

AUSTIN



AUSTIN MEDICAL ASSISTANT TRAINING



CATALOG

VI 2023 – 2024

School Website: www.amat.edu
School E-mail: info@amat.edu

Revised on 09/15/2023

TABLE OF CONTENTS

GENERAL INFORMATION	Page
A message from AMAT President	2
School Directors and Administration	3
The Mission	3
Description of Campus Space	4
School Recognition	4
Catalog Disclaimer	4
INSTITUTIONAL POLICIES	
Admission	5
Satisfactory Academic Progress Standards	5-8
Financial Aid	8
Graduation Requirements	8
Attendance	8-10
Make-Up Work	10-11
Leave of Absence	11
Cancellations	11
Withdrawal	12
Dismissal from the school	12
Academic Conduct	12-13
Complaint Procedure	13
Non-Discrimination Disclaimer	13
Dress Code	13-14
Device Policy	14
Refund Policy	14-19
Obtaining tuition refund	19
Payment methods	19
Student Support Services	19-20
Procedure for Reporting Incidents	20
Certification Exams	20
Program/ Course Descriptions	20-43
School Holiday Calendar	44
Emergency Plans	45-46
Program Retention & Placement Rate	47
Addendum Faculty Directory	48
Addendum Return to Title IV Policy	49-52
VA Pending Payment Compliance	53

A Message from AMAT President

(Statement of History)

Dear Student,

It is with great pleasure that I welcome you to Austin Medical Assistant Training school (AMAT)

In 2016, our founding members established a school to train students as career Allied Health Professionals after seeing that the industry was growing, but classes were overcrowded, many instructors did not have the experience or credentials to adequately train students, hands-on training was limited and guidance was not provided to students for career growth.

As Doctors of Medicine in practice for more than 30 years, we have been dedicated to providing the highest level of service and care to our patient community.

To make certain this mission moves forward our medical team and teaching staff believes that “hands-on” practical learning in an active healthcare office setting, aligned with engaging “relevant” classroom lectures; provides the foundation for success in the future.

Our student graduates provide a range of diagnostic, technical, therapeutic, and direct patient care services that are critical to support medical health professionals and the patients they serve.

As President and CEO, I am proud of our achievements and thank you for choosing AMAT as your career gateway into the Allied Health community.

**Beshoy Boshra,
President & CEO**

BOARD OF DIRECTORS	
Beshoy Boshra	President
ADMINISTRATION	
Beshoy Boshra	School Director, Program Director MA, MBC and EKG
Fidelca Terrero	Career Services
Kathleen Rickard	Dean of Students and Faculty, Program Director CNA
David Sosnowik	DMS Program Director
Abeer Nouh	Program Director MA, MBC and EKG
FACULTY*	
*Refer to Catalog Addendum	

THE MISSION

AMAT provides career-focused post-secondary educational opportunities to a diverse student population. We are committed to helping our students and graduates achieve their educational and professional goals through convenient career oriented programs designed to accommodate a student's academic life and future employment goals.

109-15 72nd RD 1A Forest Hills, NY 11375

Tel: (718) 487-4010

❖ DESCRIPTION OF CAMPUS SPACE

Austin Medical Assistant Training is located at 109-15 72nd RD Forest Hills, NY 11375 The current office space has 8 total classrooms, for lecture or medical lab with all the necessary medical equipment for the medical program/ courses, 2 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. Our facility is also handicap accessible. Our Mission Statement is 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.

RECOGNITION OF SCHOOL

Austin Medical Assistant Training is licensed by The New York State Education Department and institutionally accredited by ABHES



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



AMAT institutionally accredited by ABHES

❖ Catalog 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.

❖ **ADMISSION:**

- I. **Requirements:** Applicants must submit the following documents to admission:
 - **A proof of High School Diploma, an equivalent or higher educational Degree.** If foreign graduate, the foreign transcript must be presented as a notarized document in English. If the graduate is unable to produce their high school diploma, A sworn statement (BPSS form 115) may be used and submitted as a notarized document. For DMS please go to page 25
 - **Valid Photo ID_** used as proof of identity and age eligibility (minimum of 16-year-old)
 - **Social security number**
 - **Other prerequisites: refer to each program section below**
- II. **AMAT does not accept non-high school graduates** (ability-to-benefit students)
- III. **A personal interview** is arranged to ensure the likelihood of student to succeed and get a career advantage upon graduation
- IV. **Transfer of Credit:**

College Credit – Disclaimer Statement: Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Transfer of credit from other institutions:

- To ensure high quality of education, AMAT will give a recognition credit for a previous coursework completed with a minimum of GPA 2.00
- Maximum recognition awarded is up to 25% of the anticipated program offered by AMAT (i.e., Students must complete a minimum of 75% of the course work required for graduation from AMAT) For NURSING ASSISTANT/NURSE AIDE students must complete 100% of instructional hours to graduate.
- If AMAT award recognition for a previous training, program length and tuition of the anticipated program will be prorated accordingly
- It is the responsibility of the student to provide AMAT with official transcripts and a catalog with course descriptions from the previous institution
- Evaluation will be on a case-by-case basis to ensure that the contents of the course and the academic period length are comparable to that of a related AMAT course
- Applicants must allow enough time to process requests in order to get credit for the courses.

➤ **Transfer of credit from other programs at AMAT:**

- AMAT accept transfer of credits from the following completed programs at AMAT with minimum GPA of 2.00 to join **Medical assistant** program at AMAT. Program length and tuition will be prorated accordingly:
 1. **Phlebotomy Certificate:** as credit for “MA_ Phlebotomy course”
 2. **Electrocardiograph:** as credit for “MA_ Electrocardiography course”
 3. **Medical billing and coding:** as credit for “MA_ Computerized billing course”

V. **Advanced Standing, experiential learning, Remedial courses and refresher courses:**

AMAT does not accept or offer advanced placement or credit for experiential learning or life experience, remedial courses or refresher courses.

❖ **Satisfactory Academic Progress:**

- Satisfactory academic progress (SAP) must be maintained by all the students all the time
- SAP standards are equally applied to all students
- SAP evaluation varies by program it is performed as follow:
 - ✓ For Phlebotomy, Electrocardiograph (EKG Technician) and Medical billing and coding every week.
 - ✓ For Medical Assistant every week per course.

- ✓ For Diagnostic medical sonographer, courses under 170 hrs once a week, courses more than 171 hrs and under 300 hrs every 2weeks and courses more than 300 hrs every 3 weeks.

➤ **SAP Measurement:**

A. Qualitatively: Quality of work is measured by cumulative grade point average (**GPA**) for each course/program using different points of evaluation as detailed in the course/program syllabus.

- ✓ **SAP tracking sheet** is being used to cover these points of evaluation in addition to customized **clinical evaluation checklists** whenever needed
- ✓ A student must possess a **GPA of 2.0 or higher** in each course/program to maintain SAP
- ✓ The student academic progress is **graded according to the following scale:**

Grade	Numerical Equivalent	Qualitative Equivalent	G.P.A.
A	90-100	Excellent	4.00
B	80-89	Good	3.00
C	75-79	Average	2.00
F	Below 75		0.00
W	Withdrawal		0.00

- ✓ The student who receives a final grade of “**F**” or “**W**”, in a course/ program will have to repeat that course/ program in order to graduate

B. Quantitatively: Quantity of work is measured by “**Pace progression**” and a “**maximum time frame**” in which the student must complete the educational objective.

- ✓ **Pace progression:** Students must pass 85% of the course/ program attempted clock hours to meet this quantitative measure. The student is always aware of his/her pace via student portal (online). Once the student missed 10% of required hours, a warning message is sent via student portal, e-mail, phone and verbal by the instructor. Incomplete/withdrawal courses are reported but don’t count for “pace progression”; It affects “the maximum time frame”
- ✓ **The maximum time frame** to successfully complete a program does not exceed 150% of the total program length. Warning letter, in addition to electronic message via student portal, will be sent once student exceeds 120% threshold of the typical program length. If the student does not complete a program within the specified time frame, termination due to unsatisfactory academic progress will be followed
- ✓ **An academic progress report** is available in the student portal at the end of each course. A hard copy is available as per student request.

➤ **Impact of course withdrawals, incomplete grades, repeated courses, transfer credits on SAP:**

- Incomplete work due to course withdrawal or failure** is not included in the calculation of the Cumulative Grade Point Average but is required to be “**repeated**” to fulfill graduation requirements. Once course is repeated, the most recent grade earned will replace the prior grade in the student Cumulative GPA.
- Repeated Courses and Transferred credit courses** affect *SAP quantitatively* in terms of “**The maximum timeframe**” needed for graduation. All of them should be reported in the student’s transcript

➤ **Measures taken when a student fail to maintain SAP:**

- ✓ **Early signs of unsatisfactory academic progress** are reported by the instructor
- ✓ **A student scoring below 75** should be directed to the program director and an **academic improvement plan** may be needed
- ✓ **A case by case study** should be done by the school official to help the student achieves his/her academic goals

- ✓ Program director, academic coordinator, medical advisor and a legal advisor may be involved to develop an applicable plan
- ✓ **The plan should consider, but not limited to:**
 - a. tutoring,
 - b. counseling,
 - c. rescheduling course/ program hours,
 - d. use of new teaching strategies and technologies, and
 - e. use of library resources
- ✓ **A follow up from the program director** and academic support team should be maintained for the subsequent courses / programs

➤ **Probation due to unsatisfactory academic progress:**

is applicable in these situations:

- ✓ Cumulative G.P.A. below a 2.0 in a specific course for 2 times
- ✓ Cumulative G.P.A. below a 2.0 in 2 different courses within a quarter
- ✓ Completed hours less than 85% in a course
- At the time the student is placed on probation, an improvement plan will be developed and the probationary period set
- **Depending on the student progress during probation,** the appropriate procedure is followed:
 1. **The student returns to good standing: the probation is removed**
 2. **The student continues “Unsatisfactory Academic Progress”:** the student is **terminated** for “Unsatisfactory Academic Progress”. The Students will be sent a letter advising them of their status and offers the opportunity to appeal
 - ➔ **In response to the student appeal,** one of two actions may be applied:
 - a. **Continued Academic Probation:** upon approval of the Appeal in order to give the student a chance to return to good standing. The student will get an approval letter for the appeal and be advised of continued probation status of the next course(s)
 - b. **Termination:** upon failure to Appeal or Denial of the Appeal.

➤ **Appeal process for a “SAP-based” disciplinary action:**

The students who received a disciplinary action or termination under SAP policy have the right to appeal as follows:

1. The student must submit a typed letter to the **Program Director within five (5) days** from the date of the action. This letter must contain the student information, the course/ program title, explanation of the disciplinary action and reasons why the student is wishing to appeal
2. The student must provide **supportive documentation** along with the letter in order to support the appeal and prove any mitigating circumstances that may have existed
3. The Program Director will **hear** any student who appeals a “SAP-decision” on an appointment basis only
4. **The Program Director** will discuss the case with the **Campus Director**
5. **The Campus Director’s decision shall be final**
6. The student will be notified of **the Campus Director’s decision within fifteen (15) business days** following the receipt of the student’s appeal letter

➤ **Reinstatement policy for a “SAP-based” terminated student:**

- A terminated student due to unsatisfactory academic progress is allowed one and only one chance to appeal for **“Reinstatement”**
 - a. The application is for **“re-entry”**, if submitted within 3 months of dismissal
 - b. The application is for **“re-admission”**, if submitted within 1 year or longer of dismissal
- ✓ The student appeal must follow the above-mentioned steps including explanation of the mitigating circumstances that contributed to the academic termination and how these circumstances have been remedied or changed
- ✓ Examples of events that may be considered “a mitigating circumstance” include but are not limited to:

- a. death of an immediate relative,
- b. student hospitalization,
- c. divorce proceedings,
- d. previously undocumented disability,
- e. natural disaster,
- f. financial hardship such as foreclosure or eviction, and others

Reinstatement will be determined on a case-by-case basis by school director. Previous academic performance and financial history will be considered.

❖ **FINANCIAL AID INFORMATION:** Financial Aid is available to those who qualify.

Financial Aid School Code #043034

❖ **LANGUAGES USED:** All the programs offered by AMAT are delivered in English

❖ **GRADUATION REQUIREMENTS:** 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.

❖ **ATTENDANCE POLICY:**

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 courses they have completed less than 85% of their scheduled hours within their academic program. Once on probation, a student will have the following courses 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.

➤ **SPECIAL CONDITIONS:**

A. 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. If 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 courses they have completed less than 85% 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 “MA or DMS” student drops:**

If the student absent for 14 days 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. respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

B. NURSING ASSISTANT/NURSE AIDE, PHLEBOTOMY CERTIFICATE, ELECTROCARDIOGRAPH AND MEDICAL BILLING & CODING PROGRAMS

The classroom teacher maintains the attendance roster. The attendance roster is kept at the school at all times. If 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 “PH, EKG OR MBC” student drops:**

If the student absent for 5 days 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.

❖ **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 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.

❖ 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.

❖ CANCELATIONS:

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.

❖ WITHDRAWAL:

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. 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

❖ 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 always conduct themselves in a professional manner. 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, and 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 has 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

❖ **Complaint Procedure:**

- The school has its own complaint department onsite. The department ensures the students know their rights and help them if any issue arises during their schooling.

If any issue arises the complaining departments suggest to:

1. Student should first bring the matter to the attention of the instructor.
2. 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 complaint department and to the attention of the School Director.

❖ **Non-discrimination Disclaimer:**

AMAT does not discriminate According to Race, Color, Religion, Ethnic and gender.

❖ **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



CNA: White Scrubs



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



- **Ultrasound Technician:** Seal Blue Scrubs



- **Medical Billing & Coding:** Black 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 device(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.

❖ **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.

REFUND POLICY:

Tuition Refunds shall be provided to students in the form of a check and must be picked up by the student. If the tuition was paid through a Loan Program, the tuition refund will be directly provided to the loan institution only. Students can request confirmation of the tuition refund.

1. AMAT will financially hold responsible and charge to the student's account, any student that by evidence is confirmed to have broken, damaged or lost school property.
2. Upon successful completion of the course and satisfaction of all monetary obligations, AMAT will award the student a Certificate of Completion.
3. While placement services may be provided, it is understood that the school cannot promise or guarantee employment to any student or graduate.
 - A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned except for the non-refundable registration fee.
 - B. Thereafter, a 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.
 4. 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

REFUND POLICY: MEDICAL ASSISTANT PROGRAM Day, Morning, Afternoon and Evening Schedule 3 quarters each quarter \$3,634.00.

FIRST QUARTER

If termination occurs	Day, Morning, Afternoon and Evening	
	Percentage of First Quarter Tuition Refunded to the Student	Amount First Quarter Tuition Refunded to the Student
Prior to or during the first week	100%	\$3,634
During the second week	75%	\$2,725.5
During the third week	50%	\$1,817
During the fourth week	25%	\$908.5
After the fourth week	0%	\$0

(B) SUBSEQUENT QUARTERS

If termination occurs	Day, Morning, Afternoon and Evening	
	Percentage of Subsequent Quarters Tuition Refunded to the Student	Amount Subsequent Quarters Tuition Refunded to the Student
During the first week	75%	\$2,725.5
During the second week	50%	\$1,817
During the third week	25%	\$908.5
During the fourth week	0%	\$0

REFUND POLICY: MEDICAL ASSISTANT PROGRAM Weekend, 5 quarters each quarter \$2,180.00

FIRST QUARTER

If termination occurs	Percentage of First Quarter Tuition Refunded to the Student	Amount First Quarter Tuition Refunded to the Student
Prior to or during the first week	100%	\$2,180
During the second week	75%	\$1,635
During the third week	50%	\$1,090
During the fourth week	25%	\$545
After the fourth week	0%	\$0

(B) SUBSEQUENT QUARTERS

If termination occurs	Percentage of Subsequent Quarters Tuition Refunded to the Student	Amount Subsequent Quarters Tuition Refunded to the Student
During the first week	75%	\$1,635
During the second week	50%	\$1,090
During the third week	25%	\$545
During the fourth week	0%	\$0

REFUND POLICY: DIAGNOSIS MEDICAL SONOGRAPHER, 7 quarters each quarter \$3,858.00**FIRST QUARTER**

If termination occurs	Percentage of First Quarter Tuition Refunded to the Student	Amount First Quarter Tuition Refunded to the Student
Prior to or during the first week	100%	\$3,858
During the second week	75%	\$2,893.5
During the third week	50%	\$1,929
During the fourth week	25%	\$964.5
After the fourth week	0%	\$0

(b) Subsequent Quarters:

If termination occurs	Percentage of Subsequent Quarters Tuition Refunded to the Student	Amount Subsequent Quarters Tuition Refunded to the Student
During the first week	75%	\$2,893.5
During the second week	50%	\$1,929
During the third week	25%	\$964.5
During the fourth week	0%	\$0

REFUND POLICY: Medical billing and coding, 1 quarter \$860**FIRST QUARTER.**

If termination occurs	Percentage of First Quarter Tuition Refunded to the Student	Amount First Quarter Tuition Refunded to the Student
Prior to or during the first week	100%	\$860
During the second week	75%	\$645
During the third week	50%	\$430
During the fourth week	25%	\$215
After the fourth week	0%	\$0

Refund Policy: Weekend NURSING ASSISTANT/NURSE AIDE

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	75%	25%
After the fourth week	100%	0%

Weekday NURSING ASSISTANT/NURSE AIDE Mini Refund Policy

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	75%	25%
After 60% of the program	100%	0%

REFUND POLICY PHLEBOTOMY CERTIFICATE, AND ELECTROCARDIOGRAPH MINI PROGRAM:

1. Tuition Refunds shall be provided to students in the form of a check and must be picked up by the student. If the tuition was paid through a Loan Program, the tuition refund will be directly provided to the loan institution only. Students can request confirmation of the tuition refund.
2. AMAT will financially hold responsible and charge to the student's account, any student that by evidence is confirmed to have broken, damaged or lost school property.
3. Upon successful completion of the course and satisfaction of all monetary obligations, AMAT will award the student a Certificate of Completion.
4. While placement services may be provided, it is understood that the school cannot promise or guarantee employment to any student or graduate.
 - A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned except for the non-refundable registration fee.
 - B. Thereafter, a 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.
 4. 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.

MINI REFUND POLICY:

If termination occurs	Percentage of Tuition Refunded to the Student	Amount of Tuition Refunded to the Student
0 – 15% of the program 9hrs	100%	\$490
16 – 30% of the program 18hrs	75%	\$ 367.5
31 – 45% of the program 17hrs	50%	\$245
46 – 60% of the program 36hrs	25%	\$122.5
After 60% of the program	0%	\$0

1. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.
2. 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, 5th 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 METHODS:

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.

❖ Student Support Services:

I. Placement 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.

II. Other Services:

AMAT Provide its student with other services including tutoring, career advising and lap workshop even after graduation. AMAT Provides accessibility for disabled students. School keep the progress records maintained for a minimum of 5 years (grades, transcripts & programs completed)

❖ Procedure for Reporting Incidents:

In the event of an incident 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.

CERTIFICATION EXAMS:

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 Medical Billing and Coding (MBC) are encouraged to take the MCBC exam given by **(AMCA)**

Students of Medical Billing and Coding (MBC) are encouraged to take the CBCS exam given by **(NHA)**

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/Uniform	\$1,460.00 / \$40.00
Registration Fee	\$100.00
Total	\$28,600.00

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.

Program Objectives

Graduates of the DMS Program will be able to perform, at minimum, the following objectives:

Cognitive:

- Obtain, review and integrate pertinent patient data to facilitate optimum diagnostic results.
- Demonstrate critical thinking skills during the performance of Sonographer procedures to provide optimum diagnostic services.

Psychomotor:

- Perform Sonographer procedures appropriately and accurately recording all anatomic and physiologic information for interpretation by a physician.
- Document and present complete and accurate Sonographer findings to the interpreting physician in order to facilitate patient diagnosis.
- Maintain optimal function of the Sonographer equipment.
- Assist physician during invasive ultrasound guided procedures.

Affective:

- Demonstrate effective communication skills with patients and all members of the healthcare team.
- Provide compassionate patient care and education to promote overall well-being.
- Act in a professional manner within recognized ethical and legal standards.
- Demonstrate a commitment to lifelong learning.

Medical Terminology (DMS140) 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.

Patient Care (DMS144) 90 Hours

✚ This course provides an introduction to patient care skills and their application in the role of Sonographer. Students will explore the techniques and skills needed in nursing care, scanning ergonomics, patient communication and confidentiality.

Ultrasound Physics and Instrumentation (DMS145) 120 Hours

- ✚ This course is an introduction to the principles of ultrasound physics, instrumentation and theory as relevant to the Ultra sonographer. Concepts discussed will include: math for physics review; ultrasound physics; transducer construction and characteristics; sound beam formation and characteristics; instrumentation; image storage and display; Doppler instrumentation and principles; artifacts and bio-effects.
- ❖ Students will gain the knowledge and understanding of acoustical physics and ultrasound instrumentation.
 - ❖ Comprehend Doppler ultrasound principles.
 - ❖ Explore the interaction between ultrasound and tissue and the probability of biological effects in clinical examinations.
 - ❖ Students will apply knowledge and understanding of the fundamental elements to implement a quality assurance improvement program, protocols, and general procedural functions of an ultrasound laboratory.
 - ❖ Recognize various types of transducers and their applications.

Cross Sectional Anatomy (DMS150)

60 Hours

✚ This course is an in-depth study of the structure and function of the systems and organs of the human body and the interrelationships of the body's systems. Emphasis is on the musculoskeletal, nervous, cardiovascular, immune, respiratory, digestive, urinary, reproductive and endocrine systems

- ❖ 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.

Abdominal Sonography (DMS170)

360 Hours

- ✚ This course introduces anatomy, physiology, pathology and scanning techniques of the biliary system, liver, pancreas, thyroid and abdominal vascular system, both normal and abnormal.
- ❖ 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 (DMS181)

360 Hours

- ✚ This elective is designed to offer prospective OB-GYN candidates the opportunity learn and/or improve their ultrasound skills of image acquisition and interpretation through hands-on practice and professional guidance from many specialists within the fields of Obstetrics and Gynecology.
- ❖ 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 maintain 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.
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 gain knowledge of the subject that is 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 (DMS182) 270 Hours

This course introduces the use of diagnostic imaging with the use of Doppler for examining the vasculature of the human body. In this class the student will learn about diseases that affect the circulatory system. The course provides a history of diagnosis and treatment of vascular conditions. In addition, the course gives the student an awareness of alternative diagnostic tools used in conjunction with ultrasound. The student will learn how to perform vascular tests commonly performed in vascular laboratories and develop an awareness of tests that are routinely performed.

- ❖ 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.

Musculoskeletal (MSK) Sonography (DMS190) 100 Hours

Lecture Topics

Anatomic areas typically covered in this course include:

Shoulder – Hand – Wrist – Foot – Ankle – Knee

Other topics include:

Ultrasound of Common Cystic Masses in the Musculoskeletal System

General application of diagnostic ultrasound in sports medicine. Ultrasound-guided Interventions in the Musculoskeletal System

- ❖ 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 (DMS191)

10 Hours

- ✚ Health Insurance and Accountability Act safeguards for keeping protected health information safe from a people, administrative, and contractual standpoint specifically in electronic form (computers, networks, email, software, electronic transmissions, etc) safe from disasters, hackers, and electronic theft. CPR: medical procedures and techniques designed to provide urgent treatment of life-threatening cardiac emergencies such as cardiac arrest and stroke.
- ❖ 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 multi-rescuer resuscitation and performance as an effective team member during multi-rescuer 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.

Working as a Sonographer (DMS193)

10 Hours

- ✚ Also called ultrasound technicians to use ultrasound high-frequency sound waves to produce images of internal body tissues and organs. This procedure and technique help doctors diagnose and monitor a variety of conditions.
- ❖ Recognize what constitutes an ethical concern in health care.
- ❖ Understand the complexity of multi-dimensionality medical ethical concerns.
- ❖ Understand the place of clinical ethics in health care.
- ❖ Develop the reasoning and evaluation skills needed when faced with difficult medical/clinical ethical issues orally and through written work.
- ❖ Understanding the meaning of informed consent and when to use it.
- ❖ Apply skills learned in classroom and clinical setting to become a culturally sensitive, diverse and productive leader.

Externship (DMS204) 1090 Hours

- ✚ Clinical experience provides students the opportunity to apply knowledge learned 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.

ARDMS Exam Preparation (DMS198)

20 Hours

- ✚ ARDMS Exam Format the Sonography Principles & Instrumentation examination questions are divided

into percentage-weighted topics based on knowledge of patient care and evaluation, and use of sonography instruments. The specific topics covered, in order of importance in overall test percentage

- ❖ 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.

Admission Prerequisites:

- Associates Degree in a Medical Field. Or Bachelors or Higher Degree in any field. Candidate must have completed general education requirements prior to start date or during the program's module A which is the first 12 weeks of the program.
- The general education non-core courses required are:
 - ✚ Communication skills which may be met with courses in college-level English composition or speech, College-level mathematics, Human anatomy and physiology and General physics.



SCHEDULES:

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

Weekday / 86 weeks of 7 quarters.

Weekend / 97 weeks of 7 quarters.

- After Completion of 1445 Classroom hours, student must complete the clinical portion of the program. Externship: Student must complete 1090 hours of externship in order to complete the course. The 1090 hours of externship must be completed at an approved site and the hours may be different.

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/Uniform	\$560.00 / \$40.00
Registration Fee	\$100.00
Total	\$11,600.00

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.

Program Objectives

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 (MA116) 80 Hours

- ✚ The course consists of teaching the basic structure and functions of the human body through study of all body systems. The course will also describe in detail about the most common diseases and disorders corresponding to each system.

Graduates will be able to:

- List all body systems and their structures and functions
- Describe common diseases, symptoms, and etiologies as they apply to each system
- Identify diagnostic and treatment modalities as they relate to each body system
- 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

Phlebotomy (MA 108) 60 Hours

- ✚ This course concentrates on the proper techniques of blood drawing. It also demonstrates the various methods utilized for blood drawing that include butterfly syringe, needle syringe, and evacuated tube system. Students will be versed in the terminology used to order laboratory tests and identify various laboratory equipment used for sample analysis. The course will teach the proper methods of applying gloves, gowns and masks for laboratory procedure while allowing students the opportunity to practice their phlebotomy skills on mannequin arms and more importantly; in a live student/patient environment under the supervision of their licensed/certified instructors.

Clinical Procedures (MA 120)

- ✚ Clinical Procedures for Medical Assistants will provide clear, step-by-step instructions for common office procedures such as taking vital signs, collecting and processing lab specimens, preparing patients for

examinations, and assisting with office surgeries. 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.

Medical Law & Ethics (MA114) 40 Hours

- ✚ The course explains the Medical law, Licensure, certification, registration, Principles of medical ethics, ethical conduct and professional development. 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:
 1. Follow documentation guidelines
 2. Institute federal and state guidelines when:
 - a. Releasing medical records or information
 - b. 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:

g. Define the scope of practice for the medical assistant within the state where employed

h. Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings

i. Comply with meaningful use regulations

j. Display compliance with the Code of Ethics of the profession

k. Demonstrate compliance with HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology for Economic and Clinical Health (HITECH) Act

Medical Terminology (MA112) 40 Hours

This course introduces the major body structures through the study of medical terms. Terminology related to diagnosis and treatment is also presented. The students would learn how to define and use the entire basic structure of medical terms and be able to accurately identify the correct context (i.e., root, prefix, suffix, combinations, spelling and definitions), Build and dissect medical terminology from roots and suffixes to understand the word element combinations and to apply medical terminology for each specialty. The use of medical abbreviations is also included

Electrocardiogram (MA 121) (EKG OR ECG) 60 Hours

The course will explain the reasons for performing an EKG and demonstrate the proper method for obtaining a standard EKG rhythm strip. All students will have the opportunity to practice their EKG techniques utilizing a 12 Lead EKG machine. It will also emphasize on interpretation of various rhythm abnormalities from EKG strips. The course will teach on how to handle and resolve troubleshooting problems that arise when obtaining an EKG reading.

Computerized Billing (MA 145) 70 Hours

This course addresses 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 (MA 109) 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 (MA 137) 30 Hours

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

Career Management Skills (MA139) 40 Hours

The course will explain how to 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

Medical Office Applications (MA146) 40 Hours

Students practice accounts receivable and payable activities using a computerized management system in a series of simulated daily office activities. They will practice electronic medical record management and application of HIPAA regulations.

Human Relations (MA131) 40 Hours

- ✚ This course about the Communicate effectively with any healthcare team member Spoke clearly with any healthcare member Write any needed patient notes Listen attentively
-

Health Insurance (MA135) 40 Hours

- ✚ This course about the all type of health insurances such as health maintenance organizations (HMOs), Preferred provider organizations (PPOs), Point-of-service (POS) plans and High-deductible health plans (HDHPs). Government programs such as Medicare, Medicaid, Obama Care, CHAMPVA and Tricare are also included.
 - The students learn what are the types of health insurance claims, use of clearinghouse, Tracking claim forms and filling out insurance claims.
 - Which may be linked to health savings accounts (HSAs) Payment of benefits Government programs such as Medicare, Medicaid, Obama Care, CHP, FHP

Medical Assistant Externship (MA138)

- ✚ This course provides the opportunity for students to gain practical experience in a selected healthcare

setting. Students will be evaluated by both qualified medical personnel from the site and program faculty, and will document observed and performed procedures

Computer Applications (MA101) 40 Hours

- ✚ This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use.
-

Urinalysis & Microbiology (MA125) 40 Hours

- ✚ This course explains how to assist Reproductive and Urinary Specialties in the preparation of clinical laboratory and microbiology urinalysis and understand the purpose of these routine tests

Admission Prerequisites

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

- ✚ **After Completion of 700 Classroom hours, student must complete 200 Hours of externship in order to complete the course. The 200 hours of externship must be completed at an approved site and the hours may be different.**

THE PROGRAM IS AVAILABLE:

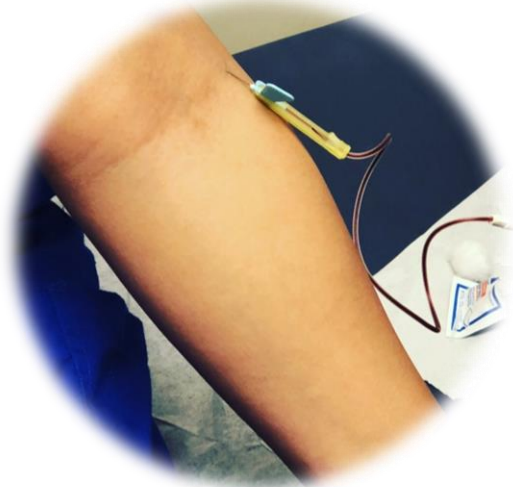
Day	<ul style="list-style-type: none">Monday thru Friday09:00 AM - 05:00 PM
Morning	<ul style="list-style-type: none">Monday thru Friday09:00 AM - 02:00 PM
Afternoon	<ul style="list-style-type: none">Monday thru Friday12:00 PM - 05:00 PM
Evening	<ul style="list-style-type: none">Monday thru Friday05:00 PM - 10:00 PM
Weekend	<ul style="list-style-type: none">Saturday & Sunday08:00 AM - 04:30 PM

Weekday / 36 weeks with a total of 3 quarters. Or 27 weeks with a total of 3 quarters.

Weekend / 57weeks. With a total of 5 quarters.

- ❖ 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 Certificate (PHLEBOTOMY TECHNICIAN)



Total Program Hours: 60

Credential: Certificate Program delivery: Residential

Program Total Hours	60
School Tuition	\$490.00
Books Fee/Uniform	\$80.00 / \$40.00
Registration Fee	\$40.00
Total	\$650.00

Program Total Hours	60
School Tuition	\$410.00
Books Fee/Uniform	\$80.00 / \$40.00
Registration Fee	\$40.00
Total	\$570.00

*** Intended Audience for the discount CME**

❖ **Program Description:**

This program concentrates on the proper techniques of blood drawing. It also demonstrates the various methods utilized for blood drawing that include butterfly syringe, needle syringe, and evacuated tube system. Students will be versed in the terminology used to order laboratory tests and identify various laboratory equipment used for sample analysis. The course will teach the proper methods of applying gloves, gowns and masks for laboratory procedure while allowing students the opportunity to practice their phlebotomy skills on mannequin arms and more importantly; in a live student/patient environment under the supervision of their licensed/certified instructors.

Program Objectives

Upon completion of the rotation through phlebotomy, students should be able to:

1. Perform a minimum of 30 unassisted venipuncture with 95% accuracy and success.
2. Approach the patient in a friendly manner and establish a rapport with proper care for the patient's feelings.
3. Identify self as a medical laboratory student who needs to obtain a blood sample for tests requested by the patient's physician.
4. Identify patients according to the lab protocol.
5. Follow appropriate methods for venipuncture including:
 - Selection, preparation and organization of equipment
 - Selection of vein

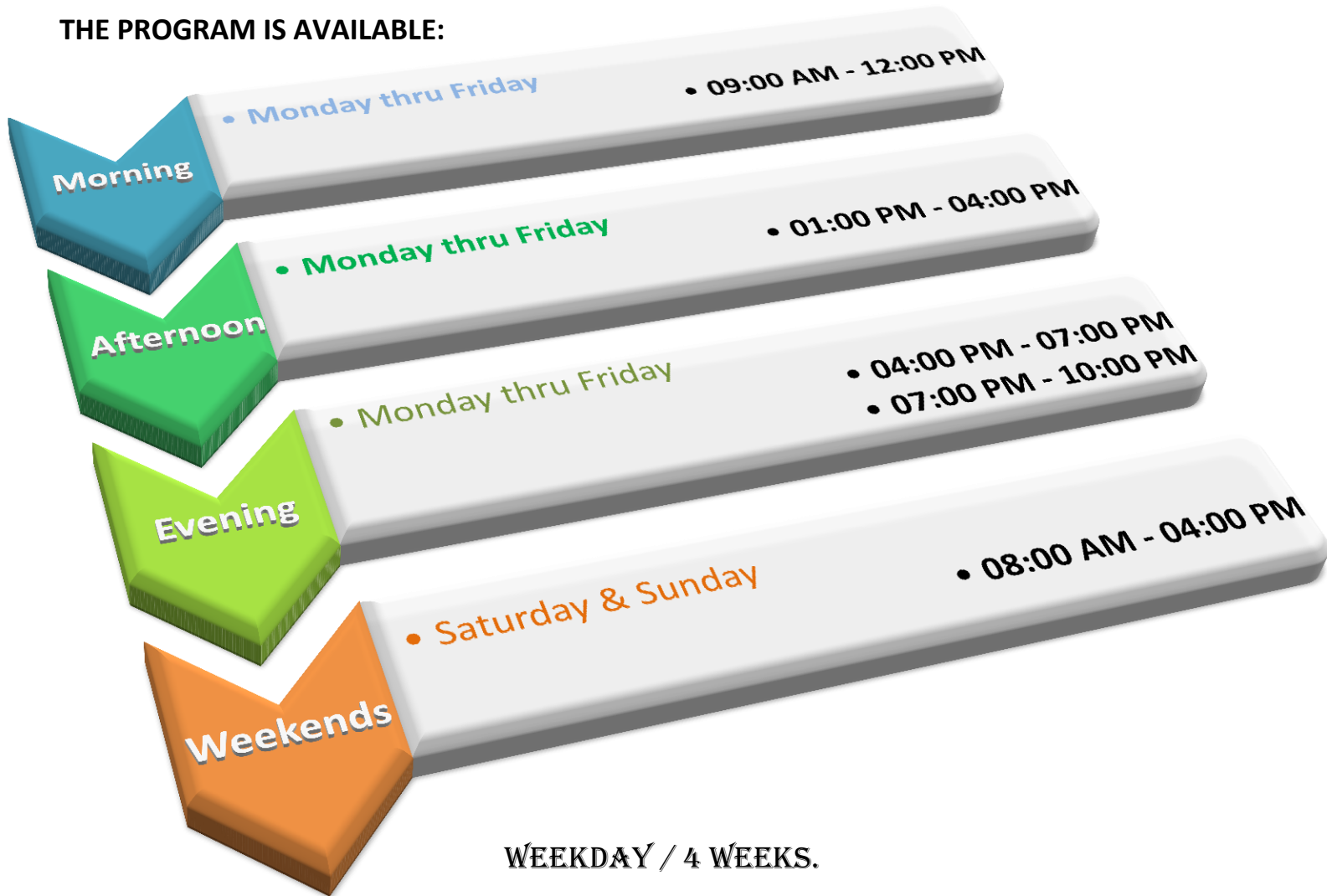
- Preparation of venipuncture site
- Collection in proper tube
- Filling tubes in correct order
- Properly dealing with problems encountered during venipuncture
- Properly labeling of specimens
- Proper handling of collected blood
- Proper disposal of used equipment

6. Follow the appropriate universal precautions protocol when drawing blood.

7. Restock the phlebotomy collection tray with the appropriate equipment, as needed.

8. Volunteer to help others when not busy or keep busy by reading procedures or studying.

THE PROGRAM IS AVAILABLE:



WEEKDAY / 4 WEEKS.

WEEKEND / 4 WEEKS.

Admission 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)**

**** Intended Audience for the discount: Medical assistants/ Esthetician/College students/Registered nurses (RNs), physician/A nurse practitioner/Allied healthcare/ professionals Clinics Hospitals/Allied health schools Students Educators Solo and group practices**

Phlebotomy Continuing Education Certification is not included within an institution's grant of accreditation

Electrocardiograph (EKG Technician)



Total Program Hours: 60

Credential: Certificate

Program delivery: Residential

School Tuition	\$490.00
Books Fee/Uniform	\$80.00 / \$40.00
Registration Fee	\$40.00
Total	\$650.00

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.

Program Objectives

Upon completion of this program the learner will be able to

- 1) Describe the conduction system of the heart.
- 2) Discuss the sites of action potential generation and propagation through the cardiac conduction system.
- 3) Contrast the effect of parasympathetic with sympathetic stimulation of the cardiac conduction system.
- 4) Correlate the actions of the heart represented by the p wave, PR interval, QRS complex, and T-wave.
- 5) Choose proper placement of electrodes based on ECG mechanics.
- 6) Calculate a heart rate from an ECG strip
- 7) Analyze how the following rhythms would appear on an ECG strip.
 - Normal sinus rhythm

- Sinus Bradycardia
 - Sinus tachycardia
- 8) List 5 common causes of abnormal heart rhythms.
- 9) Analyze how the following dysrhythmias would appear on an ECG strip.
- Atrial fibrillation
 - Premature ventricular contractions
 - Ventricular fibrillation
 - Asystole/ventricular standstill
- 10) List nursing interventions associated with common dysrhythmias.
- 11) Describe the nursing interventions intended to correct the effects of insufficient tissue perfusion associated with dysrhythmia.

THE PROGRAM IS AVAILABLE:



WEEKDAY / 4 WEEKS.

WEEKEND / 4 WEEKS.

Admission 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	\$860.00
Books Fee/ Uniform	\$150.00 / \$40.00
Registration Fee	\$100.00
Total	\$1150.00

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.

Program Objectives

After completing this program, the students should be able to identify:

- 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 and FHP
- Types of health insurance claim forms
- Types of claims
- Tracking claim forms

• **THE PROGRAM IS AVAILABLE:**



Weekday / 8 weeks with a total of 1 quarter

Weekend / 8 weeks with a total of 1 quarter

Prerequisites:

- ❖ High School Diploma, GED, TASC or a foreign country high school diploma
- ❖ **Must be in English or translated into English**
Students of Medical Billing and Coding (MBC) are encouraged to take the MCBC exam given by **(AMCA)**
Students of Medical Billing and Coding (MBC) are encouraged to take the CBCS exam given by **(NHA)**

NURSING ASSISTANT/NURSE AIDE



Total Program Hours: 125

Credential: Certificate Program delivery: Residential

School Tuition	\$650
Books Fee / Uniform	\$70/\$40
Registration Fee	\$50
Total	\$810

Program Description / Course 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.

Program Objectives

Upon completion of this course, the student should be able to identify the following:

1. Describe the functions of body systems appropriate to the nursing assistant scope of practice.
2. Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and New York State Board of Nursing regulations.
3. Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.

4. Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
5. Identify stages of growth and development.
6. Define common medical terms and abbreviations used in health care.
7. Demonstrate competence and proficiency in the following categories of skills:
 - ✓ Communication and interpersonal relationships.
 - ✓ Safety and infection control.
 - ✓ Personal care procedures.
 - ✓ Vital signs.
 - ✓ Nutritional requirements and techniques.
 - ✓ Admission, transfer, and discharge procedures.
 - ✓ Exercise and activity.
 - ✓ Elimination.
 - ✓ Non-sterile warm and cold applications.
 - ✓ Care to clients with special needs.
 - ✓ End of life care.
 - ✓ Care to clients with cognitive impairment.
8. Comply with privacy and confidentiality laws.
9. Demonstrate behaviors consistent with professional work ethics.

Adhere to the policies and procedures of clinical sites. Clinical Externship/Internship 30 hours, Lecture 59.5 hours and Lab 35.5 hours total 125 clock hours.

Weekend Schedule: 7.5hrs/day, 15hrs/week, 9weeks.total of 1 quarter of 9 weeks
Weekday: Mini Refund Mon. – Fri 5 hrs. /day, 25hrs/week, 5 weeks

The program is available:

<i>Morning</i>	<ul style="list-style-type: none">▪ Mon thru Fri<ul style="list-style-type: none">• 9:00 AM - 2:15 PM
<i>Afternoon</i>	<ul style="list-style-type: none">▪ Mon thru Fri<ul style="list-style-type: none">• 2:00 PM - 7:15 PM
<i>Evening</i>	<ul style="list-style-type: none">▪ Mon thru Fri<ul style="list-style-type: none">• 5:00 PM - 10:15 PM
<i>Weekend</i>	<ul style="list-style-type: none">▪ Sat - Sun<ul style="list-style-type: none">• 8:00 AM - 4:00 PM

PREREQUISITES:

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

After the successful completion of required course work and externship hours (125 clock hours) a student may sit for the New York State Department of Health (NYSDOH) Nurse Aide Exam.

Patient Care Technician



Total Program Hours: 120

Credential: Certificate Program delivery: Residential

School Tuition	\$1280
Books Fee/Uniform	\$180 /\$40
Registration Fee	\$100
Total	\$1600
Refund Policy	quarter
Credential	Certificate

*Include Phlebotomy and EKG

Program Description / Course Description

Patient care technician course will explain methods of patient care, legal issues in healthcare, standard precautions and infection control. Students will have opportunity to learn medical terminology, physical examination, patient positioning, bed mobility, range of motion, wheelchair management and ex, and feeding, escorting patient for tests. Students will trained on checking vital signs and collecting blood, EKG, urine and other samples. Students will train to show e proficiency in the skills required for primary patient care.

Program Objectives

Upon completion of this course, the student should be able to identify the following:

1. Introduction to patient care, legal issues in healthcare, standard precautions and infection control
2. Medical terminology, physical examination
3. Observing, recording and reporting patient blood pressure, pulse and temperature, mental and emotional changes.
4. Draw blood samples and prepare to for clinical lab
5. Perform EKG
6. Assisting doctors and nursing during examination
7. Patient positioning, bed mobility, range of motion
8. Therapeutic exercises, gait.
9. How to deal with assistive devices, orthosis and prosthesis, transfer techniques
10. Wound care and pressure sores.
11. Help the patient in feeding, bathing, grooming, and personal hygiene moving in and out of bed.
12. Wheelchair management, patient care competency, special topics

13. Making beds and keep patient place clean
14. Communicate with patients and other health care team members using proper medical terminology.
15. Demonstrate proficiency in the skills required for primary patient care.
16. Apply universal precaution for safety and infection control in patient care settings.
17. Apply best practice procedures in a clinical laboratory setting.
18. Demonstrate proficiency in the anatomy and physiology of the cardiovascular system, anatomical structures and terminology in order to relate areas of the clinical laboratory
19. Setting up and operate equipment's
20. Responding to patient call and request assistance



WEEKDAY / 8 WEEKS.

WEEKEND / 8 WEEKS.

PREREQUISITES:

Must have a Nurse Aide / Nursing Assistant

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.

❖ Emergency Plan:

➤ **IN CASE OF MEDICAL EMERGENCY OR ACCIDENTS:**

1. The student or staff person is instructed to contact the school Director and dial 911
2. If a medical emergency occurs inside the school campus, certified staff members in (BLS/ CPR) start to help and dial 911 to summon an ambulance
3. In non-life-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 or human resource folder of a staff member
4. A First Aid Kit is maintained in the clinical lab 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, employee and visitors should immediately take their positions as instructed by a pre-assigned evacuation team leader. An alternative leader exists in case the main is not available or if the number of occupants is big
 2. Occupants must immediately begin to evacuate the premises under the supervision and direction of the evacuation team leader
 3. Each floor has access to four stairwells. These stairs will be used to exit to the first-floor lobby and or out of the building.
 4. Elevators are NOT to be used during a fire evacuation
 5. Evacuated personnel shall congregate at a predefined assembly area and remain there until a decision is reached to re-occupy the building or send people home
 6. The evacuation team leader uses the lists of employees, students and visitors' names to account for everyone. OSHA regulations require an accounting to ensure that everyone has gotten out safely.
 7. The Fire Department will provide the "all clear" announcement. At this time, building occupants will be allowed to return to their offices
 8. Medical emergencies (e.g. heart attacks, unconsciousness, ...etc.) during an evacuation must be immediately reported to the on-site Fire Department and/or paramedics
- ✓ **Evacuation of individuals with disabilities**
 1. Floor Monitors are required to submit a list of individuals who have physical disabilities or special medical conditions to the ERT
 2. Two co-workers should be assigned ahead of time to assist individuals with disabilities during an evacuation
 3. 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:**
 - Stay inside, away from windows, water, faucets, sinks and metal objects (i.e., shelter-in-place)
 - Do not use telephones and turn off computers and any other electrical equipment

➤ **Lockdown:**

- An act of violence in the workplace could occur without warning.
- If loud "pops" are heard and gunfire is suspected, every student/employee should know to hide and remain silent.

- They should seek refuge in a room, close and lock the door, and barricade the door if it can be done quickly
- They should be trained to hide under a desk, in the corner of a room and away from the door or windows
- Multiple people should be trained to broadcast a lockdown warning from a safe location

New York State Education Department:

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.

❖ **Grievance Procedure:**

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.



Report Between July 1, 2021 and June 30, 2022

Program	Retention Rate	Placement Rate
Medical Assistant	100%	94%
Phlebotomy Technician	100%	100%
Electrocardiograph (EKG Technician)	100%	100%
Medical Billing & Coding	100%	100%
DIAGNOSTIC MEDICAL SONOGRAPHER	100%	100%

Education Makes Life Better! Easy

We give you more than a certificate! We give you the training, skills and confidence to launch your career to change your life and future.

Change your life now by sitting with one of our advisors.

Your new profession can start now

AMAT Institutionally accredited by Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd, Suite 730 North Bethesda, MD 20852

P. (301) 282-0077

info@abhes.org

Addendum (Faculty Directory)

Beshoy Boshra, full-time School Director and Program Director MA, PH, MBC, and EKG

BA of Arts and Education, Ain Shams University – Egypt Medical Assistant, Sanford-Brown Institute, NY

Fidelca Terrero, full-time Career Services and instructor MA, PH, MBC, and EKG

A.A.S Hostos Community College, NY IAMP(Institute for Allied Medical Professions)

David Sosnowik, Program Director DMS

Doctorate in Medicine, George Washington University, Washington DC.

Kathleen Rickard, full-time instructor C.N.A BA, BS, RN Dean of Students and Faculty

Bachelor of Arts, St. Joseph’s University, Bachelor of Science, Adelphi University

Albert Andrade, Part-time instructor PH/EKG/MA program, Master in Medicine, Karnatak Medical College, India

Gisselle Camilo, on-call Instructor DMS program, Bachelor in Science/Sonographer, Lehman College/IAMP(Institute for Allied Medical Professions)

Abeer Nouh full time Program Director/ instructor MA, PH, MBC, and EKG M.D. Medicine Suez Canal University Egypt, Master of Science, Ph.D. in Biomedical Sciences Canal University and Rutgers University Newark,

NJ

Pamela Aschendorf, Part-time Instructor MA program, Medical Assistant certificate, Austin Medical Assistant Training

Loren Miranda, Admission Agent, Medical Assistant Certificate, Austin Medical Assistant Training

Alessia Celella, full-time Instructor DMS program, Sonographer, Center for allied health education (CAHE)

I certify that:

The information contained in this notification form is true and correct in content and policy. I am aware that the institution or facility must comply with applicable statutes and regulations and that failure to comply may lead to suspension or withdrawal of programs by the federal Department of Veterans Affairs.



(Signature of Administrative Official)

(Date) 08/14/2022

Addendum (Return to Title IV Policy)

RETURN OF TITLE IV FUNDS The law specifies how Austin Medical Assistant Training must determine the amount of Title IV program assistance that has been earned if a student withdraws from school.

The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees. The requirements for Title IV program funds when you withdraw are separate from the Austin Medical Assistant Training institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from Austin Medical Assistant Training at any time by notifying the Financial Aid office in writing of his/her decision to withdraw. Date of Determination that you are withdrawn will be determined as follows:

1. Official Withdrawal - by the postmark on written notification, the date said notification is delivered to Austin Medical Assistant Training in person or the date of termination by Austin Medical Assistant Training.
2. Unofficial Withdrawal –
 - a. after 14 consecutive calendar days of absence, on the 15th day the student will be considered withdrawn.
 - b. failure to return on the approved return date of a Leave of Absence. In all cases, the Withdrawal Date will be the student's Last Date of Attendance. It is highly recommended that the student speak to a Financial Aid Administrator prior to withdrawing. The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period. For example, if the student withdrew at 223 scheduled clock hours of a payment period that has 500 clock hours, the student has completed 50% of the period and therefore has earned 50% of federal student financial aid that was disbursed or could have been disbursed. That means that 50% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid program(s). A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period. If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s).

In returning unearned funds, Austin Medical Assistant Training is responsible for returning the portion of the excess equal to the lesser of:


1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which

exceeds 50 percent of the amount of grant received over \$50. If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If the post-withdrawal disbursement is grant only, student permission to disburse is not required. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student. If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. The student has the option to choose to have all or part of the funds disbursed. The funds will be disbursed according to the student's preferred option. Austin Medical Assistant Training has 30 days from the date of Austin Medical Assistant Training's determination that the student withdrew to offer the post-withdrawal disbursement of a loan to the student. The student has 14 days from the date Austin Medical Assistant Training sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Austin Medical Assistant Training will make payment within 30 days of receipt of the student's acceptance of the disbursement. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to Austin Medical Assistant Training's notification. Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

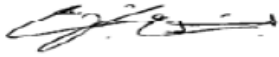
Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal plus Direct Loan
4. Federal Pell Grant

 **Catalog addendum**

This addendum will be distributed to all student veterans at the time of admission.

Certified as true and correct in content and policy.



Signature of school president

06/18/2023

Date

PRIOR CREDIT AND REFUND POLICY

Credit for Prior Learning (38 CPR 21.4254(c) (3). The school maintains a written record of the previous education and training of the GI BILL® recipient and grants credit appropriately, with the training period shortened proportionately.

Pro Rata Refund (38 CPR 21.4254(c)(13), 21.455). We will refund the unused portion of prepaid tuition and fees on a pro rata basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course. Any amount in excess of \$10.00 for an enrollment fee or registration fee will also be prorated.