical assisting is Not required in the State of New York but is encouraged for graduates of Austin Medical Assistant Training. This program prepares the students for national credentialing examinations (e.g., RMA offered by American Medical Technologists (AMT), CMA exam offered by American Association of Medical Assistants (AAMA)). Austin Medical Assistant Training has been recognized and affiliated with AMT and AMCA.

Graduates will be able to:

- Describe the current employment outlook as a medical assistant
- Compare and correlate between different allied health professions and medical assisting
- Describe and comprehend medical assistant credentialing requirements, the process to obtain the credential and the importance of credentialing
- List the general responsibilities and master skills of the medical assistant



## **Anatomy and Physiology**

80 hours

This course includes the systemic study to the structure and functions of: integumentary, skeletal, muscular, cardiovascular, respiratory, nervous and special senses, endocrine, immune, urinary, reproductive and gastrointestinal systems. Descriptions of common disorders or diseases related to these systems are also included. Graduates will be able to:

- a. List all body systems and their structures and functions
- b. Describe common diseases, symptoms, and etiologies as they apply to each system
- c. Identify diagnostic and treatment modalities as they relate to each body system
- d. Apply a system of diet and nutrition:
  - 1) Explain the importance of diet and nutrition
  - 2) Educate patients regarding proper diet and nutrition guidelines
  - 3) Identify categories of patients that require special diets or diet modifications

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## **Phlebotomy**

60 hours

The course concentrates on the proper techniques of blood drawing. It also demonstrates the various methods utilized for blood drawing such as butterfly syringe, needle syringe, and evacuated tube system. The course also consists of describing the terminology used to order laboratory tests and identifying and labeling the parts of the laboratory equipment. The course will teach proper methods of applying gloves, gowns and masks for laboratory procedures. Each student will have the opportunity to practice their phlebotomy skills on mannequin arms and most importantly the students will have an opportunity to practice their technique under the supervision of their instructor.

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## **Clinical Procedures**

40 hours

This course examines clinical procedures common to the medical office, including preparing and positioning patients, determining height and weight, documenting patient histories,

setting up and using equipment, and assisting with general and specialty examinations. Focus will be on practical skill development and adherence to OSHA and PPE guidelines.

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## **Medical Law & Ethics**

40 hours

This course explains the basics of medical law regarding: the application of different types of consent used in medical practice, privacy and confidentiality disclosures (including HIPAA Security and Privacy Acts, state and Federal laws), laws/regulations and acts pertaining to the practice of medicine, scope of medical assisting practice, Patient Bill of Rights legislation, acts regarding Licensure, certification, and registration, Identify credentialing requirements of medical professionals, the application of the Clinical Laboratory Improvement Amendments of 1988 (CLIA '88). Terminology associated with medical law should be defined and understood. This course also focuses on Principles of medical ethics and ethical conduct, so the students can identify and employ proper ethics in practice as a medical assistant, identify the principles of ethics established by the American Medical Association, identify and understand the application of the AMA Patient Bill of Rights, recognize unethical practices and identify the proper response, recognize the importance of professional development through continuing education. Graduates will be able to:

- a. Follow documentation guidelines
- b. Institute federal and state guidelines when:
  - 1) Releasing medical records or information
  - 2) Entering orders in and utilizing electronic health records
- c. Follow established policies when initiating or terminating medical treatment
- d. Distinguish between employer and personal liability coverage
- e. Perform risk management procedures
- f. Comply with federal, state, and local health laws and regulations as they relate to healthcare settings:

- 1) Define the scope of practice for the medical assistant within the state where employed
- 2) Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings
- 3) Comply with meaningful use regulations
  - g. Display compliance with the Code of Ethics of the profession
  - h. Demonstrate compliance with HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology for Economic and Clinical Health (HITECH) Act

***Medical Terminology*** 40 hours

This course introduces the medical terms used to describe major body structures in health & disease, diagnostics and therapeutic surgical procedures. Definitions, Common abbreviations, symbols and Spelling of these terms are also included. Graduates will be able to:

- a. Define and use the entire basic structure of medical terminology and be able to accurately identify the correct context (i.e., root, prefix, suffix, combinations, spelling and definitions)
- b. Build and dissect medical terminology from roots and suffixes to understand the word element combinations
- c. Apply medical terminology for each specialty
- d. Define and use medical abbreviations when appropriate and acceptable

***Electrocardiogram*** (EKG OR ECG) 60 hours

The course begins with a basic description of the major internal and external structures of the heart. It will also describe the major functions of the cardiovascular system, major blood supply of the heart, and electrical conduction pathway of the heart. The instructor will explain the reasons for performing an EKG and also demonstrate the proper method for obtaining a standard EKG rhythm strip. All students will have the opportunity to practice their EKG techniques utilizing a computer based 12 Lead EKG as well as utilizing a 12 Lead EKG machine. It will also emphasize

on interpretation of various rhythm abnormalities from EKG strips. The course will describe in detail the EKG characteristics of sinus rhythms, atrial rhythms, ventricular rhythms, atrioventricular blocks, and pacemaker rhythms. The course will teach on how to handle and resolve troubleshooting problems that arise when obtaining an EKG reading.

***Computerized Billing*** 70 hours

Students get an overview of medical insurance; learn coding procedures, and insurance billing procedures. Students also learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.

***Clinical Asepsis*** 40 hours

This course addresses clinical asepsis and safety concerns in the anesthesiology environment, including methods for cleaning, high level disinfecting, and sterilization of equipment. Topics include first aid training, medical office emergency response, infection control, CPR, OSHA, MSDS, and personal protective equipment.

***Pharmacology*** 30 hours

A study of the classification and administration of medications, with a focus on safety, accuracy, and skill development. Topics include pharmacology mathematics, dosage calculations, medication preparation, patient education, common medications and side effects, and proper documentation and inventory.

***Career Management Skills*** 40 hours

Create a well-organized resume Get certificate of completion for medical assistant program Have a good plan to conduct job

search Demonstrate good communication skill at the time of interview Take exam to get register as a RMA through AMT.

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### ***Medical Office Applications*** 40 hours

Student will learn about the medical environment in the office, the language of medicine, medical specialties computers in contemporary medicine, the medical staff, the roles of medical professionals, medical ethics, social policy issues. Students will also learn about medical law, and confidentiality issues, patient relations, scheduling, maintaining, and following up appointments, methods of keeping records. Lastly, Student will learn methods to finding and keeping a job, research employment opportunities, job application process, interviewing for a position, and continuing education.

### ***Human Relations*** 40 hours

Student will learn about the Communicate effectively with any healthcare team member Spoke clearly with any healthcare member Write any needed patient notes Listen attentively

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### ***Health Insurance*** 40 hours

Student will learn about the All type of health insurances **such as:**

- Health maintenance organizations (HMOs)
- Preferred provider organizations (PPOs)
- Point-of-service (POS) plans.
- High-deductible health plans (HDHPs)

Which may be linked to health savings accounts (**HSAs**)  
Payment of benefits Government programs **such as**

- Medicare
- Medicaid
- Obama Care
- CHP
- FHP

Types of health insurance claim forms Types of claims  
Tracking claim forms

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### ***Computer Applications*** 40 hours

Student will learn about the Computer techniques and keyboarding skills Graduates will know the different types of medical software and applications **such as**

- Microsoft word
  - Excel
  - MR software medsoft17SP3
- 

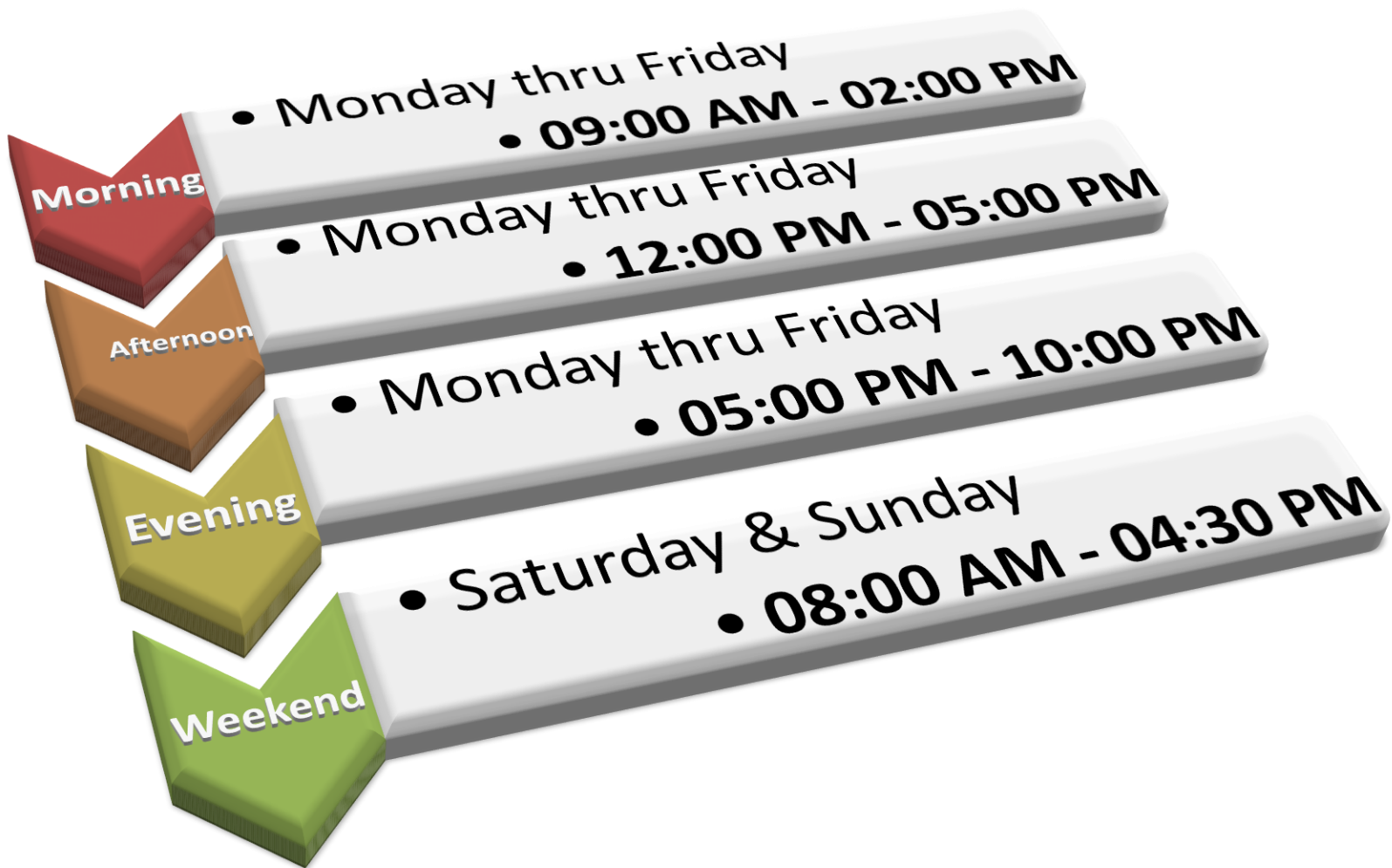
### ***Urinalysis & Microbiology*** 40 hours

Student will learn about the Assist with Reproductive and Urinary Specialties & Preparedness the Clinical Laboratory & Microbiology & Urinalysis List nine types of urine specimens that can be collected understand the purpose of routine urinalysis. Describe the steps for collecting a clean-catch urine specimen to other students.

### **PREREQUISITES:**

High School Diploma, GED, TASC or a foreign country high school diploma  
**(Must be in English or translated into English)**

## The program is available



Once the student has received books and supplies the school will not accept any books and supplies back. Students that loses or damages any book or supply the student may purchase from the school as prices listed below. Students are responsible for fees of any received books and/or supplies from the school if they cancel or are terminated from the program/ course.

Students of Medical Assistant program are encouraged to take the RMA exam given by (AMT)

Students of Medical Assistant program are encouraged to take the CCMA exam given by (NHA)

Students of Medical Assistant program are encouraged to take the CMAC exam given by (AMCA)

# PHLEBOTOMY TECHNICIAN



**Total Program Hours: 60**

**Credential: Certificate      Program delivery: Residential**

Program Total Hours	60
School Tuition	\$550.00
Books Fee	\$60.00
Registration Fee	\$40.00
<b>Total</b>	<b>\$650.00</b>

## Program Description:

In this course students will be able to demonstrate various methods of Phlebotomy such as; the vacuum method for venous blood withdrawal, the butterfly syringe and needle method for venous blood withdrawal, demonstrate a sterile lancet capillary blood withdrawal, an Auto let blood withdrawal for glucose level, the proper use of a Micro hematocrit Centrifuge, proper use of a Hemoglobin meter to obtain a hemoglobin level. In addition students will learn the proper use of a Glucometer to obtain a blood glucose level, identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and laboratory procedures.

The program is available:



**PREREQUISITES:**

High School Diploma, GED, TASC or a foreign country high school diploma

**(Must be in English or translated into English)**

Students of Phlebotomy Technician are encouraged to take the PTC exam given by (AMCA)

Students of Phlebotomy Technician are encouraged to take the CPT exam given by (NHA)

# EKG Technician



**Total Program Hours: 60**

**Credential: Certificate      Program delivery: Residential**

School Tuition	\$550.00
Books Fee	\$60.00
Registration Fee	\$40.00
<b>Total</b>	<b>\$650.00</b>

## Program Description:

The EKG is an important member of the patient care team working primarily with patients who experience cardio-related symptoms. This course combines theory and practice, covering important background on the anatomy and physiology of the heart and chest, heart disease and disease processes, medical terminology, and the legal and ethical aspects of patient contact. You will learn all electrocardiograph techniques, including the operation of EKG equipment, techniques of tracing, basic interpretations, specialized procedures related to EKG and proper mounting.

# The program is available:



## PREREQUISITES:

High School Diploma, GED, TASC or a foreign country high school diploma  
(Must be in English or translated into English)

Students of EKG Technician are encouraged to take the CET exam given by (NHA)  
Students of EKG Technician are encouraged to take the ETC exam given by (AMCA)



# Medical Billing and Coding



**Total Program Hours: 120**

**Credential: Certificate      Program delivery: Residential**

School Tuition	\$900.00
Books Fee	\$150.00
Registration Fee	\$100.00
<b>Total</b>	<b>\$1150.00</b>

## Program Description:

Medical billing and coding professionals play an important role in the healthcare industry today. As the healthcare system strives to provide more efficient and effective care, the use of electronic medical records (EMRs) is an integral part of that effort. Student will learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.

# The program is available:

<b>Morning</b>	<ul style="list-style-type: none"><li>▪ <b>Mon thru Fri</b></li><li>• <b>09:00 AM - 12:00 PM</b></li></ul>
<b>Afternoon</b>	<ul style="list-style-type: none"><li>▪ <b>Mon thru Fri</b></li><li>• <b>01:00 PM - 04:00 PM</b></li><li>▪ <b>Mon thru Fri</b></li><li>• <b>04:00 PM - 07:00 PM</b></li></ul>
<b>Evening</b>	<ul style="list-style-type: none"><li>• <b>07:00 PM - 10:00 PM</b></li></ul>
<b>Weekend</b>	<ul style="list-style-type: none"><li>▪ <b>Sat - Sun</b></li><li>• <b>08:00 AM - 04:00 PM</b></li></ul>

## PREREQUISITES:

High School Diploma, GED, TASC or a foreign country high school diploma  
(Must be in English or translated into English)

# NURSING ASSISTANT/NURSE AIDE



**Total Program Hours: 125**

**Credential: Certificate      Program delivery: Residential**

School Tuition	\$650
Books Fee	\$70
Registration Fee	\$50
<b>Total</b>	<b>\$770</b>

## Program Description:

This program addresses vital instructions to students concerning health, Well care, Nutrition and Mobility of the patient. Basic patient care techniques and ways are the primary basis of the program. Performing nursing procedures and tasks involved in the person's care. Learning basic nursing care skills like Communication, Infection Control, Safety and emergency procedures, resident's rights, basic nursing skills, personal care skills, elimination procedures, skin care, transferring, positioning, turning methods, dressing, ambulating the person, range-of-motion exercises, signs and symptoms of common diseases.

## The program is available:

<b>Morning</b>	<ul style="list-style-type: none"><li>▪ <b>Mon thru Fri</b></li><li>• <b>9:00 AM - 2:00 PM</b></li></ul>
<b>Afternoon</b>	<ul style="list-style-type: none"><li>▪ <b>Mon thru Fri</b></li><li>• <b>2:00 PM - 7:00 PM</b></li></ul>
<b>Evening</b>	<ul style="list-style-type: none"><li>▪ <b>Mon thru Fri</b></li><li>• <b>5:00 PM - 10:00 PM</b></li></ul>
<b>Weekend</b>	<ul style="list-style-type: none"><li>▪ <b>Sat - Sun</b></li><li>• <b>8:00 AM - 4:00 PM</b></li></ul>

### PREREQUISITES:

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# Pharmacy Technician



**Total Program Hours: 250**

**Credential: Certificate      Program delivery: Residential**

School Tuition	\$1000
Books Fee	\$268
Registration Fee	\$100
<b>Total</b>	<b>\$1368</b>

## Program Description:

Pharmacy Technician program prepares students to assist pharmacists in processing prescriptions and maintaining the pharmacy department. A pharmacy technician possesses abilities to identify, measure, and supply pharmaceutical products that have been ordered by a prescriber. Duties for the pharmacy technician may vary but common duties (performed under the supervision of a licensed pharmacist) include:

- ✓ Processing prescription orders
- ✓ Receiving written, faxed, and electronic prescriptions and verifying that information required on a prescription is accurate and complete
- ✓ Adjudication and handling third-party rejected claims
- ✓ Updating patient profile information in a computerized database
- ✓ Filing written prescription orders after prescriptions are dispensed
- ✓ Understanding legal limitations on the work they perform in the pharmacy setting
- ✓ Face-to-face customer service and answering the phone
- ✓ Maintaining, stocking and repackaging medications
- ✓ Triaging medication
- ✓ Assisting with MTM duties
- ✓ Sterile and non-sterile compounding
- ✓ Maintaining clean, safe working environment compliant with state board pharmacy regulations

Credentialing as a pharmacy technician is encouraged for graduates of Austin Medical Assistant Training programs. Programs prepare students in necessary aspects of the curriculum included in the national credentialing examinations that are available.

## The program is available:

<b>Morning</b>	<ul style="list-style-type: none"><li>▪ <b>Mon thru Fri</b><ul style="list-style-type: none"><li>• <b>9:00 AM - 12:00 PM</b></li></ul></li></ul>
<b>Afternoon</b>	<ul style="list-style-type: none"><li>▪ <b>Mon thru Fri</b><ul style="list-style-type: none"><li>• <b>1:00 PM - 4:00 PM</b></li></ul></li></ul>
<b>Evening</b>	<ul style="list-style-type: none"><li>▪ <b>Mon thru Fri</b><ul style="list-style-type: none"><li>• <b>4:00 PM - 7:00 PM</b></li><li>• <b>7:00 PM - 10:00 PM</b></li></ul></li></ul>
<b>Weekend</b>	<ul style="list-style-type: none"><li>▪ <b>Sat - Sun</b><ul style="list-style-type: none"><li>• <b>8:00 AM - 4:00 PM</b></li></ul></li></ul>

### PREREQUISITES:

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# Patient Care Technician



**Total Program Hours: 120**

**Credential: Certificate      Program delivery: Residential**

School Tuition	\$1420
Books Fee	\$80
Registration Fee	\$100
<b>Total</b>	<b>\$1600</b>

## Class Schedule

Program	Timings	Instructional Hours per Day	Schedule	Hours per Week	Duration in Weeks
A	10am-1pm	3 hrs	Monday – Thursday	12 hrs	10 Weeks
B	6pm-9pm	3 hrs	Monday – Thursday	12 hrs	10 Weeks
C	2pm-6pm	4 hrs	Monday – Thursday	16 hrs	8 Weeks
D	10am-4:30pm	6 hrs	Saturday & Sunday	12 hrs	10 Weeks
E	10am-2pm	4 hrs	Tuesday-Thursday	12 hrs	10 Weeks
F	5pm-9pm	4 hrs	Tuesday-Thursday	12 hrs	10 Weeks

\*Include Phlebotomy and EKG

# *On Holiday*

***School will be closed on the following holidays:***



***In case of inclement weather the school will contact all students and post the message on our school website.***



# **C**OMPLAINT PROCEDURE:

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

## **The steps you must take to file a complaint are:**

- 1.** Write to the New York State Education Department at **116 West 32nd Street, 5th Floor, New York, NY 10001**, or telephone the Department at **(212) 643-4760**, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, transcripts, etc. An investigator from the Department will meet you and go through your complaint in detail.
- 2.** If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
- 3.** The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible, delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal charges.
- 4.** In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you take to attempt to resolve your complaint.

## **G**RIEVANCE PROCEDURES:

1. Any student who desires to file a grievance about any action, employee or student of the school must follow the procedure outlined below:
2. The aggrieved student should first bring the matter to the attention of his/her instructor.
3. If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the School Director. The student can also contact the NY state Department at any time.
4. After a student has exhausted all means listed above, and the matter remains unresolved, he/she may seek assistance through the New York State Education Department.

**New York State Education Department  
Bureau of Proprietary School Supervision**

116 W. 32nd Street, 5th floor

New York, NY10001

**Phone:** 212-643-4760

## **C**ATALOG DISCLAIMER:

The student should be aware that some information in the catalog may change. It is recommended that the students considering enrollment check with the Education Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and program/ courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all program/ courses and curricula offered. Therefore, it is possible that program/ courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the Education Director to determine if there are any changes in the program/ courses/curricula offered or the teaching personnel listed in the catalog.

## **C**ANCELLATIONS:

Once the student has been accepted the student or the school may cancel the Enrollment Agreement before the class start date. All monies are refunded if the student cancels within **seven business days** after the agreement has been accepted by the school. If the cancellation is not received in writing or occurs after seven business days, only monies paid in excess of the enrollment fee will be refunded. All monies will be refunded if the school cancels a course before the class start date.

## **W**ITHDRAWAL:

Students may cancel the Enrollment Agreement any time after the class start-date by informing the Education Director in writing of their intent to withdraw. However, regardless of whether or not the student provides written notice, a refund calculation will be performed when necessary. Non-attendance for three consecutive sessions may be considered a withdrawal by the student. The school may cancel the agreement after the class start date for non-payment of tuition, unsatisfactory academic performance, absenteeism or disruptive or unethical behavior.

## **T**RANSFERS BETWEEN PROGRAMS:

Austin Medical Assistant Training does accept transfers from other schools. If transferring from other school, applicant must submit a transcript, progress report and official catalog with course descriptions from the school. Other documents may also be requested at the time of transfer. Students enrolled in some program/ courses may transfer to Medical Assistant program. All students enrolled for short program/ courses such as Phlebotomy Tech may transfer to the Medical Assistant Program as it comprises of these short programs/ courses as well. A student should enroll by completing the Medical Assistant Enrollment Agreement and after all paper work is completed, the student is the required to pay the difference of the remaining amount (the registration fee is non-refundable and non-transferable). Student will also receive a credit for all the classes that they have already attended. **Note:** The use of the word “credit” does not apply to college credits, but rather to recognition for previous course work.

## **P**LACEMENT ACTIVITIES:

The Placement Director communicates with the students to arrange an internship site which could be a medical office or hospital depending on the program that the student has completed. The internship provides a student with the opportunity to apply learned skills and to experience the work environment. Upon completion of the program/ course the students are contacted by the placement director for placement services in their respective fields. Although placement service is provided by the institution, Austin Medical Assistant Training clearly explains that employment is not guaranteed and reassures that the student understands it.

# **P**ROCEDURE FOR REPORTING ACCIDENTS:

In the event of an accident or injury while on the job or attending the **Austin Medical Assistant Training**, the following procedure **must be followed**:

**The incident must be reported to the School Director within 24 hours of occurrence.**

1. Depending on the nature and extent of the incident, the School Director must refer the injured party to an appropriate health care facility.
2. Provisions are made to transport the injured party to the facility. This may be done by summoning EMS or by having someone to take the person there.
3. The School Director must investigate the extent of the incident. If there were witnesses available, the Director should get their names and addresses on the Incident Report Form.
4. The School Director must follow-up with the injured person and the health care facility.
5. The School Director must document all findings. A copy should be placed in the employee/student's file.

# **E**MERGENCY PLAN:

1. If a sickness or accident occurs, the instructor or staff person is instructed to contact the School Director.
2. If the illness or accident requires emergency care, the instructor or staff member is instructed also to summon an ambulance by dialing **911**.
3. Students may be assisted by Registered Nurses or Doctors who serve as instructors in the Medical Assistant Programs since these individuals are certified in standard First Aid and Cardiopulmonary Resuscitation (CPR).
4. In non-threatening situations, a faculty or staff member may be asked to phone a family member, whose phone number is on file in the student's permanent folder.
5. A First Aid Kit is maintained in the Media Center for minor emergencies. All staff members are aware of the location of this kit.

## EVACUATION PROCEDURES IN CASE OF A FIRE:

After the decision to evacuate the entire building has been made by the Fire Department, and the alarm system activated, the following procedures **should be followed:**

1. At the sound of the alarms, all students should immediately take their positions as instructed by the supervisor or director of the facility. Prepare for a full building evacuation.
2. Occupants must immediately begin to evacuate the premises under the supervision and direction of supervisor or the person in charge of the floor.
3. Each floor has access to four stairwells. These stairs will be used to exit to the first floor lobby and out of the building. Elevators are not to be used during a fire evacuation.
4. Evacuated personnel shall congregate and remain there until a decision is reached to re-occupy the building or send people home.
5. The Fire Department will provide the “all clear” announcement. At this time, building occupants will be allowed to return to their offices.
6. Medical emergencies (e.g. heart attacks, unconsciousness, etc.) during an evacuation must be immediately reported to the Security Desk. The Guard will immediately notify the on-site Fire Department and/or paramedics of the incident.

## EVACUATION OF INDIVIDUALS WITH DISABILITIES

Floor Monitors are required to submit a list of individuals who have physical disabilities or special medical conditions to the ERT. Two co-workers should be assigned ahead of time to assist individuals with disabilities during an evacuation.

However, Floor Monitors, Wardens, and the Fire Department may also be required to assist disabled individuals during an emergency evacuation.

It is the responsibility of ALL students to follow these procedures. No student should leave his/her group and wander around the building alone.

**In the event of natural disasters, the following procedures should be followed:**

- A. Hurricanes - Stay away from windows, and stay inside if you are not told to evacuate.
- B. Floods and Flash Floods - Move to the upper level of the building. Do not evacuate unless you are told to do so.
- C. Severe Thunderstorms and Lightning –
  - I. Stay inside, away from windows, water, faucets, sinks and metal objects.
  - II. Do not use telephones.
  - III. Turn off and unplug computers, typewriters and other electrical equipment you may be using.

