



DAVIS TRAINING INSTITUTE
WE ACHIEVE GREATNESS

Davis Training Institute

**2678 Calder Ave. Suite B
Beaumont, Texas 77702
(409) 338-5663**

**Catalog 2024 - 2025
Volume II**

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**ECG/EKG Cardiac Monitor Technician (EKG)
Phlebotomy Technician (PT)
Clinical Medical Assistant (CMA)
Patient Care Technician/Assistant (PCT/A)
Medical Administrative Assistant (MAA)
Medication Aide Training (MAT)**

A medical career is often the most admired career of the world. A medical career is humanitarian, noble and is undoubtedly holds a very bright future for those who are after it. In terms of money and financial rewards, this field is one of the most promising of all. Davis Training Institute empowers adult learners to advance or change their careers, learn a new skill, or gain personal satisfaction. The school strives to fulfill this mission by providing a broad depth of applicable technology, and a wide array of flexible services aimed at the needs of the adult learner. Programs not only teach current marketplace skills, but also present liberal arts offering and develop critical thinking, writing, and mathematical abilities. All

students enrolled in DTI will establish basic levels of training services and employment in the healthcare fields. In addition, all service providers at DTI including, unemployed and employed clients we offer additional training to reach self-sufficiency. The mission is supported by an admissions policy that allows students with appropriate prior education and students that meet the psycho-motor demands to enroll in programs without regard to race, religion, gender, age, color, or national origin.

Table of Contents

History-----	3
Accreditation and Approvals-----	4
Facilities and Equipment-----	4
Administration, Faculty and Staff-----	4-5
Tuition and Fees-----	5
Refresher Course and Renewals/Cancellation-----	6
Pay Go Plan (Payment Plan) -----	6
Holidays-----	7
Enrollment Periods-----	7
Program Term Dates-----	7
Daily Class Schedule-----	8
Office Hours-----	8
Admission Requirements-----	8
Credit for Previous Training/Transfer of Credit-----	8
Cancellation Policy-----	8
Refund Policy-----	9
Refund Policy for Students Called to Active Military Service-----	9
Course Outline: ECG/EKG-Cardiac Monitor Technician-----	10-11
Subject Descriptions -----	11-13
Externship Descriptions-----	13-14
Course Outline: Phlebotomy Technician-----	14-15

Subject Descriptions-----	15-18
Externship Descriptions-----	18
Course Outline: Medical Assistance-----	18-20
Subject Descriptions-----	20-25
Externship Descriptions-----	25
Course Outline: Patient Care Technician-----	26-27
Subject Descriptions-----	27-32
Externship Descriptions-----	32
Course Outline: Medical Administrative Assistant-----	33-34
Subject Descriptions-----	34-37
Externship Descriptions-----	37
Grading Policy-----	37-38
Professional Ethics and Confidentiality-----	38
Professional Risk-----	38
Policy and Procedures for Inclement Weather-----	38
Satisfactory Progress-----	38-39
Academic Probation, In-completes, and Withdrawals-----	39-40
Remedial Work and Repeat Courses-----	40
Attendance Policy and Make-up Work-----	40
Leave of Absence-----	40
Student Conduct Expectations-----	41
Sexual Harassment-----	41
Graduation Requirements-----	41
Placement Services-----	42
Student Complaints-----	42
Readmission-True and Correct Statement-----	42

History

Dolores Davis started her career in the Medical field when she was in high school by joining the volunteering at the local hospital 1972. She graduated in 1986 from the Lamar University

in Beaumont TX. In 1994 Dolores was called to the ministry, opening the only Youth Rescue Mission in the area. Dolores worked tirelessly at the calling and won many awards for her efforts. She opened a school inside of the mission which gave the young people a chance to catch up and graduate with their peers. She provided clear path to help the people progress their own lives by overseeing the continuous operation of the Mission for 20 years. In 2017, she was approached to help open a professional health careers school. Hughes Institute of Professional Health Careers was opened for business in February of 2018 thrived at her persistence. Students came to enjoy the teaching technique of Dolores and her staff. HIPHC became a WIOA provider in October 2018 and the first WIOA student enrolled in October of 2018. In January 2020 Dolores and staff informed Mr. Hughes that they would pursue licenses from the state of Texas to open Davis Training Institute. Dolores is continuing the call of the Ministry by opening a non-for-profit educational facility to help and inspired people from all walks of life. Dolores heads the school with the help of a dedicated staff, she continues to fulfill the mission, of helping students achieve their goals for entry-level jobs in the healthcare field.

ACCREDITATION AND APPROVALS

Davis Training Institute: Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

National HealthCareer Association (NHA) 11161 Overbrook road, Leawood, Kansas 66211

American Medical Certification Association (AMCA) 310 Passaic Ave 204B, Fairfield, NJ07004

MedCA Certifications (MedCA) 376 S. Bayview Avenue, Freeport, NY 11520

FACILITIES AND EQUIPMENT

The classes are held at our beautiful location where there is easy access for students with or without transportation. The 3500 square feet building is accessible to persons with disabilities and includes a classroom, a computer lab outfitted with up-to-date computers and monitors, a lab room for hand on experiences setup as working environments, and supplied with equipment for our technicians to begin their career. The rest of the building space is dedicated to the student break room and administrative offices.

Administration

Dolores Davis---President

Faculty and Staff

Dr. Marinette H. Parkerson-----Director
 B.A., Lamar University; MA., Prairie View A&M University
 MS., Prairie View A&M University; D.Ph., Beaumont
 Theologian Institute; MA, Beaumont Theologian Institute

Donna leans Chachere-----Instructor
 A.D., Lamar University 2011; License Vocational Nurse
 Certificates: Phlebotomy, (training program St.
 Elizabeth Hospital CNA, CPR, ECG/EKG
 Trained UBI Caritas

Deborah Collins Sias-----Representative

Raeshonn Davis _____Representative

Dolores Davis -----Staff Designee, Representative

TUITION AND FEES

COURSE	HOURS	REGISTRATION FEES	TUTION	BOOKS	LAB FEES SUPPLIES	NATIONAL CERTIFICATION TEST	TOTAL
ECG/EKG CARDIAC MONITOR TECHNICIAN	80	\$300	\$4100	\$225	\$250	\$275	\$5150
PHLEBOTOMY TECHNICIAN	186	\$300	\$5200	\$275	\$500	\$275	\$6550
CLINICAL MEDICAL ASSISTANT	186	\$300	\$5300	\$275	\$375	\$300	\$6550

PATIENT CARE TECHNICIAN	186	\$300	\$5300	\$275	\$375	\$300	\$6550
MEDICAL ADMINISTRATIVE ASSISTANT	156	\$300	\$5100	\$275	\$375	\$280	\$6330

**Single subjects making up the course may be taken individually at a cost of \$75.00 per contact hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject

REFRESHER COURSE FEES

One Day (Saturday's only): \$450.00
Six-hour class, payment due in full upon registration

Two Weeks (Saturday's and Sunday's only) twenty-four hours: \$1200.00

Note: Specific instructions are provided in the "Refresher Course Packet" to prepare you for recommendation.

*Fees does not include books, and certification
This Course is eligible for Tuition PayGo Plan.

Refresher Course Cancellation:

All Students must provide a handwritten Notice of Cancellation to the School Director within 24 hours prior to the training session. An administrative fee of no more than \$100.00 is due upon receipt of cancellation (24 hours or more).

NHA RENEWAL/RE-EXAM FEES

Single Exam: \$125.00
Six-hour class

Combo II: \$250.00

Combo III: \$375.00

Renewal/Re-Exam Cancellation Policy: \$100 administrative fee after 24 hours.
Once exam scheduled date is confirmed, no refund granted.

(Tuition) PayGo Plan

Option 1 – Pay Go Upfront Plan – Save 10%!

The pay upfront program offers a 10% discount off the standard cost of our program for those individuals who are willing to pay upfront for their education.

Option 2 – Military Discount – Save 10%

As a Military Friendly School, a 10% discount is available to active military personnel and their spouses.

***The Pay Go Upfront Plan and the Military Discount cannot be combined and is limited to only one discount**

Option 3 – Weekly Pay Go Payment Plan (No Interest)

The weekly payment plan includes a one-time initial payment of \$300 due at time of enrollment with additional weekly payments of \$250. There is no finance charge applied to this option and all fees must be paid in full upon completion of the coursework to receive a certificate of completion.

***Job Search Cancellation:**

All students that have been matched with a job and does not make the appointment or declined the the position will be charged an administrative fee of no more than \$100.00. Afterwards, there will not be any other job search attempts by HIPHC.

HOLIDAYS TO BE OBSERVED

Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day

Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Holidays

ENROLLMENT PERIOD

Enrollment periods are the four calendar weeks prior to the first day of classes for each program term.

PROGRAM TERM DATES FOR 2024 - 2025

Calendar for Davis Training Institute for the 2024-2025 school year, including major holidays, a week of spring break, information about year-round registration and available programs, details about refresher courses, and additional information about class schedules and graduation requirements:

CPR/AED beginning all new students must be in this class. July 15, 2024

****August 2024:****

- 1st: Staff development day
- 5th: New student orientation
- 6th-31st: CCMA, CPT, CMAA, EKG, CPCT classes in session

****September 2024:****

- 2nd: Labor Day (Institute closed)
- 3rd-30th: Classes in session

****October 2024:****

- 1st-31st: Classes in session
- Extern assigned for CMAA, EKG, CPT

****November 2024:****

- 1st: Staff development day
- 4th: Veterans Day observed (Institute closed)
- 11th: Veterans Day (Institute closed)
- 25th-29th: Thanksgiving Break (Institute closed)

****December 2024:****

- 2nd: Classes resume for CCMA and CPCT
- December 2, 2024 State Certification Test CPT, EKG, CMAA
December 12, 2024, Graduation CPT, EKG, CMAA
- 23rd-31st: Winter Break for CCMA and CPCT (Institute closed)

****January 2025:****

- 1st-3rd: Winter Break for CCMA and CPCT (Institute closed)
- 6th: Classes resume for CCMA and CPCT
- 20th: Martin Luther King Jr. Day (Institute closed)

****February 2025:****

- 3rd: Staff development day
- 17th: Presidents' Day (Institute closed)

****March 2025:****

- 1st-31st: CCMA and CPCT classes in session
- EKG classes in session (start mid-month)

****April 2025:****

- 1st-5th: Spring Break (Institute closed for CCMA and CPCT)
- 7th: Classes resume for CCMA and CPCT
- EKG classes continue

****May 2025:****

- 5th: Staff development day
- 25th: Memorial Day (Institute closed)
- Graduation requirements: Students begin internship at local medical center

****June 2025:****

- 1st-30th: CCMA and CPCT classes in session
- EKG classes end mid-month
- Phlebotomy classes start mid-month

****July 2025:****

- 4th: Independence Day (Institute closed)
- 31st: End of academic year for CCMA and CPCT
- Phlebotomy classes continue
- Graduation requirements: Internship continues

Please adjust this schedule as needed to accommodate the internship requirements and any specific timelines related to the local medical center.

Here's the updated breakdown with the additional details:

****First Quarter (August - October 2024):****

- Start Date: August 5, 2024
- End Date: October 31, 2024
- Holidays: Labor Day on September 2, 2024
- Note: Registration is year-round, and class schedules are provided upon registration.

****Second Quarter (November 2024 - January 2025):****

- Start Date: November 1, 2024
- End Date: January 31, 2025
- Holidays: Veterans Day on November 4 and 11, 2024; Thanksgiving Break from November 25-29, 2024; Winter Break from December 23-31, 2024

****Third Quarter (February - April 2025):****

- Start Date: February 1, 2025
- End Date: April 30, 2025
- Holidays: Staff Development Day on February 3, 2025; Spring Break from April 1-5, 2025

****Fourth Quarter (May - July 2025):****

- Start Date: May 1, 2025
- End Date: July 31, 2025
- Holidays: Staff Development Day on May 5, 2025; Memorial Day on May 25, 2025; Independence Day on July 4, 2025

These details provide a clearer timeline for the academic year, including start and end dates for each quarter, holidays, and registration information. Adjustments can be made based on specific program requirements and scheduling needs.

DAILY CLASS SCHEDULE

Day student will attend class Monday, Tuesday, and Thursday) from 9:00 AM to 1:00 PM for approximately six weeks (see Program Term Dates above). Class for evening will be Monday, Tuesday, and Thursday from 4:00 PM to 9:00 PM for approximately six weeks. For day students, a ten-minute break will be taken for the last ten minutes of each hour. For evening students, there will be a ten-minute break for the last ten minutes of each hour.

OFFICE HOURS

Office hours are 9:00 AM to 5:00 PM Monday through Friday, excepting the days school will be closed. When classes are not in session, the office will be closed for lunch from 1:30 PM to 3:00 PM.

ADMISSION REQUIREMENTS

Individuals applying for these courses are required to:

- a. Interview with an admission's counselor.
- b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian to enroll) and
- c. present proof of secondary education (high school diploma or GED).
- d. In the event the applicant is unable to provide proof of secondary education, applicant must take the TABE test (9 & 10) and achieve a passing score of 70% in Math and English

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

An enrolling student may be granted credit for prior education, training, or experience for any subjects taken at Davis Training Institute. To apply for consideration of credit, a written request with documentation of the education/training/experience must be submitted to the school director no later than five business days prior to the first day of classes for the term. The student will be required to pass a qualification test with a grade of at least 70 to receive the credit. If the credit is granted, the student will not be required to attend class for that subject, and will not be charged tuition (pro-rata course time hours) or fees for books and supplies for that subject.

Transfer of Credit

A student will need to contact all other schools to determine if DTI credits will transfer to an institution.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Your cancellation takes effect when you give a hand-written Notice of Cancellation to the School Director at the following address:

Davis Training Institute, 2678 Calder Ave. Suite B Beaumont TX 77702

If Notice of Cancellation is mailed, it becomes effective as of the postmark date.

Within 30 days of hand-written Notice of Cancellation, you may be due a refund in the order of the Refund Policy (discussed in the next chapter) minus the registration fee minus book fees and materials. However, if you have received any materials, you must return it to the school within 72 hours after handwritten Notice of Cancellation is received by the School Director. If you do not return the equipment within 72 hours, school may deduct the cost of the equipment from the amount of the refund.

REFUND POLICY

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) the date of termination if the student is terminated by the Institute
 - b) the date of receipt of written notice from the student; or
 - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administration fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence program or synchronous distance education program and withdraws or is otherwise terminated, the school or the online school may retain not more than \$100 in administrative fees will be the pro-rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund if they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for the portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) an enrollee is not accepted by the Institute
 - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c) if the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

Refund Policy for Students Called to Active Military Service

A student who withdraws from the school because of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees or other charges owed by the student for the portion of the program the student does not complete following withdrawal.
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program is no longer available, not later than the first anniversary of the date the

student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

ECG/EKG Cardiac Monitor Technician

Course Objective/Purpose:

The comprehensive 80-hour EKG program prepare students to function as an EKG Technician and to take the National Certification Exam. General courses cover the role an EKG technician plays in the workplace, legal issues associated with the profession, medical disease processes, heart anatomy, electrocardiography, echocardiography, and medical terminology. Clinical topics explored in depth during EKG technology courses include identifying heart rhythms, basic EKG interpretation and 12-lead placement. Also, the 3 and 5 lead EKG and their placements.

The main job function of EKG technicians is to aid medical professionals in the treatment of heart disease by performing electrocardiograms, and this training courses offer students' hands-on experience to help them know what to expect once on the job.

EKG technicians have earned a high school diploma or GED, have received on-the-job training from an employer and have obtained certification from a national agency. An EKG technician needs good interpersonal skills, empathy, emotional stability, attention to detail, accurate hand-to-eye coordination, flexibility, and physical stamina.

This course will provide an overview of basic cardiovascular terminology, anatomy, and physiology to prepare individuals for entry-level jobs as an EKG Technician. Graduates may find suitable employment with healthcare facilities, Doctor Offices, Hospitals, Clinics and Nursing homes. Students will learn the proper placement of electrocardiogram (EKG) leads and maintenance of equipment to obtain an accurate 12-Lead EKG. The student will learn to recognize cardiac arrhythmia. Upon completion of this program students will be able to properly place electrodes on the patient and recognize the phases of the cardiac cycle.

Course Outline

SUBJECT #	SUBJECT TITLE	LECTURE	LAB	EXTERNSHIP	TOTAL	SEMESTER CREDIT HOURS
DTI 101	ROLE OF THE EKG TECHNICIAN	08	0	0	08	0.5
DTI 102	BASIC ANATOMY AND PHYSIOLOGY	08	08	0	16	0.5

DTI 103	INTRODUCTION TO MEDICAL TERMONOLOGY	08	0	0	08	0.5
DTI 104	CARE AND SAFETY OF PATIENTS MEDICAL AND LEGAL ASPECT	08	08	0	16	0.5
DTI 105	ANATOMY OF THE HEART, CONDUCTION SYSTEM, CIRCULATION SYSTEM OF THE HEART	08	16	0	24	1.0
DTI 106	EXTERNSHIP/CAREER DEVELOPMENT	0	0	08	08	0.0
	TOTAL HOURS FOR PROGRAM COMPLETION	40	32	08	80	3.0

One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of externship.

The approximate time required to complete this program is six weeks for day students and six weeks for evening students.

Upon successful completion of the program, the student will receive a Certificate of Completion in ECG/EKG Technician.

DTI 101 – Role of the EKG Technician

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: None

Subject Description: The Role of the EKG Technician introduce the students to the role of the EKG technician in the workplace. Upon completion of this subject, students will be able to: 1) Describe the basic professionalism in the workplace. 2) Describe the Patients' Bill of Rights, 3) Describe the 12-Lead, 3 Lead, 5 Lead, 4) Describe the information that must be included on the ECG report

DTI 102 – Basic Anatomy and Physiology

Subject Hours: 16 course time hours (08 hours lecture, 08 hours lab, 00 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 101 – Role of the EKG Technician

Subject Description: This course is a study of human anatomy and physiology. Lectures systematically take the student from the microscopic level through the formation of organ systems, with emphasis on the interdependence of these systems. Functional concepts and internal structure are related to surface anatomy as a basis for performing a physical examination. The physiology lectures will provide the overall physiology of the human body but will also relate how that physiology breaks down or malfunctions in time of infection, disease, trauma, and aging. Upon completion of this subject students will know: 1) phases of the cardiac cycle, 2) Describe the organization of the body, 3) pathophysiology of cardiac disease, 4) Describe a cell and its components, 5) List the nine abdominal regions and name the organs included in each, 6) List the body cavities, 7) Describe the systems, organs in each, and function of each, 8) Define the anatomic position, 9) Explain the meaning of the term's homeostasis and positive and negative feedback.

DTI 103 – Introduction to Medical Terminology

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 102 - Medical Anatomy and Physiology

Subject Description: This course is a study of medical assistant of a medical vocabulary system. It includes structure, recognition, analysis, definition spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms. Upon completion of this course the student will be able to:

- 1) Spell and define common prefixes, suffixes, word roots, combining forms for each body system,
- 2) build medical words using prefixes, suffixes, and root words for each body system,
- 3) spell and define common medical terms for each body system,
- 4) pronounce common medical terms for each body system,
- 5) Identify and translate common abbreviations and acronyms for each body system,
- 6) list examples of words whose spelling varies in different forms,
- 7) describe the difference between brief forms and medical slang and give examples of each body system.

DTI 104 – Care & Safety of Patients Medical and Legal Aspect

Subject Hours: 08 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 103 – Introduction to Medical Terminology

Subject Description: This subject introduces the student to the basic Care and Safety of patients while assisting in EKG's and examinations related to EKG's. The medical and legal aspect of this course is principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Upon completion of this course the Student will be

able to: 1) Prepare the patient. 2) EKG monitoring (e.g., patient history, cardiac medications, patient positioning). 3) Apply electrodes on patients. Pediatric patients, Patients with special considerations (e.g., right sided heart, posterior chest, amputations), 4) Respond to signs and symptoms of cardiopulmonary compromise. 5) Adhere to HIPAA regulations regarding Protected Health information (PHI), 6) Verify patient understanding of the test being performed. 7) Obtain patient vital signs (e.g., heart rate respirations, temperature, blood pressure, pulse).

DTI 105 – Anatomy of the Heart Conduction System Circulation System of the Heart

Subject Hours:	24 course time hours (08 lecture hours, 16-hour lab, 0 hours externship) 1.0 Semester Credit hours
Prerequisites:	DTI -104 Care & Safety of Patients Medical and Legal Aspect
Subject Description:	<p>This subject introduces students to the ECG/EKG monitor. Upon completion of this coursework the student will be able to:</p> <ol style="list-style-type: none"> 1) Calculate a patient's heart rate from the EKG tracing (e.g., 6- second method, R to R, sequencing). 2) Identify artifacts from the tracing (e.g., wandering baseline, somatic, electrical). 3) Resolve artifacts from the tracing (e.g., wandering baseline, somatic, electrical). 4) Record an EKG lead on a patient. 5) Verify the leads recorded on an EKG, 6) Upload a completed EKG to a patient's electronic medical record. 7) Mount a completed EKG for a Patient's chart. 8) Measure a patient's heart rhythm from the EKG tracing. 9) Inspect the waveforms of a cardiac cycle for symmetry, direction, and amplitude. 10) Measure a patient's heart conduction from the EKG tracing. 11. Identify the major classifications of arrhythmias from the EKG tracing. 12) Identify the major variances to waveforms related to ischemia, injury, or infarction. 13) Respond to potentially life-threatening arrhythmia

DTI 106 – Externship/Career Development

Subject Hours:	08 course time hours (0 lecture hours, 0 lab hours 08 externship hours) 0.0 Semester Credit Hours
Prerequisites:	DTI -105 Electrical Conduction System of the Heart
Subject Description:	<p>During the student externship, students will have the opportunity to practice the skills they have gained during their classroom training. They will refine their customer service skills, assist fellow workers in the placement of leads, interact with patients needing EKG, reading the EKG report, entering the data correctly. The Students will develop an effective career success strategy.</p>

DTI – 106 Externship Descriptions

- a. The externship schedule for day students will be four hours per day, four days per week for two weeks. The externship schedule for evening students will be four hours per day, four days per week for two weeks.
- b. The maximum number of ex-terns expected in the program at any one time is 5.
- c. Copies of externship agreements between the school and externship sites are included in the course's

syllabus

- d. Evaluation of ex-terns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the mid-point and end of the externship. Rating on the written evaluations will be averaged for the final report. Evaluation forms are included.
- e. The externship coordinator will visit the externship sites at least once per week.
- f. The externship coordinator will be in daily telephone contact with the externship site supervisor.
- g. Ex-terns are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences.
- h. Although not required, students are encouraged to keep a daily journal on their observations and experiences. Students are encouraged to study and review with each other to prepare for the National Certification exam.
- i. Students are required to write final reflection papers that are reviewed and commented upon completion of the externship.

The student must complete the National Healthcareer Association (NHA) exam and score a minimum of 70% to receive a National Certification.

This Course is eligible for Tuition PayGo Plan.

Special Requirements for Clinical Practice

EKG students must carry liability insurance which will be automatically purchased as part of the payment of the registration fees.

1. Regular and punctual attendance on all clinical days is required. Absences or tardiest from clinical for reasons other than health or emergencies will not be tolerated, and the student may be subject to withdrawal from the program if more than two absences are recorded or there is documented evidence of chronic tardiness. All absences, regardless of excuse, must be made up by the student. The student must coordinate the make-up day with the instructor and the clinical site. The student must notify the clinical site and the instructor of all absences or tardiest as far in advance as possible or at least within the first hour they are scheduled. Clinical sites are extremely intolerant of excessive absences and tardiest.
2. A student who is late by 5 minutes or more will be considered officially tardy. Three official tardiest will constitute one absence. Clinical sites are extremely intolerant of tardiness and may dismiss you from the site because of excessive tardiest.
3. Students are required to act in a courteous, professional manner always during the clinical rotation. Any display of unprofessional, or unethical conduct by the student may result in immediate dismissal from the Program.

Phlebotomy Technician

Course Objective/Purpose:

Phlebotomist program is an intensive nine weeks long course with an additional three-week clinical internship/externship making a total of 186 hours. The course train students on how to obtain and prepare blood and body fluid samples from patients for laboratories, with coursework in health and safety procedures, collection techniques, patient care, general anatomy, and medical terminology properly and safely. Curriculum also involves a clinical and externship component for direct experience and application.

Classes in these programs provide the technical skills and knowledge required to perform daily duties. Students in this program examine the legal and business aspects of the field with courses like: Professionalism in a medical setting, Medical communications, Healthcare law, Patient care basics, Universal safety procedures.

This course of instruction prepares individuals for entry-level jobs as Phlebotomist. Phlebotomists work in many different facilities, including private and hospital laboratories, blood banks, medical offices, and clinics. They typically work under the direction of a laboratory manager or medical technologist. Possible job titles, besides phlebotomist, include: Blood drive worker, Medical technician, or a Medical laboratory

assistant.

This training program covers information about patient care, anatomy, disease control and medical-testing equipment. Students will learn how to comfort nervous patients and how to recognize if a patient is about to faint. Students are also trained on the different types of needles used for gathering blood, proper needle insertion and puncture-wound treatment.

Upon completion of this program the student will successfully: Demonstrate knowledge of the health care delivery system and medical terminology. Demonstrate knowledge of infection control and safety. Demonstrate basic understanding of the anatomy and physiology of body systems. Associate the major areas / departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition / illness. Demonstrate understanding of the importance of specimen collection in the overall patient care system. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.

Demonstrate proper techniques to perform venipuncture and capillary puncture. Demonstrate understanding of requisitioning, specimen transport and specimen processing. Demonstrate understanding of quality assurance in phlebotomy. Demonstrate understanding of the basic concepts of communications, personal and patient interaction, stress management, professional behavior, and legal implications of the work environment

Course Outline

SUBJECT	SUBJECT TITLE	LECTURE	LAB	EXTERNSHIP	TOTAL	SEMESTER
DTI 201	HISTORY OF PHLEBOTOMY AND PHLEBOTOMY TODAY	08	0	0	08	0.5
DTI 202	BASIC MEDICAL TERMINOLOGY	08	0	0	08	0.5
DTI 203	BASIC ANATOMY, PHYSIOLOGY AND CIRCULATION	08	08	0	16	0.5
DTI 204	INFECTION CONTROL, SAFETY, FIRST AID AND PERSONAL SAFETY	08	08	0	16	0.5
DTI 205	PHLEBOTOMY PRACTICUM COURSE/VENIPUNCTURE	08	40	0	48	1.5
DTI 206	INTERNSHIP/EXTERNSHIP/Career Development		50	40	90	2.0

One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of externship.

The approximate time required to complete this program is Twelve weeks for day students and Twelve weeks for evening students.

Upon successful completion of the program, the student will receive a Certificate of Completion in Phlebotomy Technician.

This Course is eligible for Tuition PayGo Plan.

DTI 201 – History of Phlebotomy and Phlebotomy Today

Subject Hours:	08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours
Prerequisites:	None
Subject Description:	<p>History of Phlebotomy and Phlebotomy today Introduces students to the role of the Phlebotomist. Upon completion of this subject, students will know</p> <ol style="list-style-type: none"> 1) The history Phlebotomy beginning , 2) Bloodletting history, 3) Common Phlebotomy practices for adults and children(e.g., leeches, visit to the barber, Galen do-it-yourself guide) 4 Phlebotomy today, 5) Draw blood from patients and blood donors, 6) Evaluate patients' ability to withstand procedure, 7) Explain blood-drawing procedure to patients and answer questions, 8) Perform basic point of care testing, such as blood glucose levels, 9) Prepare blood, urine and other specimens for testing, 10) Verify patient/donor identity, 11) Maintain medical equipment such as needles, test tubes and blood vials. 12) Safely and effectively draw blood using venipuncture and capillary puncture, 13) Medical and legal ethics as they relate to Phlebotomy

DTI 202 –Basic Medical Terminology

Subject Hours:	08 course time hours (08 hours lecture, 00 hours lab, 00 hours externship) 0.5 Semester Credit Hours
Prerequisites:	DTI 201 – History of Phlebotomy and Phlebotomy Today
Subject Description:	<p>This course is a study of medical assistant of a medical vocabulary system. It includes structure, recognition, analysis, definition spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms. Upon completion of this course the student will be able to:</p> <ol style="list-style-type: none"> 1) Spell and define common prefixes, suffixes, word roots, combining forms for each body system, 2) build medical words using prefixes, suffixes, and root words for each body system, 3) spell and define common medical terms for each body system, 4) pronounce common medical terms for each body system, 5) Identify and translate common abbreviations and acronyms for each body system, 6) list examples of words whose spelling varies in different forms, 7) describe the difference between brief forms and medical slang and give examples of each body system.

DTI 203 –Basic Anatomy and Physiology

Subject Hours:	16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours
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Prerequisites: DTI 202 - Medical Terminology

Subject Description:

Since phlebotomy involves puncture of the skin (Integumentary system) and veins, (A component of the cardiovascular system), a basic knowledge of the Anatomy and Physiology of these systems essential

In this course the Student should be able to: 1) Describe the cardiovascular anatomy and the physiology of the circulatory, musculoskeletal and nervous systems, 2) The organization and function of the respiratory, cardiology, pulmonary, circulatory, endocrine, nervous and muscular systems. 3) Knowledge of blood and its components. 4) What are the three preferred veins of the arm for phlebotomy (Cephalic, median cubital, basilic), 5) What artery is to be avoided for venipuncture. 6) The Integumentary system, 7) The outermost layer of the skin, 8) The layer that contains the touch receptor, 9) The fat layer, 10) What is the function of the outermost layer, 11) What dermal layer regulates body heat? 12) Which layer holds the capillaries.

DTI 204 – Infection Control, Safety Rules

Subject Hours:

16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites:

DTI 203 – Anatomy and Physiology

Subject Description:

The Infection Control, Safety Rules course introduces Students to familiarize with the precautions that must Be taken prior and doing collecting blood or urine samples. Upon completion of this course the Student will know, 1) What sepsis infections are and how to protect themselves and other patients, 2) know the difference between sepsis and infections 3) know how to safely extract blood, 4) Adhere to regulations regarding workplace safety (e.g., OSHA, NIOSH) 5) Adhere to regulations regarding operational standards, 6) Adhere to HIPAA regulations regarding Protected Health Information (PHI), 7) Follow exposure control plans in the event of occupational exposure. 8) Follow transmission-based precautions 9) Wear personal protective equipment while following standard precautions 10) Sanitize hands to prevent the spread of infection, 11) Initiate first aid when necessary, 12) Initiate CPR when necessary, 13) HIV/AIDS awareness and causes

DTI 205 – Phlebotomy Practicum Course/Venipuncture

Subject Hours:

48 course time hours (08 lecture hours, 40 hours lab, hours externship) 1.0 Semester Credit Hours

Prerequisites:

HIPHC 204 – Sepsis and Infection Control

Subject Description:

The Phlebotomy Practicum Course student's practice

In this course students will practice the blood and specimen collection and handling

Skills learned in theory class. They Practice these duties on adult and pediatric Simulation arms and other students before drawing blood under supervision in Clinical settings. Upon completion of this Course the student will know: 1) Collection Techniques, 2) Primary Collections, 3) Demonstrate proper insertion and removal techniques for venipuncture. 4) Perform capillary collection method based on patient age and condition. 5) Ensure patient safety throughout the collection process. 6) Perform venipuncture steps in correct order (e.g., evacuated tube system, syringe, winged collection set). 7) Perform capillary (dermal) puncture steps in correct order. 8) Recognize common complications from primary collection (e.g., lack of blood flow, hematoma, petechial, nerve injury). 9) Identify problematic patient signs and symptoms throughout collection, 10) Follow order of draw when performing venipuncture. 12) Follow order of draw when performing capillary collection. 13) Ensure that tube additives are appropriate for testing requirements. 14) Assemble equipment needed for primary blood collection. 15) Invert evacuated tubes with additives after collection, 16) Verify quality of equipment (e.g., sterility, expiration date, manufacturer's defects). 17 Special Collections (Processing, Labelling, Quality control, Transport), 18) Non-blood specimen collection, 19) Distribute laboratory results to ordering provider, 20) Enter medical data and communicate to Doctors and patients

DTI 206 – INTERNSHIP/Externship/Career Development

Subject Hours:	90 course time hours (0 lecture hours, 50 lab hours 40 externship hours) 2.0 Semester Credit Hours
Prerequisites:	DTI 105 – Phlebotomy Practicum Course/Venipuncture

Subject Description: Upon successful completion of the training program a student is eligible for the Clinical Phlebotomy Externship. The Clinical Phlebotomy Externship is a standard 40-hour unpaid rotation with an addition 50 hours lab. During this Externship students are given a chance to get hands on experience and practice conducting phlebotomy procedures on patients with supervision. The Externship is designed to ensure students get a minimum of 50 accurate sticks (venipuncture/capillary sticks and 10 skin punctures) and record this on a log sheet that is signed by a lab supervisor. The Students will develop an effective career success strategy.

DTI – 206 Externship Descriptions

- The externship schedule for day students will be four hours per day, four days per week for two weeks. The externship schedule for evening students will be four hours per day, four days per week for two weeks.
- The maximum number of ex-terns expected in the program at any one time is 5.
- Copies of externship agreements between the school and externship sites are included in the course's syllabus
- Evaluation of ex-terns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the mid-point and end of the externship. Rating on the written evaluations will be averaged for the final report. Evaluation forms are included.
- The externship coordinator will visit the externship sites at least once per week.
- The externship coordinator will be in daily telephone contact with the externship site supervisor.
- Ex-terns are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences.

- h. Although not required, students are encouraged to keep a daily journal on their observations and experiences. Students are encouraged to study and review with each other to prepare for the National Certification exam.
- I. Students are required to write final reflection papers that are reviewed and commented upon completion of the externship.

The student must complete the National Healthcareer Association (NHA) exam and score a minimum of 70% to receive a National Certification.

This Course is eligible for Tuition PayGo Plan.

Clinical Medical Assistant

Course Objective/Purpose:

This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare. This program will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. You will review important topics including phlebotomy, pharmacology, the proper use, and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics, and the legal aspects of healthcare.

This program includes 96 hours of classroom lecture, 40 hours of classroom labs and 50 hours clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, you must successfully complete the 96-hour course.

This course of instruction prepares individuals for entry-level jobs as a Medical Assistant. Graduates may find suitable employment with a Healthcare facility, Doctor's Office or Clinic, Hospitals, Medical Supply companies, Home health agencies and Insurance companies. Students will learn Clinical skills: Taking patient histories, Taking, and reading vital signs, EKG's, assisting in cast application and removal, assisting in minor surgery, Instrument usage, Patient preparation, Basic lab procedures, Performing diagnostic procedures, and CPR. Students will learn Administrative skills: Appointment scheduling, Patient charting, Patient billing and fee collections, Basic insurance coding, Computers, completing insurance forms, Maintaining medical records, Communication and Customer Service. Upon successful completion of this program students will receive a certificate of completion and would be eligible to sit for the National Healthcareer Association (NHA) Clinical Medical Assistant national examination.

Course Outline

SUBJECT #	SUBJECT TITLE	LECTURE	LAB	EXTERN-SHIP	TOTAL	SEMETER CR HOURS
DTI 1101	FUNDAMENTALS OF MEDICAL ASSISTING	08	00	00	08	0.5
DTI 1102	ASEPSIS AND INFECTION CONTROL	08	08	0	16	0.5
DTI 1103	INTRODUCTION TO ANATOMY AND PHYSIOLOGY	08	0	0	08	0.5
DTI 1104	Anthropometric MEASUREMENTS AND VITAL SIGNS & PHYSICAL EXAMINATION	08	08	0	16	0.5

DTI 1105	INSTRUMENT AND EQUIPMENT	08	0	0	08	0.5
DTI 1106	Medical Terminology / Assisting with Minor Office Surgery	16	00	0	16	1.0
DTI 1107	PHARMACOLOGY AND ADMINISTERING MEDICATION	08	08	0	16	0.5
DTI 1108	BASIC PHLEBOTOMY	08	08	0	16	0.5
DTI 1109	BASIC ECG/EKG	08	08	0	16	0.5
DTI 1110	ASSISTING WITH PEDIATRIC PATIENTS	16	0	0	16	1.0
DTI 1111	EXTERNSHIP/Career Development			50	50	1.0
	TOTAL HOURS FOR PROGRAM COMPLETION	96	40	50	186	7.0

One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of externship.

The approximate time required to complete this program is twelve weeks for day students and twelve weeks for evening students.

Upon successful completion of the program, the student will receive a Certificate of Completion in Clinical Medical Assistant

This Course is eligible for Tuition PayGo Plan.

DTI 1101 – Fundamentals of Medical Assisting

Subject Hours: 08 course time hours (08 Lec Hrs, 00 Lab Hrs, 00 Ext Hrs) 0.5 Sem CT Hrs.

Prerequisites: None

Subject Description: This is an introductory course for the Medical Assistant program. This course place emphasis on patient- centered assessment, examination, intervention, and treatment as directed by a physician. Upon completion of this subject, students will learn:

- 1) The role of the Medical Assistant
- 2) Psychological aspect of Assisting
- 3) Leadership and teamwork strategies
- 4) Relating to patients, Interview and History
- 5) List guidelines for conducting a patient interview,
- 6) Explain the difference between a sign and a symptom,
- 7) Explain chief complain and present illness,
- 8) Logging data into the computer

DTI 1102 – Asepsis and Infection Control

Subject Hours: 16 course time hours (08 lecture hours, 08 hours

lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 1100 - Fundamentals of medical Assisting

Subject Description: This course is a study of standard protocol for the protection of the health care worker and patient to ensure that the procedures and treatments prescribed by the physician are performed properly and safely to assist in the patients return to health. In Asepsis and Infection control students will learn precautions and transference of diseases. Upon completion of this subject, students will be able to:

- 1) Spell and define the key terms, 2) Identify and describe conditions that promote, 3) The growth of pathogens, 4) Define the chain of infection
- 5 Describe how microorganisms are transmitted
- 6 Distinguish between medical and surgical sepsis
- 7 Explain the difference between medical septic
- 8 Hand washing and surgical scrubbing
- 9 Explain the purpose of following standard
- 10 Precautions with all patients Identify and describe the level of infection Control
- 11 Properly dispose of infection waste

DTI 1103 – Introduction to Anatomy and Physiology

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 1102 – Asepsis and Infection Control

Subject Description: This course is a study of human anatomy and physiology. Lectures systematically take the student from the microscopic level through the formation of organ systems, with emphasis on the interdependence of these systems. Functional concepts and internal structure are related to surface anatomy as a basis for performing a physical examination. The physiology lectures will provide the overall physiology of the human body but will also relate how that physiology breaks down or malfunctions in time of infection, disease, trauma, and aging. Upon completion of this subject students will know: 1) phases of the cardiac cycle, 2) Describe the organization of the body, 3) pathos physiology of cardiac disease, 4) Describe a cell and its components. 5) List the nine abdominal regions and name the organs included tin each. 6) List the body cavities.7) Describe the systems, organs in each, and function of each. 8) Define the anatomic position, 9) Explain the meaning of the term's homeostasis and positive and negative feedback.

DTI 1104- Anthropometric Measurements and Vital Signs – Physical Examination

Subject Hours: 16 course time hours (08 lecture hours, 08 hours lab, 00 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 1103 – Introduction to Anatomy and Physiology

Subject Description: This course focuses on the in-patient or out-patient initial contact. The patient meets Medical Assistant prior to seeing medical staff. The student will learn the concept of professionalism, communication, and triage. Upon completion of this subject the student will be able to: 1) Explain the procedure for measuring a patient's Height and weight, 2) Identify and describe different types of thermometers. 3) Explain the procedure for measuring a patient's temperature using the oral, rectal, auxiliary, or tympanic methods. 4) Explain the procedure for measuring a patient's pulse rate. 5) Explain the procedure for counting a patient's respiration. 6) Describe the Korotkoff sounds and the five phases of blood pressure. 7) Explain the procedure for measuring a patient's blood pressure. 8) State normal values and value ranges for temperature, pulse respiration, and blood pressure in a variety of patients. 9) Identify and state the function of the instrument and supplies used for the physical examination. 10) Describe six methods used to examine a patient. 11) List the basic sequence of the physical examination. 12) State the responsibilities of the medical assistant before the examination. 13) Summarize the assisting duties of the medical assistant during the physical examination.

DTI 1105 – Instrument and Equipment

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 1104 – Anthropometric Measurements and Vital Signs - Physical Examination

Subject Description: This subject is dedicated to ensuring that the Medical Assistant is aware of the instruments that are used in a medical facility. The importance of having a well stock medical office is the medical staff responsibility, the medical assistant is part of that teamwork. Upon completion of this coursework the student will be able to: 1) Identify an instrument by its characteristics, 2) Categorize instruments based on use. 3) State the difference between reusable and disposable. 4) Define sanitation. 5) Distinguish between the need for disinfection and sterilization 6) Name several methods used for sterilization. 8) Identify instrument specific to designated specialties. 9. Maintain adequate supplies on hand for equipment needs. 10. Identify the need for special storage of supplies, instruments, and equipment. 11. Maintain adequate documents and records of maintenance or sterilization for instruments and equipment.

DTI 1106 – Medical Terminology/Assisting with Minor Office Surgery

Subject Hours: 16 course time hours (16 lecture hours, 00 hours lab, 0 hours externship) 1.0 Semester Credit Hours

Prerequisites: DTI 1105 – Instrument and Equipment

Subject Description:

This course is a study of medical assistant of a medical vocabulary system. It includes structure, recognition, analysis, definition spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms. The course explores Minor Office Surgery and related terms. Upon completion of this chapter, student will be able to: 1) Describe words root, prefixes, and suffixes. 2) Describe how to derive word parts from medical terms. 3) Explain how to divide and combine medical terms to understand their meaning, 4) List responsibilities associated with minor office surgery.

- 1) List the guidelines and procedure for preparing and maintaining sterility. 6) Explain the difference between dressing and bandages and give the purpose for both. 7) Describe the guidelines for the application of dressing and bandages. 8) State your responsibility in relation to informed consent and patient's preparation. 9) Identify types and sizes of sutures and needles and give reason for the selection, 10) Explain the purpose of local anesthetics and list three commonly used in the medical office, 11) Describe the methods of skin closure performed in the medical office, 13) Describe the procedure for attaching a scalpel blade to a reusable needle. 14) Responsibility during surgical specimen collection. 15) List types of laser and electro surgery in the medical office and explain procedures and precautions for each.
- 16** Practice environmental disinfection to prevent cross-contamination between patients and personnel.

DTI 1107 – Pharmacology & Preparing and Administering Medication

Subject Hours:

24 course time hours (16 lecture hours, 08 hours lab, 0 hours externship) 1.0 Semester Credit Hours

Prerequisites:

DTI 1106 – Assisting with Minor Office Surgery

Subject Description:

This course emphasizes abbreviations and systems of measurement used in administering drug dosages, federal laws in force to control and monitor drug use, and the legal and administrative responsibilities involved in dispensing, administering, and prescribing drugs. This course covers the basic forms of medication available for administration and special patient care applications and precautions. Important aspects of patient safety, medication allergies, and patient teaching including pediatric and geriatric populations are studied. Major emphasis is placed on the effects of various drugs on the body system. Upon completion of this chapter, student will be able to: 1) Identify chemical, trade, and generic drug names. 2) Name the regulation 3) Explain the branches of the government that regulate both standard and controlled drugs. 4) Identify the categories of controlled substances. 5) Describe the source of drugs. 6) Explain how drugs are categorized by action and effect. 7) List factors that affect drug action. 8) Explain pharmacokinetic and describe the steps. 9)

Describe how drugs may interact for an increased or decreased effect. 10)

Explain and define terms related to drug effects.

11 Explain the procedure for charting error or a medication error.

12 List safety guidelines for medication administration. 13) List and explain the “seven rights” of medication administration. 14)

Explain the differences between the oral and parenteral routes of medication administration and note why one method may be preferable to another in a specific situation. 15) Give examples of solid and liquid oral forms of medication. 16) List the parts of a syringe and the name those parts that are to be kept sterile. 17) List the types of injection and their angles.

18) Describe the various methods for calculating pediatric dosages. 19) Describe the needle lengths, gauges, and preferred site for each type of injection.

20) Describe how to calculate dosages, using the metric and apothecary system of measurement.

DTI 1108 – Basic Phlebotomy

Subject Hours:

16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites:

DTI 1107 – Pharmacology & Preparing and Administering Medication

Subject Description:

This course explains the function of today's Phlebotomy Technicians such as collection procedures, therapeutic phlebotomy, and laboratory testing. The course teaches precautions, proper methods in collections, and safety for the worker and patient. Upon completion of this course, student will be able to: 1) Explain the importance of correct patient's identification and complete specimen requisition labeling, 2) List the information require on a specimen label, 3) List precautions to be observe when drawing blood, 4) Describe the appropriate procedure to follow when greeting and reassuring a patient, 5) Describe the steps in preparation of the puncture site for venipuncture and skin puncture, 6) Discuss the location and selection of the blood collection sites for capillaries and veins, 7) Describe patient preparation and positioning, 8) Explain blood-drawing procedure to patients and answer questions, 9) Evaluate patients' ability to withstand procedure, 10) Safely and effectively draw blood using venipuncture and capillary puncture, 11) Correctly apply a tourniquet, 12) Describe care for puncture site after blood draw 13), Safely dispose of contaminated needles and supplies 14) Perform basic point of care testing, such as blood glucose levels, 15) Prepare blood, urine and other specimens for testing, 16) Verify patient/donor identity, 17) Maintain medical equipment such as needles, test tubes and blood vials, 18) Medical and legal ethics as they relate to Phlebotomy.

DTI 1109 – Basic ECG/EKG

Subject Hours:

16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites:

DTI 1108 – Basic Phlebotomy

Subject Description:

This course introduces students to patient preparation, ECG machines, performing and mounting a 12-lead single channel EKG tracings. Review of the cardiovascular system and related terminology. Emphasis is put on basic rhythm identification and possible disease states. Upon completion of this course, student will be able to:

- 1) Understand the basic structure and function of the heart.
- 2) Describe the anatomy and function of the heart and Coronary Arteries.
- 3) Describe the placement of electrodes.
- 4) Trace the electrical conduction system of the heart.
- 5) Explain the information recorded on the 12-Lead EKG.
- 6) Perform a basic 12-Lead EKG
- 7) Mount the Electrocardiogram for reading.
- 8) Describe the role of the PCT in performing a 12-Lead EKG.
- 9) Describe the pathophysiology of cardiac disease.
- 10) calculate a patient's heart rate from the EKG tracing (e.g., 6-second method, R to R sequencing),
- 11) identify artifacts from the tracing (e.g., wandering baseline, somatic, electrical),
- 12) resolve artifacts from the tracing (e.g., wandering baseline, somatic, electrical),
- 13) record an EKG lead on a patient,
- 14) verify the leads recorded on an EKG,
- 15) upload a completed EKG to a patient's electronic medical record,
- 16) mount a completed EKG for a Patient's chart,
- 17) measure a patient's heart rhythm from the EKG tracing,
- 18) inspect the waveforms of a cardiac cycle for symmetry,
- 19) direction, and amplitude, measure a patient's heart conduction from the EKG tracing,
- 20) identify the major classifications of arrhythmias from the EKG tracing,
- 21) identify the major variances to waveforms related to ischemia, injury, or infarction,
- 22) respond to potentially life-threatening arrhythmia.

DTI 1110 – Assisting with Pediatric Patients**Subject Hours:**

08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites:

DTI 1109 – Basic ECG/EKG

Subject Description:

This course of instruction focuses on the pediatric patients and the initial contact. A pediatric medical assistant works with a pediatrician and assists him or her by helping with front office duties, like checking in patients and with back office duties, such as taking a patient's blood pressure, weight, medical history and more. Upon completion of this course, student will be able to:

- 1) Understand childhood development
- 2) List safety measures for handling pediatric patient
- 3) Pediatric patient vital signs
- 4) Technique on calming the fearful child
- 5) Goes the extra mile (understanding, details, fun)

DTI 1111 – Externship/Career Development**Subject Hours:**

50 course time hours (0 lecture hours, 00 lab hours 50 externship hours) 1.0 Semester Credit Hours

Prerequisites:

HIPHC 1110 – Assisting with Pediatric Patients

Subject Description:

During the student externship, students will have the opportunity to practice the skills they have gained during their classroom training. They will refine their customer service skills, assist fellow workers in the medical office. Focus will be on the clinical responsibilities of the medical office; assisting the physician with patient contact and related care; preparing patients for examination and treatment; routine laboratory procedures and diagnostic testing; HIPAA and patient confidentiality; the legal aspects of healthcare and related regulatory issues; recording and taking vital signs, blood pressure, and other patient care items related to the physician's office visit; pharmacology related items; laboratory procedures; phlebotomy and EKG. Students will develop resumes for employment.

DTI – 1111 Externship Descriptions

- a. The externship schedule for day students will be four hours per day, four days per week for two weeks. The externship schedule for evening students will be four hours per day, four days per week for two weeks.
- b. The maximum number of ex-terns expected in the program at any one time is 5.
- c. Copies of externship agreements between the school and externship sites are included in the course's syllabus
- d. Evaluation of ex-terns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the mid-point and end of the externship. Rating on the written evaluations will be averaged for the final report. Evaluation forms are included.
- e. The externship coordinator will visit the externship sites at least once per week.
- f. The externship coordinator will be in daily telephone contact with the externship site supervisor.
- g. Ex-terns are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences.
- h. Although not required, students are encouraged to keep a daily journal on their observations and experiences. Students are encouraged to study and review with each other to prepare for the National Certification exam.
- i. Students are required to write final reflection papers that are reviewed and commented upon completion of the externship.

The student must complete the National Healthcareer Association (NHA) exam and score a minimum of 70% to receive a National Certification.

This Course is eligible for Tuition PayGo Plan.

Patient Care Technician**Course Objective/Purpose:**

This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare. The Patient Care Technicians perform routine tasks under the supervision of nursing and medical staff. They answer patients' call lights, deliver messages, serve meals, make beds, and help patients eat, dress, and bathe. Techs also may provide skin care to patients: take their temperatures, pulse rate, respiration rate, and blood pressure: and help patients get in and out of bed and walk. They also may escort patients to operating and examining rooms, keep patients' rooms neat, set up equipment, store and move supplies, or assist with some procedures. Techs observe patients' physical, mental, and emotional conditions and report any change to the nursing or medical staff.

This 186 hours, course of instruction, prepares individuals for entry-level jobs as a Patient Care Technician. Graduates may find suitable employment with a Healthcare facility, Doctor's Office or Clinic, Hospitals, Medical Supply companies, Home health agencies and Insurance companies. Students will learn Clinical skills: Taking patient histories, Taking, and reading vital signs, Patient preparation, and CPR. Upon successful completion of this program students will receive a certificate of completion and will be eligible for the National Certification through the National Healthcareer Association (NHA). The Graduate will be able to take vital signs and perform

basic patient care.

Course Outline

SUBJECT #	SUBJECT TITLE	LECTURE	LAB	EXTERNSHIP	TOTAL	SEMESTER CREDIT HOURS
DTI 401	THE ROLE OF THE PATIENT CARE TECHNICIAN	08	0	0	08	0.5
DTI 402	MEDICAL TERMINOLOGY WORD PARTS	08	08	0	16	0.5
DTI 403	INTRODUCTION TO ANATOMY AND PHYSIOLOGY	08	08	0	16	0.5
DTI 404	INFECTION CONTROL	08	08	0	16	0.5
DTI 405	VITAL SIGNS	08	08	0	16	0.5
DTI 406	NUTRITION	08	0	0	08	0.5
DTI 407	MOVING AND ASSISTING PATIENTS AND RESIDENTS	08	08	0	16	0.5
DTI 408	DRESSING AND FEEDING PATIENTS	08	0	0	08	0.5
DTI 409	PROVIDING PERINEAL AND CATHETER CARE	08	08	0	16	0.5
DTI 410	EKG CARDIOVASCULAR SYSTEM	08	08	0	16	0.5
DTI 411	PHLEBOTOMY	08	08	0	16	0.5
DTI 412	EXTERNSHIP/Career Development	0	0	34	34	0.5
TOTAL HOURS FOR PROGRAM COMPLETION		88	64	34	186	6.0

One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of externship.

The approximate time required to complete this program is twelve weeks for day students and twelve weeks for evening students.

Upon successful completion of the program, the student will receive a Certificate of Completion in Certified Patient Technician.

This Course is eligible for Tuition PayGo Plan.

DTI 401 – The Role of the Patient Care Technician

Subject Hours: 08 course time hours (08 hours lecture, 0 hours lab, 00 hours externship) 0.5 Semester Credit Hours

Prerequisites: None

Subject Description: The Patient Care Technician program is a comprehensive course designed to teach students the skills and abilities essential to the provision of basic care to patients and residents in hospitals and long-term care facilities. Graduates of this program will be able to communicate and interact effectively with patients, assist patients in attaining and maintaining maximum functional independence, while observing patient rights. They will learn how to perform basic first aid, CPR, take vital signs, apply the elements of basic nutrition in meal planning, and follow infection control measures. Additionally, they will be able to apply proper body mechanics in bed making, lifting, and turning patients. Graduates of this program may find entry-level employment as a PCT with hospitals and nursing homes. Upon completion of this subject, students will be able to: 1) Describe the daily activities that occur in the medical facilities. 2) Describe how patient care technicians interact with healthcare professionals. 3) Explain the many career opportunities available to them. 4) Describe HIPPA compliance. 5) Describe the hospital function and structure of its services and department. 6) Explain how the patient's Bill of Rights involves the PCT. 7) Define medical law and state how it differs from ethics. 8) Define medical malpractice 9) Describe the role and duties of the Patient Care Technician. 10) Recognize the role of the PCT in total quality management. 11) Describe the types of patients that a PCT encounters. 12) State examples of how a PCT could be involve in medical malpractice.

DTI 402 – Medical Terminology Word Parts

Subject Hours: 16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 401- The Role of the Patient Care Technician

Subject Description: This course is a study of medical assistant of a medical vocabulary system. It includes structure, recognition, analysis, definition spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms. Upon completion of this course the student will be able to:

- 1) Spell and define common prefixes, suffixes, word roots, combining forms for each body system,
- 2) build medical words using prefixes, suffixes, and root words for each body system,
- 3) spell and define common medical terms for each body system,
- 4) pronounce common medical terms for each body system,
- 5) Identify and translate common abbreviations and acronyms for each body system,
- 6) list examples of words whose spelling varies in different forms,
- 7) describe the difference between brief forms and medical slang and give examples of each body system.

DTI 403 – Introduction to Anatomy and Physiology

Subject Hours: 16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 403 – Medical terminology Word Parts

Subject Description: This course is a study of human anatomy and physiology. Lectures systematically take the student from the microscopic level through the formation of organ systems, with emphasis on the interdependence of these systems. Functional concepts and internal structure are related to surface anatomy as a basis for performing a physical examination. The physiology lectures will provide the overall physiology of the human body but will also relate how that physiology breaks down or malfunctions in time of infection, disease, trauma, and aging. Upon completion of this subject students will know: 1) phases of the cardiac cycle, 2) Describe the organization of the body, 3) pathos physiology of cardiac disease, 4) Describe a cell and its components, 5) List the nine abdominal regions and name the organs included in each, 6) List the body cavities, 7) Describe the systems, organs in each, and function of each, 8) Define the anatomic position, 9) Explain the meaning of the term's homeostasis and positive and negative feedback.

DTI 404 – Infection Control

Subject Hours: 16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 405 – Vital Signs

Subject Description: This course is a study of standard protocol for the protection of the health care worker and patient to ensure that the procedures and treatments prescribed by the physician are performed properly and safely to assist in the patients return to health. In Infection control students will learn precautions and transference of diseases. Upon completion of this subject, students will be able to, 1) spell and define the key terms, 2) identify and describe conditions that promote the growth of pathogens, 3) define the chain of infection, 4) describe how microorganisms are transmitted, 5) distinguish between medical and surgical sepsis, 6) explain the difference between medical septic hand washing and surgical scrubbing, 7) explain the purpose of following standard precautions with all patients, 8) identify and describe the level of infection control. 9) Define isolation precautions. 10) Describe exposure risks factors.

- 11) List the components of the chain of infection and the safety precautions that will break the chain.
- 12) Explain the material safety data sheet.
- 13) Describe the employee training requirements.
- 14) Correctly put on and remove protective apparel. 15) Safely dispose of sharp objects. 16) List the basic steps to follow when a fire is discovered (RACE)

DTI 405 – Vital Signs

Subject Hours: 24 course time hours (08 lecture hours, 16 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 406 – Infection Control

Subject Description: This course focuses on the in-patient or out-patient initial contact. The patient meets Medical Assistant prior to seeing medical staff. The student will learn the concept of professionalism, communication, and triage. Upon completion of this subject the student will be able to:

- 1) Explain the procedure for measuring a patient's Height and weight,
- 2) Identify and describe different types of thermometers,
- 3) Explain the procedure for measuring a patient's temperature using the oral, rectal, auxiliary, or tympanic methods,
- 4) Explain the procedure for measuring a patient's pulse rate,
- 5) Explain the procedure for counting a patient's respiration,
- 6) Describe the Korotkoff sounds and the five phases of blood pressure,
- 7) Explain the procedure for measuring a patient's blood pressure,
- 8) State normal values and value ranges for temperature, pulse respiration, and blood pressure in a variety of patient,
- 8) Identify and state the function of the instrument and supplies used for the physical examination,
- 9) Describe six methods used to examine a patient,
- 10) List the basic sequence of the physical examination,
- 11) State the responsibilities of the medical assistant before the examination,
- 12) Summarize the assisting duties of the medical assistant during the physical examination.

DTI 406 – Nutrition

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 407 – Vital Signs

Subject Description: Upon completion of this course, student will be able to: 1) Describe a regular diet. 2) Explain NPO, 3) Describe fluid a restriction diet, 4) Describe a calorie control diet. 5) Explain a clear liquid diet. 6) Explain a full liquid diet.

DTI 407 – Moving and Assisting Patients and Residents

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 408 – Nutrition

Subject Description: This subject introduces students to the mechanical skills necessary for Moving and Assisting Patients and Residents. Upon completion of this course, student will be able to: 1) Describe the fundamentals of positioning a patient. 2) Describe the fundamentals of lifting a patient. 3) Explain how to transfer a patient.

- 4) Explain the difference types of mobility devices.
- 5) Correctly operate and safely position a hospital bed.
- 6) Apply special skills and techniques to protect the patient from injury when assisting with ambulation or other

positioning or movement.

DTI 408 – Dressing and Feeding Patients

Subject Hours: 24 course time hours (08 lecture hours, 16 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 109 – Moving and Assisting Patients and Residents

Subject Description: This subject introduces students to the necessary skills to aid in Dressing and Feeding Patients. Upon completion of this course, student will be able to:

- 1) Describe the basic of dressing and changing patients.
- 2) Explain range-of motion exercises.
- 3) Describe how to help patients feed themselves.
- 4) Describe the purpose of feeding patients.

DTI 409 – Providing Perinea and Catheter Care

Subject Hours: 16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 110 – Dressing and Feeding Patients

Subject Description: This subject introduces student to the skills necessary to providing perinea and catheter care of every type of patient in the medical facilities Upon completion of this course, student will be able to:

- 1) Describe how to care for incontinent, patients,
- 2) Explain the two types of bed pan.
- 3) Describe how to care for patients with Foley Catheter.
- 4) Explain how to measure urine out-put, from a urine catheter.
- 5) Describe how to perform personal hygiene care.
- 6) Correctly measure intake and output.

DTI 410 – EKG Cardiovascular System

Subject Hours: 16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 111 – Providing Perinea and Catheter Care

Subject Description: This course introduces students to patient preparation, EHG machines, performing and mounting a 12-lead single channel EKG tracings. Review of the cardiovascular system and related terminology. Emphasis is put on basic rhythm identification and possible disease states. Upon completion of this course, student will be able to: Upon completion of this course students will be able to:

- 1) Understand the basic structure and function of the heart,
- 2) Describe the anatomy and function of the heart and Coronary Arteries,
- 3) Describe the placement of electrodes,
- 4) Trace the electrical conduction system of the heart,
- 5) Explain the information recorded on the 12-Lead EKG,
- 6) Perform a basic 12-Lead EKG,
- 7) Mount the Electrocardiogram for reading,
- 8) Describe the role of the Assistant in performing a 12-Lead EKG,
- 9) Describe the pathos physiology of cardiac disease,
- 10) calculate a patient's heart rate from the EKG tracing (e.g., 6-

second method, R to R sequencing), 11) identify artifacts from the tracing (e.g., wandering baseline, somatic, electrical), 12) resolve artifacts from the tracing (e.g., wandering baseline, somatic, electrical), 13) record an EKG lead on a patient, 14) verify the leads recorded on an EKG, 15) upload a completed EKG to a patient's electronic medical record, 16) mount a completed EKG for a Patient's chart, 17) measure a patient's heart rhythm from the EKG tracing, 18) inspect the waveforms of a cardiac cycle for symmetry, 19) direction, and amplitude, measure a patient's heart conduction from the EKG tracing, 20) identify the major classifications of arrhythmias from the EKG tracing, 21) identify the major variances to waveforms related to ischemia, injury, or infarction, 22) respond to potentially life threatening arrhythmia

DTI 411 – Phlebotomy

Subject Hours:

16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites:

DTI 412 – EKG Cardiovascular System

Subject Description:

This course explains the function of today's Phlebotomy Technicians such as collection procedures, therapeutic phlebotomy, and laboratory testing. The course teaches precautions, proper methods in collections, and safety for the worker and patient. Upon completion of this course students will be able to: 1) Explain the importance of correct patient's identification and complete specimen requisition labeling, 2) Describe care for puncture site after blood draw, 3) List precautions to be observe when drawing blood, 4) Describe the steps in preparation of the puncture site for venipuncture and skin puncture, 5) Discuss the location and selection of the blood collection sites for capillaries and veins, 6) List the information require on a specimen label, 7) Safely dispose of contaminated needles and supplies, 8) Correctly apply a tourniquet, 9) Describe patient preparation and positioning, 10) Describe the appropriate procedure to follow when greeting and reassuring a patient, 11) Draw blood from patients and blood donors, 12) Evaluate patients' ability to withstand procedure, 13) Explain blood-drawing procedure to patients and answer questions, 14) Perform basic point of care testing, such as blood glucose levels, 15) Prepare blood, urine, and other specimens for testing, 16) Verify patient/donor identity, 17) Maintain medical equipment such as needles, test tubes and blood vials, 18) Safely and effectively draw blood using venipuncture and capillary puncture, 19) Medical and legal ethics as they relate to Phlebotomy.

DTI 412 – Patient Care Technician Externship/Career Development

Subject Hours:

34 course time hours (0 lecture hours, 0 lab hours 34 externship hours) 0.5 Semester Credit Hours

Prerequisites: DTI 113 - Phlebotomy

Subject Description: During their externship, students will have the opportunity to practice the skills they have gained during their classroom training. Focus will be on the clinical responsibilities to the patient; assisting the patient dressing and daily care; preparing patients for examination and treatment; nutrition; moving and assisting the patient; HIPAA and patient confidentiality; the legal aspects of healthcare and related regulatory issues; recording and taking vital signs, blood pressure, and other patient care items related to the patients visit; proper care of patients environment ; phlebotomy and the proper techniques to collect specimens for laboratory analysis; infection control and cardiology and the proper placement of leads when taking a 12 lead EKG. During the student externship, students will have the Students will develop resumes for employment.

DTI – 412 Externship Descriptions

- a. The externship schedule for day students will be four hours per day, four days per week for two weeks. The externship schedule for evening students will be four hours per day, four days per week for two weeks.
- b. The maximum number of ex-terns expected in the program at any one time is 5.
- c. Copies of externship agreements between the school and externship sites are included in the course's syllabus
- d. Evaluation of ex-terns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the mid-point and end of the externship. Rating on the written evaluations will be averaged for the final report. Evaluation forms are included.
- e. The externship coordinator will visit the externship sites at least once per week.
- f. The externship coordinator will be in daily telephone contact with the externship site supervisor.
- g. Ex-terns are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences.
- h. Although not required, students are encouraged to keep a daily journal on their observations and experiences. Students are encouraged to study and review with each other to prepare for the National Certification exam.
- i. Students are required to write final reflection papers that are reviewed and commented upon completion of the externship.

The student must complete the National Healthcareer Association (NHA) exam and score a minimum of 70% to receive a National Certification.

This Course is eligible for Tuition Pay Go Plan.

Medical Administrative Assistant (MAA)

A Medical Administrative Assistant (MAA) is a medical secretary who has earned a voluntary professional. This MAA program can help job candidates demonstrate their professional skills to prospective employers. For instance, medical secretaries need to be proficient in basic office tasks like file maintenance and keyboarding. They must also be familiar with medical terminology and capable of using common healthcare-related software. As a medical administrative assistant, you would work to ensure that a doctor's office or hospital department runs smoothly by updating medical records, filing the appropriate insurance forms, and arranging patient admissions and laboratory analysis. You would also perform general administrative tasks such as answering phones, sorting mail, scheduling appointments, and organizing the billing and payments. You would deal with patients quite often, so you need to have a courteous and genial manner. Because the healthcare industry increasingly uses electronic files, you need to have some computer skills.

The comprehensive 156 hours Medical Administrative Assistant program prepare students to function as a Medical Administrative Assistant and to take the National Certification Exam.

General courses cover basic word roots, common suffixes and prefixes, terms of medical conditions, medical terminology, healthcare diagnostic terms, customer services, computer skills, and administrative skills.

Administrative Medical assistants take care of the nonmedical aspects of the practice by completing paperwork, filing records, handling insurance, performing billing and bookkeeping, answering phones, and more.

This course work prepares individuals for entry-level jobs as a Medical Administrative Assistant with key emphases on details. Graduates may find suitable employment with hospitals, private practices, emergency rooms, clinics, and in the newest healthcare facilities in this modern era of health care. Upon completion of this program students will be able to check in patients at the front desk, answer the phone, schedule patients for the proper appointment, interview patients for case histories in advance of appointments, compile medical records and charts, process insurance payments, operate computer software and office equipment, transfer lab results to the appropriate clinician, maintain supplies and appearance for the office.

Course Outline

SUBJECT	SUBJECT TITLE	LECTURE	LAB	EXTERNSHIP	TOTAL	SEMETER CR. HR.
DTI 301	Introduction to Healthcare	08	0	0	08	0.5
DTI 302	Introduction to Health Insurance	08	0	0	08	0.5
DTI 303	Medical Terminology	08	16	0	24	1.0
DTI 304	Medical Laws and Ethics	08	0	0	08	0.5
DTI 305	Introduction to Computers	08	24	0	32	1.0
DTI 306	Business Writing and Communication	08	0	0	08	0.5
DTI 307	Accounting and Finance for the Medical Office	08	0	0	08	0.5
DTI 308	Customer Service for the Healthcare Professional	08	08	0	16	0.5
DTI 309	Medical Office Skills I & Medical Documentation	08	0	0	08	0.5
DTI 310	EXTERNSHIP/CAREER DEVELOPMENT	0	0	36	36	0.5
	TOTAL HOURS FOR PROGRAM COMPLETION	72	48	36	156	6.0

One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of externship.

The approximate time required to complete this program is six weeks for day students and six weeks for evening students.

Upon successful completion of the program, the student will receive a Certificate of Completion in Medical Administrative Assistant.

This Course is eligible for Tuition PayGo Plan.

DTI 301 – Introduction to Healthcare:

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: None

Subject Description: This introductory course explores the roles and responsibilities associated with today's medical office environment. Upon completion of this course student will gain an understanding of, 1) the hospital environment, 2) the physician office, 3) clinics, and 4) other medical facilities.

DTI 302 – Introduction to Health Insurance:

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 301- Introduction to Healthcare

Subject Description: This course is designed to introduce the students to the medical insurance claims process. Upon completion of this course students will learn, 1) developments of claims, 2) insurance company processing of a claim, 3) maintaining insurance claim files.

DTI 303 – Medical Terminology:

Subject Hours: 24 course time hours (08 lecture hours, 16 hours lab, 0 hours externship) 1.0 Semester Credit Hours

Prerequisites: DTI 302 – Introduction to Health Insurance

Subject Description: This course introduces students to medical terminology and includes an overview of anatomy and physiology, medical history, examination procedures, and medical reports. Upon completion of this course students will be able to, 1) write medical terminology related to diseases, 2) medical terminology related to diagnostic tests, 3) terminology related to treatment of body systems, 4) terminology related to radiology, pathology, autopsies, mental health and discharge summaries, 5) basic word Roots and common Suffixes, 6) More Word Roots, Suffixes and Prefixes, 7) basic Anatomical Terms and Abnormal condition, 8) Genitals and Urinary Tract,) the Symptoms, Diagnoses, Treatments, 9) the Gastrointestinal Tract, 10) the Heart, 11) Communication Qualifiers, and Statistics, 12) Growth and Development, and Body Orientation, 13) Gynecology, Pregnancy and Childbirth, 14) Eye and the Respiratory Tract.

DTI 304 -- Medical Laws and Ethics:

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 303-Medical Terminology

Subject Description: This course examines the role of the certified medical administrative assistant and the laws that relate to this role. Upon completion of this course the students will know, 1) OSHA regulations relating to the front office, 2) HIPAA compliance, 3) employer and employee liability, 4) patients' bill of rights, 5) Americans with Disabilities Act, 6) and Fraud

DTI 305 – Introduction to Computers:

Subject Hours: 16 course time hours (08 lecture hours, 24 hours lab, 0 hours externship) 1.0 Semester Credit Hours

Prerequisites: DTI 304 – Medical Laws and Ethics

Subject Description: This course is designed to familiarize the student with primary computer skills. Students will begin with the Keyboarding and key components (hardware) of the computer. This course will start with the fundamentals of the computer system and advance to the basics of the software. Upon completion of this subject will be able to, 1) type in the alpha and numeric keyboard, 2) gain speed and accuracy, 3) know the fundamentals of computer software, 4) have a basic understanding of windows, 5) the storage systems, 6) back-up systems, 7) Internet/Intranet and concepts of computer networks 8) create, edit, retrieve and produce word documents, 9) improve speed and accuracy

DTI 306 – Business Writing and Communication:

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 305 – Introduction to Computers

Subject Description: This course is designed to introduce the student to basic concepts and skills for the office environment. Upon completion of this subject the students will learn, 1) the principles of written communications needed to communicate effectively in a medical environment,
2) compose business letters, memos, and reports,
3) will develop proof reading skills, 4) review grammar, spelling, and vocabulary.

DTI 307 – Accounting and Finance for the Medical Office:

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 307 – Medical Keyboarding

Subject Description: This course is designed to introduce bookkeeping and basic accounting skills needed in the medical office practice. Upon completion of this course students will know, 1) the fundamentals of mathematics, 2) banking services and procedures, 3) accuracy and confidentiality, 4) posting and tabulating patient financial records.

DTI 308 – Customer Service for the Healthcare Professional:

Subject Hours: 16 course time hours (08 lecture hours, 08 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 309 – Computer Applications:

Subject Description: This course is the study of effective patient relations and the skills that need to be mastered to provide quality customer service to patients and other healthcare workers. Upon completion of this subject students will learn, 1) professionalism appropriate for the medical office, 2) good telephone ethics, 3) manage the computer, 4) patients' privacy act, 5) medical pronunciation, 6) proper filling and documentation, 7) enter orders properly in the computer system.

DTI 309 – Medical Office Skills I & Medical Documentation:

Subject Hours: 08 course time hours (08 lecture hours, 0 hours lab, 0 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 310 – Customer Services for the Healthcare Professional:

Subject Description: This course is designed to teach the student the protocols of New Patient Interview and Check-in Procedure. Upon completion of this subject the student will be able to, 1) interview and check-in new patients, 2) establish patient return visit, 3) post clinical check-outs, 4) gain pre-authorization, 5) schedule appointments, 6) record management, 7) preparing medical records, 8) arrange medical meetings and travel arrangements.

DTI 310 – Externship/Career Development

Subject Hours: 36 course time hours (0 lecture hours, hours lab, 36 hours externship) 0.5 Semester Credit Hours

Prerequisites: DTI 311 – Medical Office Skills I:

Subject Description: During the extern student will have the opportunity to practice the skills they have gained during their classroom training. They will refine their skills, assist fellow workers in the healthcare office in customer service, entering data, filling medical papers properly, knowing the medical terms for conditions and adhere to the rules and regulation of the medical facilities and, identify and evaluate career opportunities.

DTI 310 – Externship Descriptions

- a. The externship schedule for day students will be four hours per day, four days per week for two weeks. The externship schedule for evening students will be four hours per day, four days per week for two weeks.
- b. The maximum number of ex-terns expected in the program at any one time is 5.
- c. Copies of externship agreements between the school and externship sites are included in the course's syllabus
- d. Evaluation of ex-terns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the mid-point and end of the externship. Rating on the written evaluations will be averaged for the final report. Evaluation forms are included.
- e. The externship coordinator will visit the externship sites at least once per week.
- f. The externship coordinator will be in daily telephone contact with the externship site supervisor.
- g. Ex-terns are required to attend a meeting on the last day of their externship. During this meeting they will discuss their externship observations/experiences.
- h. Although not required, students are encouraged to keep a daily journal on their observations and experiences. Students are encouraged to study and review with each other to prepare for the National Certification exam.
- i. Students are required to write final reflection papers that are reviewed and commented upon completion of the externship.

The student must complete the National Healthcareer Association (NHA) exam and score a minimum of 70% to receive a National Certification.

This Course is eligible for Tuition PayGo Plan.

Grading Policy

A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabi provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Numeric Grade

Letter Grade

Grade Points

90 - 100	A	4.00
80 - 89	B	3.00
70 - 79	C	2.00
60 - 69	D	1.00
Below 60	F	0.00
*Incomplete	I	0.00
**Withdrawal	W	0.00

Professional Ethics and Confidentiality

Students must always remember that the information in a clinical laboratory is confidential. This means that all lab results are to be directed **only** to physicians, nurses, and other health professionals for diagnosis and treatment. Students shall not tell patients, parents, friends, relatives, or non-laboratory hospital employees the results of tests or the nature of any illness. This information is given only by the physician to the patient.

It is expected that laboratory professionals may encounter extremely ill or possibly contagious patients in routine practice. As a student, you should expect occasions when you will be working with these patients or their specimens as part of your clinical experience. It would be considered unprofessional, and unethical to refuse to treat these patients and their specimens respectfully and properly.

Failure to comply with the above is cause for **immediate dismissal** from the program.

Professional Risks

Interactions with clients in the health care system carry inherent risks to both the client and care giver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various medical conditions and provided necessary skills to implement precautions. Standard precautions, prescribed by the Center for Disease Control, will be taught to all students, and must be strictly adhered to.

All students will be expected to provide appropriate care to all clients assigned to them in any health care setting as a learning experience. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis A, B or C, and/or AIDS. Additionally, it will be the responsibility of the student to implement Standard Precautions as appropriate when providing care and adhere to all facility policies.

Policy and Procedures for Inclement Weather

Classes may be canceled due to inclement weather. If classes are not in session, notification is made through local radio and television stations. These local media should be consulted regarding resumption of classes. If classes are currently in session, the Directors office will appoint staff to deliver notices to all classrooms/laboratories. If you are in a clinical assignment when the official notice is released, you should *use your best judgement* as to whether it is safer to remain at the site until the roads are safer or to leave immediately. If you feel you must remain at the clinical site, please stay in the lobby or other appropriate place until you determine it is safe to leave. You may not stay in the clinical department.

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of classes for each subject (3 to 10 days depending on the subject).

Written numeric grade reports for each subject will be provided to students by the second school day after the completion of classes for the subject. Grade reports will also be provided to a student's sponsors if applicable (ex: VA, WIOA, TAA, TWC).

ACADEMIC PROBATION

Probation Policy

Probation is a trial period in which the student must improve or be withdrawn from the program. A student may be placed on probation in the program by for any of the following reasons:

1. **Academic failure**-- inability to make 70% or better in the lecture or laboratory components.
2. Unsatisfactory clinical performance--inability to achieve minimum competency performing routine procedures as determined by the clinical faculty.
3. Inappropriate conduct -- inability to act in a manner that reflects favorably upon the Program.
4. Inability to maintain physical and mental health necessary to function in the Program.
5. Failure to develop those qualities considered essential to the ethical practices.
6. Insubordination--failure to follow written and verbal instructions provided by clinical faculty.

The time and terms of probation are to be determined by the faculty and Program Director. DTI Counselors may be asked to attend the meeting to assist students in meeting the terms of probation. For example, if the student is having attendance issues the counselor can provide counseling on time management or direct the student to a workshop on time management.

Continued problems with one or more of the above standards will result in the student being withdrawn from the Program.

In all instances, the student is provided individual counseling and assistance.

A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After one six-week term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may re-enroll in a subsequent term in the next 12 calendar months. Such re-enrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

***Incomplete:** An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or lab equipment.

****Withdrawal:** Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete. A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEATED COURSES

DTI does not offer remedial work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

ATTENDANCE POLICY AND MAKE-UP WORK

Students are expected to attend all lectures, labs, and the internship/externship and to be punctual in attending classes. Instructors will maintain a positive record of attendance for the evening classes and for both the morning and afternoon sessions of the day classes. A tardy is defined as arriving in the classroom after the designated time for the beginning of the class or for the continuation of class after breaks. Five tardiness to class will be counted as one absence. All tests missed due to the absence of a student must be taken on the first day of attendance after the student's absence.

MAKE-UP WORK

No more than 5% of the total course time hours for a program may be made up. Makeup work shall:

- (1) be supervised by an instructor approved for the class being made up.
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
- (3) be completed within two weeks of the end of the grading period during which the absence occurred.
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.
- (6) two Saturday classes per six weeks will be offered for make-up sessions.

Note: Make-up of missed hours of the externship must be arranged with the externship site supervisor. Make-up time for absences during the externship is limited to 10 hours. This time may be further limited due to supervised make-up work earlier in the term.

A student who misses more than 10% of class hours will be placed on attendance probation with conditions stipulated by the school director. Enrollment in the program will be *terminated for a student who is absent for more than 20% (41 hours) of the class hours of the program. A student whose enrollment was terminated due to unsatisfactory attendance may re-enroll on attendance probation in a subsequent term in the next 12 calendar months. Such re-enrollment does not circumvent the approved refund policy. If the re-enrolled student on attendance probation is absent for more than 20% of the class hours, the student's enrollment in the program will be *terminated, and the student will not be readmitted to the program.

**DTI will not terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.*

Leave of Absence

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 60 calendar days during that period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s)

leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. (See Grading Policy/Incomplete for the work completion timeline and fee information.)

STUDENT CONDUCT EXPECTATIONS

Students on the DTI campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud
2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others
3. Non-compliance with the directives of school faculty and staff.
4. Violation of written policies, rules, or procedures
5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission.
6. Damage to property or destruction of property
7. Creation of unsafe conditions
8. Carrying out a false alarm or creating an emergency such as a fire or a bomb threat.
9. Hurting others, threatening others, or engaging in behavior that may result in harm to others.
10. Selling, consuming, and/or possessing alcoholic beverages.
11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics
12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building
13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace

Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

GRADUATION REQUIREMENTS

A Certificate of Completion, in Chosen Career, will be awarded to each student who completes all the subjects of the course of study, participates in 90% (40 hours) of the externship, maintains at least a minimum grade point average of 2.00, and has no more than one subject class grade below 70.

A student who has completed the course of study but does not meet course completion requirements can

contact the registrar to for one opportunity to repeat subject classes with unsatisfactory grades in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was originally enrolled. There will be no additional administrative or tuition fees charged for students who exercise this option: however, there may be additional fees for books, supplies, and fees.

PLACEMENT SERVICES

Job placement assistance is available at no charge for all students who are awarded the Certificate of Completion from the Davis Training Institute in the 12-Lead-EKG Cardiac Monitor Technician, Phlebotomy, Medical Assistant, Patient Care Technician, Medical Administrative Assistant and Medication Aide Training. DTI invites area employers to participate in a campus days Employer Interview workshops, direct job referrals, Job Leads, and Job fairs at the end of each twelve-week term. Students also meet potential employers during the Employment Skills and Externship classes. Job notices from Hospitals, Doctors offices, Clinics, and other health facilities seeking qualified EKG Tech, Phlebotomist, and CMA job applicants are posted on the bulletin board in the student break room and updated at least weekly. While the DTI team takes great pride in the DTI graduate working in the Health field in this community and beyond, neither the school, its board, administration, nor any faculty or staff member can guarantee employment.

STUDENT COMPLAINTS

(Grievance Procedure)

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the Director is not required before a student files a formal written complaint.

Notification of Complaint to the Texas Workforce Commission

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission:

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-3100

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at texasworkforce.org/careerschools

READMISSION

Timelines and conditions for re-enrollment are described under the following titles of this catalog: Attendance Policy, Grading Policy/Incomplete, Course Completion Requirements, Academic Probation, and Student Conduct Expectations. Students wishing to be readmitted and enrolled should contact the school registrar (409-338-5663 or 409-499-3127).

If the student enrolls to repeat a subject that is no longer offered, the school director will select an appropriate substitute subject for the student to meet that part of the program requirement.

True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Dolores D Davis

