

AUSTIN



MEDICAL ASSISTANT TRAINING

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CATALOG
VI 2024 – 2025

School Website: www.amat.edu
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Catalog Disclaimer:

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the school. The school, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of attendance. AMAT reserves the right to change fees, policies, regulations, and calendar or to revise programs of study as deemed necessary and desirable. Any such changes would only occur provided they are within the terms and conditions of the enrollment agreement between AMAT and the student. Additionally, no undue hardship or disruption to the program of study would be placed upon the student. AMAT also reserves the right to delay and/or cancel a program start when the number of students scheduled to start is too small economically to start the class. A student may elect to accept the new start date or have all monies refunded, if applicable. AMAT offers equal opportunity without distinction or discrimination based on race, color, gender, religion, age, marital status, national origin, sexual orientation, or disability in any of its activities or employment practices. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all programs/courses and curricula offered. Therefore, it is possible that programs/courses/curricula listed in the school 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.



A Message from AMAT President

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

We are entering a transformative era in allied health and choosing to pursue educational training at this time comes with a multitude of benefits. Listed below are some compelling reasons why your decision to embark on this journey is both timely and advantageous:

- **In-Demand Career Opportunities:** The healthcare industry is rapidly growing, and there is a substantial demand for skilled professionals. By choosing allied health training, you are positioning yourself for a rewarding career in one of the fastest-growing sectors.
- **Hands-On Experience:** Our programs are designed to provide hands-on experience, allowing you to develop practical skills that are crucial in the medical field. This practical knowledge will not only enhance your learning experience but also make you a competitive candidate in the job market.
- **Cutting-Edge Technology:** The field of allied health is constantly evolving with advancements in technology. Our program ensures that you stay ahead of the curve by incorporating the latest technological tools and practices, preparing you for the challenges of modern healthcare.
- **Diverse Learning Environment:** Austin Medical Assistant Training values diversity and inclusion. You will have the opportunity to learn and collaborate with students from various backgrounds, fostering a rich learning environment that mirrors the diversity of the healthcare profession.
- **Networking Opportunities:** Establishing connections with professionals in the healthcare industry is vital for career growth. Our program provides networking opportunities, allowing you to build relationships with experienced individuals who can guide and mentor you on your journey.
- **Personal and Professional Growth:** Beyond acquiring technical skills, our training program is designed to facilitate your personal and professional growth. You will develop critical thinking, communication, and problem-solving skills that are essential for success in any healthcare setting.

As you begin this exciting venture, remember that you are not just pursuing an education, you are investing in your future and contributing to the well-being of others. We are thrilled you have chosen to be part of our Austin Medical Assistant Training family and look forward to supporting you every step of the way.

If you have any questions, concerns, or simply want to connect, please feel free to reach out to our team. Together, let's make 2024 a year of growth, learning, and achievement.

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.

Wishing you a fantastic academic year!

Warm regards,

Beshoy Boshra
President/CEO

History of AMAT

In 2016, a group of passionate and experienced healthcare professionals, including active physicians and healthcare administrators, came together to address a critical gap in the training of allied health professionals. They founded the Austin Medical Assistant Training school with the mission of providing comprehensive and hands-on training to individuals pursuing careers in allied health. The decision to establish AMAT stemmed from their observation of the inadequacies in the training provided by other institutions. They noticed that many interns lacked the necessary practical experience to thrive in the demanding medical field. Additionally, overcrowded classrooms and limited lab hours further hindered students' ability to gain essential skills.

Recognizing the increasing prevalence of online programs, especially in the wake of the COVID-19 pandemic, the founders of AMAT remained devoted in their commitment to in-person training. They believed that virtual classes would not adequately prepare students for the rigors of allied health careers. During the COVID-19 pandemic, AMAT emerged as a leader in allied health education in New York City by being the only school approved to continue in-person classes. This decision allowed students to receive uninterrupted hands-on training and be better equipped to serve their communities during the crisis.

Quality education is at the core of AMAT's mission, and this is reflected in the caliber of its teaching staff. With a diverse team of doctors, nurses, and active allied health workers, AMAT ensures that students receive practical and relevant instruction. Through engaging classroom lectures and hands-on lab experiences, students are prepared to excel in real-world healthcare settings. The importance of allied health professionals in modern healthcare cannot be overstated. AMAT graduates play a vital role in providing diagnostic, technical, and direct patient care services. By supporting medical professionals and patients alike, they contribute significantly to the functioning of the healthcare system.

The school commenced enrollment in 2016. In September 2021 the campus received institutional accreditation by the Accrediting Bureau of Health Education Schools.



Board of Directors

Beshoy Boshra	President, School Director
Fidelca Terrero	Career Services
Kathleen Rickard	Dean of Students, Program Director Nurse Aide
David Sosnowik	Program Director Diagnostic Medical Sonography
Abeer Nouh	Program Director Medical Assistant, Medical Billing and Coding, EKG and PH
Faculty	Catalog Addendum

Mission of Austin Medical Assistant Training

The mission of Austin Medical Assistant Training (AMAT) is to educate highly qualified allied health candidates preparing them to become competent, compassionate, and comprehensive health care workers to practice in a variety of medical fields. Our vision is to develop graduates who become leaders in the health care community, continuously striving for excellence in their professional endeavors.

The vision of AMAT is to meet the need for an allied health workforce to the surrounding community. This need is met by providing quality allied health education to a diverse population of students. We strive to uphold high standards, quality instructional services, a fostering environment, public and private alliances, and innovative leadership. We are looking into expanding our quality instructional services to communities that lack higher educational support.

Accreditation, Recognitions and Affiliations

Austin Medical Assistant Training is licensed by The New York State Education Department: Bureau of Proprietary School Supervision and institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES)



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



Campus Location

109-15 Seventy-Second Road Suite 1A

Forest Hills, NY 11375

Tel: (718) 487-4010

Description of the Campus

The AMAT campus includes eight total classrooms which are utilized for lecture or medical lab. Classrooms are equipped with the necessary medical equipment for instruction of the programs/courses. The campus includes two administrative offices utilized by administrative personnel. Student records are maintained in a records office where documents are maintained in fire resistant filing cabinets. The office of the Campus Director is located in this area. The campus is handicap accessible. A First Aid kit can be found at the front desk and can be accessed under the supervision of an administrator.

Admissions Policy

Admission Procedures

AMAT welcomes all applicants regardless of age, race, creed, color, sex, national origin, or religion, ethnic background, or physical handicap. All applicants must be 18 years of age and beyond the age of compulsory school attendance. If a student wishes to apply, they must complete the interview process and meet the entrance requirements. After eligibility-for admission is confirmed, accepted students may enroll only after all the required documents have been received by AMAT.

AMAT is open to all applicants without discrimination on the basis of race, color, gender, religion, national origin, age, marital status, sexual orientation or disabilities in any of its programs, activities, or employment practices. AMAT does not discriminate against individuals on the basis of physical and/or mental disability. AMAT may provide reasonable accommodations, including auxiliary aids and services to qualified individuals unless providing such accommodations would result in an undue burden or alter the nature of the program or benefit from the program or service provided by AMAT. AMAT will refer individuals with disabilities to the appropriate agencies for assistance financially as well as for professional support beyond the scope of AMAT. Any disagreements would be addressed through the AMAT grievance procedures.

AMAT General Admission Requirements

Applicants must submit the following documents to admission personnel:

- **Proof of High School Diploma or an equivalent or higher educational degree**
Minimum requirements for application in a certificate program are to be either a high school graduate or have a Graduate Equivalency Diploma. If you are a graduate of a foreign institution the foreign transcript must be presented as a notarized document translated to 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 26.
- **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**
- **AMAT does not accept non-high school graduates** (ability-to-benefit students)
- **Communicate effectively in English.** These criteria must be met by potential students where English was not the first language spoken in their home.
- **Each applicant will meet with AMAT admission personnel for a personal interview.**

Interviews are conducted to ensure the likelihood of student success and provide a career advantage upon graduation.

Programmatic Admission Requirements: *Ultrasound Program*

Earned associate degree in a medical field, or a bachelor's degree or higher degree in any field. Candidates must have completed the general education requirements prior to the start date or during the program's module A, which is the first 12 weeks of the program.

General education required non-core courses are:

- Communication skills course which may be met with courses in college-level English composition or speech.
- College-level mathematics course
- Human anatomy and physiology
- General physics course

Programmatic Admission Requirements: Patient Care Technician

Must hold a Nurse Aide / Nursing Assistant completion certificate

Transfer of AMAT Credit

College Credit – Disclaimer Statement: Licensed private career schools (like AMAT) 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 quality of education, AMAT will review credit awarded for previous training completed at a school with a minimum of CGPA 2.00.
- Credits must have been earned at an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. Credit will be awarded where appropriate.
- 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)
- NURSING ASSISTANT/NURSE AIDE students must complete 100% of instructional hours to graduate.
- If AMAT awards credit/recognition for 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 provide transcripts prior to class start dates in order to allow proper evaluation and possible recognition for the AMAT course.

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.



Academic Policies

Grading 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
I	Incomplete		0.00
W	Withdrawal		0.00

Clock Hour Definition:

A period of time consisting of:

- A 50- to 60-minute class or lecture in a 60-minute period.

- A 50- to 60-minute faculty-supervised laboratory or clinical experience in a 60-minute period.

Academic Calendar:

PHLEBOTOMY & EKG MORNING FROM 9: AM TO 12AM 2025						
MONTH	PH	START DATE	END DATE	EKG	START DATE	END DATE
1		01/20/25	02/14/25	1		
2		02/18/25	03/17/25	2	02/18/25	03/17/25
3		03/24/25	04/18/25	3		
4		04/22/25	05/19/25	4	04/22/25	05/19/25
5		05/12/25	06/10/25	5		
6		06/16/25	07/14/25	6	06/16/25	07/14/25
7		07/21/25	08/15/25	7		
8		08/18/25	09/15/25	8	08/18/25	09/15/25
9		09/22/25	10/20/25	9		
10		10/27/25	11/21/25	10	10/27/25	11/21/25
11		11/24/25	12/22/25	11	11/24/25	12/22/25

PHLEBOTOMY & EKG AFTERNOON 1PM - 4PM 2025						
MONTH	PH	START DATE	END DATE	EKG	START DATE	END DATE
1		01/20/25	02/14/25	2	02/18/25	03/17/25
3		03/24/25	04/18/25	4	04/22/25	05/19/25
5		05/12/25	06/10/25	6	06/16/25	07/14/25
7		07/21/25	08/15/25	8	08/18/25	09/15/25
9		09/22/25	10/20/25	10	10/27/25	11/21/25
11		11/24/25	12/22/25	11	11/24/25	12/22/25

PHLEBOTOMY & EKG Evening 7:00 PM -10:00 PM 2025						
MONTH	PH	START DATE	END DATE	EKG	START DATE	END DATE
1		01/27/25	02/24/25	1	01/27/25	02/24/25
3		03/03/25	03/28/25	3	--	--
3		03/31/25	04/28/25	3	03/31/25	04/28/25
5		05/05/25	06/02/25	5	----	---
6		06/09/25	07/07/25	6	06/09/25	07/07/25
7		07/14/25	08/08/25	7	---	---
8		08/11/25	09/08/25	8	08/11/25	09/08/25
9		09/15/25	10/10/25	9	---	----
10		10/14/25	11/10/25	10	10/14/25	11/10/25
11		11/17/25	12/15/25	11	---	-----
12		12/22/25	01/21/26	12	12/22/25	01/21/26

PHLEBOTOMY & EKG WEEKENDS 2025						
MONTH	PH	START DATE	END DATE	EKG	START DATE	END DATE
1		1/4/25	1/26/25	1	1/4/25	1/26/25
2		2/1/25	2/23/25	2		
3		3/1/25	3/23/25	3	3/1/25	3/23/25
4		4/5/25	5/3/25	4		
5		5/10/25	6/7/25	5	5/10/25	6/7/25
6		6/14/25	7/6/25	6		
7		7/12/25	8/3/25	7	7/12/25	8/3/25
8		8/9/25	8/31/25	8		
9		9/6/25	9/28/25	9	9/6/25	9/28/25
10		10/4/25	10/26/25	10		
11		11/1/25	11/23/25	11	11/1/25	11/23/25
12		12/6/25	12/28/25	12	12/6/25	12/28/25

MBC MORNING 2025			MBC EVENING 2025		
MONTH	START DATE	END DATE	MONTH	START DATE	END DATE
2	2/24/25	4/18/2025	1	1/20/25	3/17/25
4	4/28/25	6/23/2025	3	3/24/25	5/19/25
6	6/30/25	8/11/2025	6	6/02/25	7/28/25
8	8/18/25	10/14/2025	8	8/4/25	9/29/25
10	10/20/25	12/15/2025	10	10/6/25	12/02/25
12	12/22/25	2/18/26	12	12/8/25	2/4/26

MBC WEEKENDS 2025		
MONTH	START DATE	END DATE
1	1 /4/25	2/23/25
3	3/1/25	4/20/25
5	5/3/25	6/22/25
7	7/5/25	8/24/25
9	9/6/25	10/26/25
11	11/1/25	12/21/25

Morning Patient care technician 2025		
MONTH	START DATE	END DATE
1	01/20/25	03/17/25
2	02/18/25	04/18/25
3	03/24/25	05/19/25
4	04/22/25	06/10/25
5	05/12/25	07/14/25
6	06/16/25	08/15/25
7	07/21/25	09/15/25
8	08/18/25	10/20/25
9	09/22/25	11/21/25
10	10/27/25	12/22/25

Afternoon Patient care technician 2025		
MONTH	START DATE	END DATE
1	01/20/25	03/17/25
3	03/24/25	05/19/25
5	05/12/25	07/14/25
7	07/21/25	09/15/25
9	09/22/25	11/21/25
11	11/24/25	12/22/25
Evening Patient care technician 2025		
MONTH	START DATE	END DATE
1	01/27/25	03/28/25
3	03/03/25	04/28/25
3	03/31/25	06/02/25
5	05/05/25	07/07/25
6	06/09/25	08/08/25
7	07/14/25	09/08/25
8	08/11/25	10/10/25
9	09/15/25	11/10/25
10	10/14/25	12/15/25
11	11/17/25	01/21/2026
WEEKENDS Patient care technician 2025		
MONTH	START DATE	END DATE
1	1/4/25	2/23/25
2	2/1/25	3/23/25
3	3/1/25	5/3/25
4	4/5/25	6/7/25
5	5/10/25	7/6/25
6	6/14/25	8/3/25
7	7/12/25	8/31/25
8	8/9/25	9/28/25
9	9/6/25	10/26/25
10	10/4/25	11/23/25
11	11/1/25	12/28/25

Medical Assistant 2025					
Month	Morning	Month	Evening	Month	Weekends
1	10 & 28	1	7 & 17	1	18
2	7 & 20	2	10 & 21	2	2 & 22
3	4 & 14 & 26	3	5 & 17 & 27	3	9 & 29
4	7 & 17 & 29	4	8 & 16 & 28	4	---
5	15 & 23	5	8 & 27	5	3 & 18
6	5 & 25	6	6 & 18	6	15
7	18, 30	7	9 & 25	7	5 & 20
8	15 & 27	8	6 & 26	8	24
9	10 & 19	9	9 & 19	9	13 & 28
10	10 & 14 & 24	10	1 & 14 & 24	10	18
11	5 & 17	11	3 & 14 & 26	11	2
12	4 & 12 & 26	12	15 & 30	12	6 & 21

Diagnostic medical sonographer 2025					
Month	Morning	Month	Evening	Month	Weekends
1	1/14/2025	1		1	
2		2	2/7/2025	2	
5	5/23/2025	5	5/21/2025	5	12/18/2025
8		8	8/5/2025	8	8/1/2025
9	9/5/2025	9		9	
12	12/22/2025	12	12/18/2025	12	12/19/2025

Nurse Aide/Assistant (CNA) 2025					
Month	Morning	Month	Evening	Month	Weekends
1	1/13/2025	1		1	1/18/2025
2		2	2/18/2025	2	
3	3/24/2025	3		3	3/22/2025
4		4	4/28/2025	4	
5		5		5	5/24/2025
6	6/2/2024	6		6	
7		7	7/7/2025	7	7/26/2025
8	8/11/2025	8		8	
9		9	9/15/2025	9	9/25/2025
10	10/20/2025	10		10	
11		11	11/24/2025	11	
12		12		12	

School Holidays: The school will be closed on the following holidays:

New Years Eve	New Years Day	Presidents Day	Memorial Day
Independence Day	Labor Day	Thanksgiving Day	Christmas Eve
Christmas Day	Easter Eve	Easter Sunday	Columbus Day

In case of inclement weather, the school will contact all students and post the message on our school website or social media.

Satisfactory Academic Progress Policy

Purpose

The Satisfactory Academic Progress (SAP) Policy ensures that students enrolled in Austin Medical Assistant Training maintain academic progress toward completing their educational program. This policy sets academic standards that students must meet to remain in good standing and, where applicable, continue to receive financial aid.

Scope

This policy applies to all students enrolled in all certificate programs at Austin Medical Assistant Training.

1. SAP Standards

To remain in good academic standing, students must meet the following SAP standards, which are evaluated at the end of each payment period:

1.1. Cumulative Grade Point Average (GPA)

- Certificate students must maintain a minimum cumulative GPA of 2.0 on a 4.0 scale.
- The student's 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
I	Incomplete		0.00
W	Withdrawal		0.00

- A student who receives a final grade of “F” or “W”, in a course will have to repeat that course to graduate.

1.2. Attendance Requirement Policy

Students are required to attend a minimum of 90% of their scheduled hours to be considered maintaining Satisfactory Academic Progress. Evaluations are conducted at the end of each evaluation period to determine if the student is meeting this minimum requirement. The evaluation is based on cumulative attendance (Start date to the evaluation date)

1.3. Maximum Time Frame

- All students must satisfactorily complete their program within a maximum time frame of 150% of the published length of the program. (examples below are for day schedule only)

<u>Certificate Program</u>	<u>Total Program Hours</u>	<u>Normal Timeframe</u>	<u>Maximum Timeframe</u>
Medical Assistant	900 hrs.	27 weeks Approx	40.5 weeks
Diagnostic Medical Sonographer	2335 hrs.	86 Weeks Approx	129 Weeks
Phlebotomy Technician	60 hrs.	4 weeks Approx	6 weeks
EKG Technician	60 hrs.	4 weeks Approx	6 weeks
Medical Billing & Coding	120 hrs.	8 weeks Approx	12 weeks
Nurse Aide/Assistant (CNA)	125 hrs.	9 weeks Approx	13.5 weeks
Patient Care Technician (PCTC)	120 hrs.	8 weeks Approx	12 weeks

- Students must successfully complete at least 300 clock hours out of 450 clock hours for each payment period.
- Failed courses, withdrawals (W), incomplete (I), or repeated courses will count as attempted but not completed credits.

2. SAP Evaluation and Notification

2.1. Evaluation Period

- SAP will be evaluated based on GPA, attendance percentage, and maximum time frame. The frequency of the formal SAP evaluation will vary by program as follows

Phlebotomy and Electrocardiograph (EKG Technician): Midpoint of the program-30 hours completed (2 weeks) in the Program

Patient Care Technician and Medical billing and Coding: Midpoint of the program-60 hours completed (4 weeks) in the Program

Nurse Aide/ Assistant (CNA): Midpoint of the program-13.5 hours completed (4.5 weeks) in the Program

Diagnostic Medical Sonographer: At the end of each payment period (14.3 weeks). Students, at a minimum, must complete at least 300 clock hours out of the 450 clock hours of each payment period to meet maximum timeframe requirement.

Medical Assistant: Midpoint of the program defined as 13.5 weeks which coincides with the end of the payment period. Students, at a minimum, must complete at least 300 clock hours out of the 450 clock hours of each payment period to meet maximum timeframe requirement.

Evaluations will be completed within seven (7) business days following the established evaluation points established above. (The evaluation points above illustrate Day schedule evaluation only)

2.2. Incomplete Grades and Course Withdrawals

- Incomplete grades (I) and course withdrawals (W) are counted as attempted but not completed credits and may negatively affect the student's SAP standing.
 - Incomplete grades must be completed within a timeframe as determined by the Program Director or the Incomplete grade will commute to an F grade. F Grades in a course will be counted in both the qualitative and maximum timeframe components of SAP.
 - W Grades in a course will be counted in the Maximum timeframe component of SAP.

2.3. Repeated Courses

- Repeated courses count as attempted credit but may only count once as completed credits. Financial aid is only available for one repetition of a passed course. Once a course is repeated, the most recent grade earned will replace the prior grade in the student's Cumulative GPA

2.4. Transfer Credits

- Austin Medical Assistant Training does not accept Transfer Credits in any program.

2.5. Notification

- Students who fail to meet SAP standards will be notified by writing by email and the student portal.
-

3. SAP Statuses and Definitions

3.1. Good Academic Standing

- Students who meet all SAP standards will remain in good academic standing.

3.2. Academic Warning

Only Applicable to Programs greater than 900 Clock Hours

- Students who fail to meet any of the SAP standards for the first time will be placed on **Academic Warning** for the next semester.
 - During this period, students may continue to receive financial aid but must work to regain SAP compliance by the end of the warning period.

3.3. Academic Suspension (Financial Aid Suspension)

Applicable to all Programs.

- If a student on Academic Warning fails to meet SAP standards by the end of the warning period, they will be placed on **Academic Suspension** and lose eligibility for Title IV financial aid.
- For students enrolled in programs 900 Clock Hours or less, Academic Warning is not applicable. Students will be placed on Academic Suspension due to the program length.

- Students on Academic Suspension will be unable to enroll in courses or receive financial aid unless they submit a SAP appeal and the appeal is approved.
- Students who are placed on Academic Suspension must appeal suspension before receiving additional financial aid.

3.4. Academic Probation (Appeal Process)

- If a student is placed on Academic Suspension at the end of an evaluation period, the student may submit an Appeal within 5 business days after receiving the SAP notification via email and the student portal. The student has the right to appeal as follows:
- Students who fail to meet SAP standards but have extenuating circumstances (e.g., illness, family emergency) may appeal to be placed on **Academic Probation**.
 - The appeal must include a written explanation of the circumstances and how they have been resolved, along with a plan for academic improvement.
 - If the appeal is granted, the student will be placed on Academic Probation for one payment period or longer if specified in an approved academic plan. During the Academic Probation period, a student will be eligible for financial aid.

An Appeal is required if a student plans to re-establish Title IV eligibility.

3.5. Reestablishment of Financial Aid Eligibility

- Students who meet SAP standards after a period of Academic Probation will return to Good Academic Standing.

3.6 SAP Termination

- Students whose SAP appeals are denied will have a status of SAP Termination and will not be permitted to enroll in the program or receive Title IV for said program at AMAT in any future terms. SAP Terminations are not subject to appeal.
- If a student continues to fail SAP after being placed on SAP Probation, said student will be terminated from the program without an opportunity to appeal Title IV eligibility

4. Appeals Process

4.1. Submitting an Appeal

- Students may submit an appeal for reinstatement of financial aid or academic standing if they believe extenuating circumstances affected their ability to meet SAP standards.
- Appeals must be submitted in writing to the Office of Program Director within 5 business days of receiving the SAP notice
- Students **MUST** provide supporting documentation along with the appeal form to support the appeal. Submissions without relevant supporting documentation will not be considered.
- The Appeal must be submitted using the AMAT SAP Appeal Form

4.2. Appeal Review and Decision

- The Appeals Committee will review the students' appeal and supporting documentation and render a decision.
- The decision will be communicated to the student in writing 15 business days after submitting the appeal.
- The student may not enroll in classes or receive Title IV until an appeal petition is approved.
- In submitting the appeal, the student agrees that the decision of the Appeal Committee is final and not subject to an additional appeal.

4.3. Appeal Approval and Academic Plan

- If the appeal is approved, the student status will be changed from **Academic Suspension** to **Probation** and the student will be placed on Academic Probation and may be required on a case-by-case basis at the discretion of the Program Director to follow an individualized academic plan.
 - The academic plan may include specific activities to achieve SAP standards and return to Good Standing status during the probationary period.
- **The plan may 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

Languages Used: All the courses offered by AMAT are delivered in English.

Graduation Requirements: To graduate,

- The student must complete all program/ courses, including projects and exams, with a passing grade as specified under the Grading Scale.
- Students will be permitted to graduate with a certificate if a cumulative grade point average of at least a 2.0 has been reached.
- Satisfactory attendance has been met.

Personal Growth and Development: Education provides opportunities for self-improvement. It helps you develop critical thinking, problem-solving skills, and the ability to communicate effectively. The process of learning challenges and stretches your mind, leading to personal fulfillment.

Achieving Career Goals: For many, education is the pathway to achieving career aspirations. Higher education or specialized training can open doors to better job opportunities, promotions, and higher salaries.

Building Confidence: As you acquire knowledge and skills, your confidence grows. Education empowers you with the tools you need to face challenges, contribute to discussions, and make informed decisions in life.

Academic Policies

Reinstatement policy for an “SAP-based” termination of student enrollment:

- A student terminated 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 as “mitigating circumstances” include but are not limited to:
 - ✚ death of an immediate relative
 - ✚ student hospitalization
 - ✚ divorce proceedings
 - ✚ previously undocumented disability
 - ✚ natural disaster
 - ✚ financial hardship such as foreclosure or eviction

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

Academic Policies

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, 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 be revised. Excessive lateness and leaving early will be counted as absences. The AMAT attendance policy is based on a percentage of course hours attended. Poor attendance, tardiness, or early departure can substantially impact the student’s ability to master the knowledge and skill objectives for satisfactory completion of the course/program. Consistent absence will affect the final grade thereby affecting the cumulative grade point average and putting the student at risk of failing to achieve 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 a 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.

Attendance Policy:

Students who are absent within 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 course they have completed less than 90% of their scheduled hours within the course. Once on probation, a student will have the following courses to improve their attendance above 90% of the scheduled hours. If at the end of the second consecutive quarter a student is still below the 90% threshold, Austin Medical Assistant Training has the right to dismiss the student for unsatisfactory progress.

Students are required to complete 90% 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 timesheet signed by the clinical site supervisor documenting clinical hours completed for a week no later than Monday of the following week.

90/10 Absence Policy:

- Absence Threshold: The school implements a 90/10 absence policy, which means that students are allowed to be absent for up to 10% of scheduled instructional hours within a course or academic term without penalty.

Absences beyond this threshold may result in academic consequences, including grade deductions, academic probation, or course failure.

- Calculation of Absences: Absences are calculated based on the total number of scheduled instructional hours for each course. For each class, as stated on the syllabus the school provides the student with clear information about the number of allowable absences and how absences are tracked and calculated.
- Types of Absences: The 90/10 absence policy applies to both excused and unexcused absences, including illness, personal or family emergencies, and other unforeseen circumstances. Students are responsible for notifying instructors or designated school officials promptly in case of absences and providing appropriate documentation when necessary.

Attendance Policy-Special Circumstances:

Medical Assistant and Diagnostic Medical Sonographer Program

The classroom instructor maintains the attendance roster. The attendance roster is always kept at the school. 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 permitted 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 remedy this non-compliance with the attendance policy.

Action taken when a MA or DMS student drops:

If the student is absent within 14 consecutive days without notifying the school, the student will be considered dropped/withdrawn. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The student should respond in writing and provide reasons for withdrawal. The results will be recorded on the Absent/Drop Record Form.

Academic Policies

Nursing Assistant/Nurse Aide, Phlebotomy Certificate, Electrocardiography and Medical Billing and Coding Programs

The classroom instructor maintains the attendance roster. The attendance roster is always kept at the school. 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

When the student is absent a first time they will be contacted by phone and the results will be recorded on the Absence/Drop Record Form.

If the student is 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 they come 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 Phlebotomy, EKG or Medical Billing and Coding student drops:

If the student is absent for 5 consecutive days without notifying the school, the student will be considered dropped/withdrawn. 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 on the Absent/Drop Record Form.

Make-Up Work

Classroom work missed due to an absence can be made up through an arrangement with the Instructor and the School Director. The student is responsible for initiating any request to make-up work missed due to absence. Completion of make-up work does not remove an absence from the attendance record. Absences of more than 15% of instructional hours must be made-up in supervised work and documented by faculty 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 the 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 absence 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 program director. Students are required to make up any missed hours.



Attendance Policy

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 a letter stating why the student needs to take a leave of absence to the school administration. When applicable, and as requested by the administration, the student wishing to take the leave of absence must submit documented proof of said emergency. Upon meeting these requirements, the school administration will then decide whether the student will be granted the LOA or will be removed as a withdrawal. Both the administration 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 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 for leave of absence 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 on that date and will be charged as outlined in the refund policy described in the school catalog and Enrollment Agreement.

Note: The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in a 12-month period

Cancelation of Enrollment:

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 more than 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 withdraw from 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 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.

Academic dismissal will be based on the 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 has 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 has 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.



Conduct Policy

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 that does not meet school requirements.
- Academic Progress that does not meet school standards.
- Financial obligations that 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 that 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 the director for the appeals process.

Academic Conduct:

A student must always conduct themselves in a professional manner. There is absolutely no use of profanity permitted 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. Austin Medical Assistant Training will apply these methods to ensure safety for everyone and to create an atmosphere where education is the primary goal.

Grievance/Complaint Procedure:

Austin Medical Assistant Training has its own complaint department onsite. The department ensures the students know their rights and assists them if any issue arises during their schooling. If an issue arises the complaint department suggest the following:

- Students should first bring the matter to the attention of the instructor if the complaint involves a particular course.
- 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.

Complaints may also be directed to the New York Department of Education Bureau of Proprietary School Supervision (BPSS) at: 116 West 32nd. Street, 5th Floor, New York, New York 10001 Phone (212) 643-4760

Or may be directed to: The Accrediting Bureau of Health Education Schools (ABHES)
Executive Boulevard, Suite 730

North Bethesda, Maryland 20852
(301) 291-7550

Non-discrimination Disclaimer:

AMAT does not discriminate According to race, color, religion, ethnicity, or 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



Nurse Aide:
White Scrubs



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



Ultrasound Technician: Seal Blue Scrubs



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



Device Policy:

Persons seeking to use on-campus 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 person is to charge their devices at the institute. Violation of this policy may cause disciplinary action up to and including dismissal from school.

Confidentiality Policy:

Austin Medical Assistant Training recognizes the importance of protecting confidential information, including but not limited to student records, personnel files, financial data, and proprietary information.

Do not post confidential or proprietary information about AMAT students, employees, or alumni. All persons must follow the applicable federal requirements such as FERPA and HIPPA, as well as NAIA regulations. Adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws.

- **Access Control:** Access to confidential information is restricted to authorized personnel with a legitimate need-to-know basis for performing their job duties. Access privileges are granted based on job responsibilities and are regularly reviewed and updated as needed.
- **Data Security:** The school employs physical, technical, and administrative safeguards to protect confidential information from unauthorized access, disclosure, alteration, or destruction. These safeguards may include encryption, password protection, secure storage facilities, and restricted access to computer systems and databases.
- **Confidentiality Agreements:** Personnel who have access to confidential information are required to sign confidentiality agreements outlining their obligations to maintain the confidentiality and security of the information entrusted to them. These agreements also specify the consequences of unauthorized disclosure or misuse of confidential information.
- **Training and Awareness:** Austin Medical Assistant Training provides regular training and awareness programs to educate personnel about their responsibilities regarding confidentiality and the importance of safeguarding sensitive information. Training topics may include data privacy laws, security best practices, and handling confidential information in various contexts.

HIPPA: A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the healthcare team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

Breach Response: In the event of a suspected or actual breach of confidentiality, the school will promptly investigate the incident, mitigate any potential harm, and take appropriate corrective actions to prevent recurrence. Personnel involved in the breach will be subject to disciplinary measures, up to and including termination of employment.

Student Confidentiality:

Student Records: Student records, including academic transcripts, enrollment forms, and disciplinary records, are maintained in compliance with applicable laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA). Access to student records is limited to authorized personnel and is provided to students or their designated representatives upon request.

Student Privacy: Austin Medical Assistant Training respects the privacy of students and their families and does not disclose personally identifiable information without consent, except as required by law or in emergency situations where health or safety is at risk.

Confidential Counseling Services: Confidential counseling services are available to students who may be experiencing personal, academic, or emotional challenges. Counseling sessions are conducted in a private and supportive environment, and information shared during counseling sessions is kept confidential, except in cases where there is a risk of harm to self or others.

FERPA Compliance Policy:

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the United States Department of Education. The act requires students to provide their written consent when releasing the following information:

- Social Security Number
- Student identification number
- Race, ethnicity, and or nationality
- Transcript and grade reports

AMAT defines directory information in accordance with the provisions of the Act to include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational agency or institution attended, and/or participation in recognized activities. Upon enrollment, students sign a form regarding disclosure of directory information.

Students have the right to inspect and review their education records maintained by the institution within a reasonable timeframe. Requests for access to student records should be submitted in writing to the Registrar's Office, which will facilitate access and provide copies of records as required by law.

Students have the right to request the amendment of their education records if they believe the records are inaccurate, misleading, or in violation of their privacy rights. Requests for amendment should be submitted in writing to the Registrar's Office, which will review and respond to the request in accordance with FERPA guidelines.

Austin Medical Assistant Training conducts regular audits and reviews of its FERPA compliance practices to ensure adherence to federal regulations and institutional policies. Compliance efforts are overseen by the Registrar's Office or designated compliance officer, who monitors implementation and addresses any identified deficiencies.

Students, parents, and other stakeholders may submit complaints or inquiries regarding FERPA compliance to the Registrar's Office or designated privacy officer. Complaints are investigated promptly, and appropriate corrective actions are taken to address any violations of FERPA regulations or institutional policies.

Austin Medical Assistant Training provides annual notification to students of their rights under FERPA, including the right to inspect and review education records, the right to request amendment of records, and the right to opt out of directory information disclosure. Notices are disseminated through institutional publications, websites, and other communication channels.

Fees for Duplication of Records Policy:

Transcript Duplication Fee: Austin Medical Assistant Training charges a fee of \$10 per transcript for duplicating academic records, including official transcripts, unofficial transcripts, and academic records requested by students, alumni, or authorized third parties. This fee covers the cost of processing, printing, and mailing transcripts.

Certificate Duplicating Fee: The school charges a fee of \$75 for duplicating certificates, such as diplomas, certificates of completion, or professional certifications. This fee applies to requests for duplicate certificates requested by students, alumni, or authorized third parties and covers the administrative costs associated with producing and distributing certificate duplicates.

Fee Payment: Fees for duplicating records must be paid in advance at the time of the request. Payment methods accepted include cash, check, credit/debit card, or electronic payment through the school's online portal. Fees are non-refundable once payment has been processed.

Request Process: Individuals requesting duplicate transcripts or certificates must submit a formal request to the office of the registrar or a designated administrative department. Requests may be submitted in person, by mail and email. Requests must include the requester's name, student identification number (if applicable), contact information, the type of record being requested, and any additional instructions or preferences.

Processing Time: Austin Medical Assistant Training aims to process requests for duplicate records promptly and efficiently. Transcript requests are typically processed within 5-7 business days from the date of receipt, while certificate requests may take longer, up to 30 days. Expedited processing is available for an additional fee.

Delivery Options: Duplicate transcripts and certificates may be delivered to the requester by mail, or in-person pickup, depending on the requester's preference of delivery options accepted by the school. Additional fees may apply for rush delivery or special handling requests.

Title IX Compliance:

Austin Medical Assistant Training is committed to maintaining a safe and healthy educational and work environment in which no member of the school community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from school programs or activities. Each student is provided a Sexual and Gender-Based Harassment Policy upon Orientation. This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the schools programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other school policies. Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

The institution provides support services and resources to individuals affected by discrimination, harassment, sexual misconduct, stalking, or retaliation, including counseling, advocacy, medical assistance, academic accommodations, and referrals to community resources.

Discrimination Grievance Procedures (Title IX complaint filing)

Students who believe they have been subjected to discrimination, harassment, sexual misconduct, stalking, or retaliation based on sex may file a formal complaint with the Title IX Coordinator or designated authority. Complaints should be submitted in writing and include detailed information about the alleged misconduct.

Upon receipt of a Title IX complaint, Austin Medical Assistant Training conducts a prompt, thorough, and impartial investigation to determine the facts and circumstances of the alleged misconduct. Investigators gather evidence, interview witnesses, and provide opportunities for the complainant and respondent to present information.

Interim measures may be implemented to protect the safety and well-being of the complainant and respondent during the investigation process. These measures may include no-contact orders, academic accommodations, changes in housing or class schedules, or other supportive measures as deemed appropriate.

Upon completion of the investigation, the institution makes a determination regarding the merits of the complaint and takes appropriate action to address any violations of Title IX. This may include disciplinary sanctions against the respondent, remedial measures to address the effects of the misconduct, and efforts to prevent recurrence.

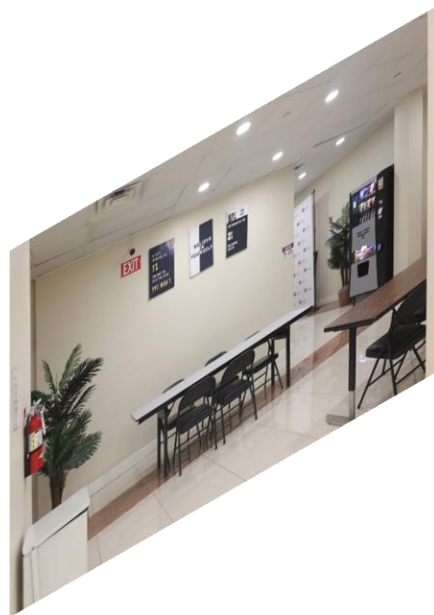
Both the complainant and respondent have the right to appeal the outcome of the Title IX investigation, and any disciplinary sanctions imposed. Appeals are reviewed by an appellate body or designated authority, which evaluates the fairness and adequacy of the investigation and resolution process.

Austin Medical Assistant Training respects the privacy and confidentiality of individuals involved in Title IX complaints to the fullest extent permitted by law. Information disclosed during the investigation and resolution process is shared only with individuals who have a legitimate need to know for purposes of addressing the complaint.

The Student Complaint Policy, Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation Policy, and Discrimination Grievance Procedures are subject to periodic review and evaluation to ensure compliance with institutional policies, Title IX regulations, and legal requirements. Feedback from students, faculty, staff, and stakeholders is solicited to identify areas for improvement and make necessary revisions to the policies and procedures.

a Difference in Society: Education is not just for personal benefit; it enables you to contribute to your community and society at large. With education, you can address social issues, innovate in your field, and improve the lives of others.

Achieving Independence: Education equips individuals with the knowledge to become more independent. Whether it's financial independence through better job opportunities or independence in decision-making, education provides the foundation for self-reliance.



Financial Information

A prospective student and his/her parents are encouraged to visit AMAT's Financial Aid Office for detailed information, forms, and assistance in completing application forms for the financial assistance program available.

Financial Aid Programs:

Financial Assistance is available for those who qualify. Financial aid programs include student loans and grants. Convenient payment plans are also available. Students should apply early for admission to ensure that their financial aid can be completed by registration day. Students attending AMAT may have access to federal and state financial aid programs. In order to apply, students must complete the Free Application for Federal Student Aid (FAFSA). You can apply for funding through the Student Financial Aid Office.

Federal Financial Aid is available to students of the Medical Assisting and Diagnostic Medical Sonography program. Financial Aid School Code #043034

Federal Pell Grants

- This is a grant – no repayment required
- For undergraduates only

Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a “foundation” of financial aid, to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants do not have to be repaid. Pell Grant awards for the academic year will depend on program funding. How much you are actually eligible for will depend on your Expected Family Contribution (EFC), the cost of education at your school, whether you are a full-time or less than half-time student and how long you will be enrolled in the academic year.

Federal Direct Student Loans

- This is a loan-it must be paid back
- Repayment begins 6 months after last day of academic related activity

It is the goal of AMAT to educate students regarding their rights and responsibilities so as to assure students will understand the seriousness of borrowing and be capable of repaying these loans. The Health Care and Education Reconciliation Act of 2010 (HR 4872) eliminates the Federal Family Education Loan Program (FFLP) that has been utilized since 1965 to provide federal loan funds to students. As a result, AMAT now participates in the William D. Ford Direct Loan Program (DL). For student borrowers, Federal Loans are either subsidized or unsubsidized. If you are a regular, diploma-seeking student, **enrolled in an eligible program of study** at least half time, you may receive a Federal Loan, if you complete a Federal Loan entrance interview quiz and meet general financial aid eligibility

requirements. A subsidized loan is awarded on the basis of financial need. If you qualify for a subsidized loan, the federal government pays interest on the loan until you begin repayment and during authorized periods of deferment thereafter. An unsubsidized loan is not awarded on the basis of need. If you qualify for an unsubsidized loan, you will be charged interest from the time the loan disbursed until it is paid in full. You can choose to pay the interest or allow it to accumulate. If you allow it to accumulate, it will be capitalized, that is, the interest will be added to the principal amount of your loan and will increase the amount you have to repay. If you pay the interest as it accumulates, you will repay less in the long run. If you would like detailed information regarding your student loans, please visit the Department of Education's National Student Loan Data System website: www.nslds.gov

Federal Plus Loans

The Federal Parent Loan for Undergraduate Students (PLUS) program enables parents with good credit histories to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time. To be eligible to receive a Federal PLUS Loan, parents generally will be required to pass a credit check. Parents might also qualify for a loan if someone who is able to pass a credit check agrees to co-sign the loan. You and your parents must also meet other general eligibility requirements for federal student financial aid.

Veteran's Educational Benefits

AMAT is approved by the State Approving Agency for Veterans Education for the training of veterans, veterans' survivors, and children of disabled veterans under public laws administered by the U.S. Veterans Administration. Veterans or their families who think they may be eligible for benefits should contact their local Veterans Affairs Counselor or go to www.gibill.va.gov to register and receive a certificate of eligibility for additional information.

General Information for Financial Aid

The regulations governing all financial assistance programs are subject to change. AMAT's Financial Aid Office will have the latest information.

Financial Aid Warning or Suspension

Financial aid probation or suspension occurs when a student passes fewer than the minimum number of contact hours or falls below the grade point average minimum as defined in the section regarding Satisfactory Academic Progress.

Tuition, Fees, Payment, and Refund Policy

Tuition

Tuition charges for each program/course can be found on the course page.

Refund 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) within 14 consecutive calendar days of absence, 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 programs(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 I'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

Prior Credit and Refund Policy

Credit for Prior Learning (38 CFR 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 CFR 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.

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>”



Fulfilling Curiosity: Humans are naturally curious beings. Education satisfies the desire to know, explore, and discover new ideas. The pursuit of knowledge for its own sake can be an incredible motivating factor.

Improving Critical Life Skills: Beyond academic subjects, education teaches important life skills such as time management, teamwork, adaptability, and communication. These skills are crucial in both personal and professional life.

Institutional 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 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 lose or damage any book or supply may purchase from the school. 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: Tuition 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 will 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 withdraws 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 non-refundable. 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
- ✚ The non-refundable registration fee plus,
 - ✚ The cost of any textbooks or supplies accepted plus,
 - ✚ Tuition liability as of the student's last date of physical attendance.
 - ✚ Tuition liability is divided by the number of quarters in the program.
 - ✚ Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.



Refund Policy: Medical Assistant Program

Day, Morning, Afternoon and Evening Schedule 3 quarters each quarter \$3,634.00.

Quarter 1

If withdrawal/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%	\$2,725.50
During the third week	50%	\$1,817
During the fourth week	25%	\$908.5
After the fourth week	0%	\$0

Subsequent Quarters

If withdrawal/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

Quarter 1

If withdrawal/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

Subsequent Quarters

If withdrawal/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: Diagnostic Medical Sonography 7 quarters Each quarter \$3,858.00

Quarter 1

If withdrawal/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

Subsequent Quarters

If withdrawal/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

Quarter 1

If withdrawal/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

If withdrawal/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 withdrawal/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 responsibility 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.
 5. 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 withdrawal/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 a 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.

\$50.00 – first returned check After a check is returned, all future payments must be made in cash, money order, or certified check

Student Support Services:

Placement Activities:

The Placement Director communicates with the students to arrange an externship site which could be at a medical office or hospital depending on the program in which the student is enrolled. The externship provides the 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.

Other Services:

AMAT provides its students with other services including tutoring, career advising and lab workshops even after graduation. AMAT is accessible for disabled students. All documents and progress reports are maintained for a minimum of 5 years (grades, transcripts & programs completed).

Certification Exams:

Students of Medical Assistant program are encouraged to take one of the following certification exams:

- RMA exam given by (**AMT**)
- CCMA exam given by (**NHA**)
- CMAC exam given by (**AMCA**)

Students of the Phlebotomy Technician course are encouraged to take:

- PTC exam given by (**AMCA**)
- CPT exam given by (**NHA**)

Students of EKG Technician course are encouraged to take:

- CET exam given by (**NHA**)
- ETC exam given by (**AMCA**)

Students of Medical Billing and Coding (MBC) are encouraged to take:

- MCBC exam given by (**AMCA**)
- CBCS exam given by (**NHA**)

Programs of Study

Medical Assistant



Total Program Hours	900 contact hours	Tuition:	\$10,900
Externship Hours	200 contact hours	Books, Uniform	\$560/40
Class Hours	700 contact hours	Registration Fee	\$100
Credential	Certificate	Total	\$11,600
Delivery Mode:	Residential		

After Completion of 700 Classroom hours, the student must complete 200 Hours of externship in order to complete the program. The 200 hours of externship must be completed at an approved site.

Program Objectives

Graduates will be provided training in the following:

- Describe the current employment outlook as a medical assistant.
- Compare and correlate 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.
- 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

Program Description

The Medical Assistant program prepares students to work as a multi-skilled health professional 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 student for the following credentialing examinations:

Registered Medical Assistant (RMA) exam offered by American Medical Technologists (AMT)

Certified Medical Assistant (CMA) exam offered by American Association of Medical Assistants (AAMA)

Austin Medical Assistant Training is recognized and affiliated with AMT and AMCA

Program Schedule

Day	Monday-Friday	9:00 AM to 5:00 PM
Morning	Monday-Friday	9:00 AM to 2:00 PM
Afternoon	Monday-Friday	12:00 PM to 5:00 PM
Evening	Monday-Friday	5:00- 10:00

Length of Program

Weekday- 36 weeks with a total of 3 quarters or 27 weeks with a total of 3 quarters

Weekend / 57 weeks with a total of 5 quarters.

Medical Assistant Course Descriptions:

Anatomy and Physiology (MA116)

80 Contact Hours

This course instructs students in the basic structure and functions of the human body through the study of all body systems. The course will also instruct students about the most common diseases and disorders corresponding to each system.

Phlebotomy (MA 108)

60 Contact Hours

This course concentrates on training the proper techniques of blood drawing. Methods demonstrated include butterfly syringe, needle syringe, and evacuation 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)

40 Contact Hours

The clinical procedures course 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. The focus will be on practical skill development and adherence to OSHA and PPE guidelines.

Medical Terminology (MA112)

40 Contact Hours

This course introduces the major body structures through the study of medical terms. Terminology related to diagnosis and treatment is also presented. The student will 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 Contact Hours

Students will be instructed in 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. The course will also emphasize the 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 Contact Hours

This course addresses coding procedures and insurance billing procedures. Students are instructed through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, students learn to post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.

Medical Law & Ethics (MA114)

40 Contact 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

Clinical Asepsis (MA 109)

40 Contact 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 Contact 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.

Urinalysis & Microbiology (MA125)

40 Contact 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

Career Management Skills (MA139)

40 Contact Hours

The course will explain how to create a well-organized resume and get a certificate of completion for the medical assistant program. Have a good plan to conduct job search and demonstrate good communication skill at the time of interview.

Medical Office Applications (MA146)

40 Contact 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 Contact Hours

This course instructs students in how to communicate effectively with any healthcare team member. Speak clearly with any healthcare member Write any needed patient notes and listen attentively.

Computer Applications (MA101)

40 Contact 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.

Health Insurance (MA135)

40 Contact Hours

This course instructs students in the various types 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 student will learn the types of health insurance claims, use of the 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)

200 Contact Hours

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.

Setting and Achieving Goals: Education offers a clear structure to set goals and work towards achieving them. Whether it's completing a degree or mastering a subject, the process of setting and meeting educational goals fosters a sense of accomplishment and motivation.

Building Connections and Networking: Education connects you with peers, professors, mentors, and professionals in your field. Building a network of contacts can provide support, advice, and open new opportunities.



Diagnostic Medical Sonographer



Total Program Hours	2535 Contact Hours	Program Tuition	\$27,000
Externship Hours	1090 Contact Hours	Books, Fees/Uniform	\$1460/\$40
Class Hours	1445 Contact Hours	Registration Fee	\$100
Credential	Certificate	Total	\$28,600
Program delivery	Residential		

Program Description

The Diagnostic Medical Sonography program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program 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, the graduate who has diligently attended class and their externship, studied, and practiced their skills should have the skills to seek entry-level employment as a diagnostic medical sonographer.

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 sonography 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 the 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.

Program Schedule:

Morning	Monday-Friday	9:00 AM to 2:00 PM
Afternoon	Monday-Friday	12:00 PM to 5:00 PM
Evening	Monday-Friday	5:00 PM to 10:00 PM
Weekend	Friday	5:00 PM to 10:00 PM
	Saturday – Sunday	8:00 AM – 4:30PM

Length of Program:

Weekday / 86 weeks of 7 quarters.

Weekend / 97 weeks of 7 quarters.

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



- **DMS Course Descriptions**

Medical Terminology (DMS140)

45 Contact Hours

Medical Terminology is the 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 Contact Hours

This course introduces the student 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 Contact 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 Contact 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.

The student will observe with a professional attitude and appearance at all times.

Abdominal Sonography (DMS170)

360 Contact 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.

Students will always observe a professional attitude and appearance.

Students will attend class and lab prepared to acquire knowledge of the subject that will be presented in class.

Students 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 pathology 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 Contact Hours

This elective is designed to offer prospective OB-GYN candidates the opportunity to 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.

Students will always maintain a professional attitude and appearance.

Students will attend class and lab prepared to acquire knowledge of the subject that will be presented in class.

Students 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.

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 of the role of the sonographer in performing interventional/invasive procedures.

Demonstrate knowledge of the embryology of the fetal heart and fetal heart abnormalities.

Vascular Sonography (DMS182) 270 Contact 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 always observe a professional attitude and appearance.

Perform appropriate examination protocols and proper evaluation of vessels being studied.

Students will attend class and lab prepared to acquire knowledge of the subject that will be presented in class.

Students will recognize the needs of the patient and the ethics of the profession of sonography.

Musculoskeletal (MSK) Sonography (DMS190)

100 Contact 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 Contact 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 Contact Hours

Also called ultrasound, technicians use ultrasound high-frequency sound waves to produce images of internal body tissues and organs. This procedure and techniques 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 Contact 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 judgement and decision making skills, strengthening professional behaviors and preparing students to become entry level sonographers.

ARDMS Exam Preparation (DMS198)

20 Contact 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:

- Applicants with an associate degree in any field or higher education.
- Candidates must have completed general education requirements prior to the start date or during the program's module, 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.



Hope for a Better Future: Education offers hope. It empowers people to improve their quality of life, escape cycles of poverty, and create a better future for themselves and their families.

Phlebotomy Technician



* Intended Audience for the discount CME

Total Course Hours:	60 Contact Hours	Tuition:	\$490.00
Credential:	Certificate	Books, Uniform Fees:	\$80/\$40
Course Delivery:	Residential	Registration Fee:	\$40
		Total:	\$650.00

** Intended Audience for the discount: Medical assistants/ Esthetician/College

Total Course Hours:	60 Contact Hours	Tuition:	\$410.00
Credential:	Certificate	Books, Uniform Fees:	\$80/\$40
Course Delivery:	Residential	Registration Fee:	\$40
		Total:	\$570.00

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

Course 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.

Course Objectives

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

- Perform a minimum of 30 unassisted venipuncture with 95% accuracy and success.
- Approach the patient in a friendly manner and establish a rapport with proper care for the patient's feelings.
- Identify self as a medical laboratory student who needs to obtain a blood sample for tests requested by the patient's physician.
- Identify patients according to the lab protocol.
- Follow the appropriate universal precautions protocol when drawing blood.
- Restock the phlebotomy collection tray with the appropriate equipment, as needed.

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

Course Schedule:

Morning	Monday-Friday	9:00 AM -12:00 PM
Afternoon	Monday-Friday	1:00 PM – 4:00 PM
Evening	Monday-Friday	4:00 PM – 7:00 PM
Weekend	Saturday-Sunday	8:00 AM – 4:00 PM

Length of Course:

Weekday / 4 weeks

Weekend / 4 weeks

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

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

Electrocardiograph (EKG Technician)



Total Course Hours:	60 Contact Hours	Tuition:	\$490.00
Credential:	Certificate	Books, Uniform:	\$80/\$40
Course Delivery:	Residential	Registration Fee:	\$40
		Total Cost:	\$650

Course Description:

The EKG Technician 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 the 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.

Course Objectives:

Upon completion of this program the learner will be able to:

- Describe the conduction system of the heart.
- Discuss the sites of action potential generation and propagation through the cardiac conduction system.
- Contrast the effect of parasympathetic with sympathetic stimulation of the cardiac conduction system.
- Correlate the actions of the heart represented by the p wave, PR interval, QRS complex, and T-wave.
- Choose proper placement of electrodes based on ECG mechanics.
- Calculate a heart rate from an ECG strip
- Analyze how the following rhythms would appear on an ECG strip.
 - ✓ Normal sinus rhythm
 - ✓ Sinus Bradycardia
 - ✓ Sinus tachycardia
- List 5 common causes of abnormal heart rhythms.
- Analyze how the following dysrhythmias would appear on an ECG strip.
 - ✓ Atrial fibrillation
 - ✓ Premature ventricular contractions
 - ✓ Ventricular fibrillation
 - ✓ Asystole/ventricular standstill
- List nursing interventions associated with common dysrhythmias.

- Describe the nursing interventions intended to correct the effects of insufficient tissue perfusion associated with dysrhythmia.

Course Schedule:

Morning: Monday-Friday 9:00 AM to 12:00 PM

Afternoon: Monday-Friday 1:00 PM to 4:00PM

Evening: Monday-Friday 4:00 PM to 7:00 PM

Weekend: Saturday-Sunday 8:00 AM to 4:00 PM

Course Length:

Weekday / 4 weeks

Weekend / 4 weeks

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

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



Medical Billing and Coding



Total Course Hours:	120 Contact Hours	Tuition	\$860
Credential:	Certificate	Books/Uniform:	\$150/\$40
Course Delivery:	Residential	Registration Fee:	\$100
		Total:	\$1150

Course 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. Students will learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files.

Course 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

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.

Government programs such as Medicare, Medicaid, Obama Care, CHP and FHP

Types of health insurance claim forms

Types of claims

Tracking claim forms

Course Schedule:

Morning: Monday-Friday 9:00 AM - 12:00 PM
Afternoon: Monday-Friday 1:00 PM to 4:00 PM
Evening: Monday-Friday 4:00 PM to 7:00 PM, 7:00 PM to 10:00 PM
Weekend: Saturday and Sunday: 8:00 AM to 4:00 PM

Course Length:

Weekday / 8 weeks with a total of 1 quarter

Weekend / 8 weeks with a total of 1 quarter

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

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



Nursing Assistant/Nurse Aide



Total Program Hours:	125 Contact Hours	Tuition:	\$880
Credential:	Certificate	Books/Uniform:	\$70/\$40
Program Delivery:	Residential	Registration Fee:	\$100
Contact Hours:	125	Total:	\$1100

Program Discount

Total Program Hours:	125 Contact Hours	Tuition:	\$800
Credential:	Certificate	Books/Uniform:	\$80/\$40
Program Delivery:	Residential	Registration Fee:	\$100
Contact Hours:	125	Total:	\$1020

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. Adhere to the policies and procedures of clinical sites.

Clinical Externship/Internship	30 contact hours
Lecture	59.5 contact hours
Lab	35.5 contact hours
Total	125 contact/clock hours.

Course Objectives:

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

Describe the functions of body systems appropriate to the nursing assistant scope of practice.

- Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and New York State Board of Nursing regulations.
- Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
- Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
- Identify stages of growth and development.

- Define common medical terms and abbreviations used in health care.

- Communication and interpersonal relationships.
- Demonstrate competence and proficiency in the following categories of skills:
 - ✓ 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 for clients with special needs.
 - ✓ End of life care.
 - ✓ Care for clients with cognitive impairment.

- Comply with privacy and confidentiality laws.
- Demonstrate behaviors consistent with professional work ethics.

Course Schedule:

Morning:	Monday-Friday	9:00 AM - 2:15 PM
Afternoon:	Monday-Friday	1:00 PM - 4:00 PM
Evening:	Monday-Friday	5:00 PM - 10:15 PM
Weekend:	Saturday-Sunday	8:00 AM- 4:00 PM

Course Length:

Weekday: Mini Refund Mon. – Fri 5 hrs./day, 25hrs/week, 5 weeks

Weekend Schedule: 7.5hrs/day, 15hrs/week, 9weeks total of 1 quarter of 9 weeks.

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

Program discount: College students/ Allied healthcare professionals/ Clinics/ Hospitals/Allied health schools/ Students/ Educators Solo and group practices.

Patient Care Technician



Total Program Hours:	120 Contact Hours	Tuition:	\$1280
Credential:	Certificate	Book/Uniform:	\$180/\$40
Program Delivery:	Residential	Registration Fee:	\$100
		Total:	\$1600

*Include Phlebotomy and EKG

Course Description

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

Course Objectives

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

- Introduction to patient care, legal issues in healthcare, standard precautions, and infection control
- Medical terminology, physical examination
- Observing, recording, and reporting patient blood pressure, pulse and temperature, mental and emotional changes.
- Draw blood samples and prepare for clinical lab.
- Perform EKG
- Assisting doctors and nursing during examination
- Patient positioning, bed mobility, range of motion
- Therapeutic exercises, gait.
- How to deal with assistive devices, orthosis and prosthesis, transfer techniques
- Wound care and pressure sores.
- Help the patient in feeding, bathing, grooming, and personal hygiene moving in and out of bed.
- Wheelchair management, patient care competency, special topics
- Making beds and keeping patient place clean.
- Communicate with patients and other health care team members using proper medical terminology.
- Demonstrate proficiency in the skills required for primary patient care.
- Apply universal precautions for safety and infection control in patient care settings.

- Apply best practice procedures in a clinical laboratory setting.
- Demonstrate proficiency in the anatomy and physiology of the cardiovascular system, anatomical structures, and terminology to related areas of the clinical laboratory.
- Setting up and operating equipment.
- Responding to patient calls and requests for assistance.

Course Schedule:

Morning:	Monday-Friday	9:00 AM - 12:00 PM
Afternoon:	Monday-Friday	1:00 PM - 4:00 PM
Evening:	Monday-Friday	4:00 PM - 7:00 PM
Weekend:	Saturday-Sunday	8:00 AM- 4:00 PM

Course Length

Weekday / 8 weeks.

Weekend / 8 weeks.



Faculty Directory

Beshoy Boshra, full-time

School Director

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

Kathleen Rickard RN, full-time

Dean of Students and Faculty

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

Fidelca Terrero, full-time

Director of Career Services

Instructor MA, PH, MBC, and EKG

Associate of Applied Science, Hostos Community College, NY
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

David Sosnowik,

Program Director Diagnostic Medical Sonography

Doctorate in Medicine, George Washington University, Washington DC.

Alessia Celella, full-time Instructor DMS program

Sonographer, Center for Allied Health Education (CAHE)

Albert Andrade, adjunct

Instructor PH/EKG/MA program

Master in Medicine, Karnatak Medical College, India

Pamela Aschendorf, Adjunct Instructor MA program,

Medical Assistant certificate, Austin Medical Assistant Training

Loren Miranda, Admission Agent,

Medical Assistant Certificate, Austin Medical Assistant Training

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

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

Your new profession can start now

