



***“Your Life Changes”***

***ALABAMA HEALTH & WELLNESS EDUCATION***

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## **History**

Alabama Health & Wellness Education was established in 2018. The school is owned and operated by Hazel Anthony. The school is a private training facility with numerous certificate programs. Hazel Anthony is the President and Yvonne Harrison is the Vice President. The school's primary goal is to offer medical training for students to put them on a progressive path for a new career.

## **Mission Statement**

Alabama Health & Wellness Education purpose is to inspire and influence. Our organization contributes to improve healthcare and physical well-being to society. The organization's deepest purpose is to create values and make a difference in our students.

The school attracts and retains qualified and capable instructors who are familiar with current medical and technical practices. The school welcomes all myriad of students, which we aim to motivate and develop. The ultimate goal of the school is to produce productive medical personnel that will prevent and alleviate human suffering in the face of emergencies.

## **Admissions**

### **Admission Requirements and Procedures**

It is the responsibility of the applicant to ensure that Alabama Health & Wellness receives all required documentation. All records received become the property of Alabama Health & Wellness.

### **General Admission Requirements**

The candidate is required to submit proof of a high school diploma, GED or equivalent. The student must be eighteen years of age or older to begin in the allied health programs. The applicant must submit a current driver's license or valid form of picture identification. Applicants must submit to and pass a healthcare student criminal background check before starting the program.

### **Additional Admissions Requirements for Allied Health Programs**

1. All students must have a background check prior to enrollment or the first day of class. Adverse background findings may result in denial of enrollment or requiring the applicant to sign an acknowledgement of the risk of rejection by potential clinical employers.
2. Students are required to provide evidence of a clear drug screen before being scheduled for classes.
3. Allied health students are required to sign an agreement to provide documentation of required immunizations, physical examination and Basic Life Support certification. Failure to provide this information will keep the student from enrolling or being dismissed from school.

## **Readmission**

All students removed from a course before completing all course requirements must retake and complete the entire course. If the curriculum and program requirements have been revised, the student must meet all new requirements. A returning student must sign a new enrollment agreement that lists the current tuition, current fees, revised certificate of completion date.

## **Orientation**

Alabama Health & Wellness provides an orientation program to help students adjust to the school environment. The school holds orientation before the start of each program. All students must attend.

## **Attendance Policy**

Attendance is extremely important and required to remain in school. Class attendance is recorded daily by each instructor. Students are allowed two absences during the eight weeks term. The attendance policy is reviewed in orientation to ensure student and school are in sync.

In order to remain active, the student must attend school regularly. If a student fails to comply with attendance policy, he/she will be withdrawn from the school in accordance with the policy.

Exceptions to these absences will be jury duty, military duty, child birth and death in immediate family (mother, father, child, spouse).

**Grievance / Complaint Policy**

- If the student has a complaint, the student must request a meeting with the instructor
- If the grievance cannot be resolved, the student must submit a written request to the vice-president.
- The grievance must be submitted within three days of the incident.
- The letter should contain the disputed items, date of concern, reason for appeal and previous steps taken to resolve the issue.
- If applicable, all factual evidence must be included.
- The school president will oversee the collection of information and evidence.
- The vice-president and instructor will review all information and develop a resolution to the complaint.
- If the student is still unsatisfied with the outcome, the student will then request a meeting with the president within 24 hours.
- Once all the steps have been exhausted and there is still no resolution, the student should contact Private School Licensure Division:

*Private School Licensure Division  
Alabama Community College System  
135 South Union Street (36104)  
P.O. Box 302130  
Montgomery, AL 36130-2130  
Phone: 334-293-4650*

**Tuition / Fees**

<b>Program</b>	<b>Tuition</b>	<b>Enrollment</b>	<b>Supplies</b>	<b>Certification/ Licensure Exam</b>	<b>Graduation Fee</b>	<b>Background Check</b>	<b>Drug Screen</b>	<b>Text Book</b>	<b>Total</b>
<b>Medical Assisting</b>	\$5000	\$75	\$900	\$252	\$225	\$0	\$0	\$350	\$6802
<b>Phlebotomy</b>	\$5000	\$75	\$900	\$252	\$225	\$0	\$0	\$350	\$6802
<b>Dental Assistant</b>	\$5000	\$75	\$900	\$252	\$225	\$0	\$0	\$350	\$6802
<b>Medical Billing and Coding</b>	\$5000	\$75	\$900	\$252	\$225	\$0	\$0	\$350	\$6802
<b>Patient Care Technician</b>	\$5000	\$75	\$900	\$252	\$225	\$0	\$0	\$350	\$6802
<b>BLS / CPR Basic Life Support</b>	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
<b>ACLS Advanced Cardiac Life Support</b>	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
<b>PALS Pediatric Advanced Life Support</b>	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100
<b>Electronic Health Records</b>	\$5000	\$75	\$900	\$252	\$225	\$0	\$0	\$350	\$6802

## **Refund and Cancellation Policies**

When a student decides to withdraw, cancels, or is dismissed for any reason by the school, refunds will be determined according to the School's Refund Policy. When the student is owed a refund, it will be paid within 30 days of the official withdrawal date. Refunds will be assessed using the student's last day of class attendance. The student's previous day is determined to be the last day to participate in class. The sign-in sheet is used to verify the accuracy of attendance posting. Refunds shall be determined by the student's last date of attendance as decided by the school. The school will keep records of the student refunds. The students will be informed that the receipt constitutes a complete release from any liabilities from Alabama Health & Wellness.

### **Tuition Refund Policy**

A student wishing to withdraw officially should inform Alabama Health & Wellness Education at least five days prior, or no more than 10 calendar days starting from class. A student that wishes to withdraw from a course must notify the school of the retreat. The student must inform Alabama Health & Wellness Education of the withdrawal by verbal or written request. At the time of departure, if the student decides to return to school, they are informed that he/she must sign a new enrollment agreement and will be subject to the latest current price of tuition and fees.

#### **Student refunds are based on the formula below:**

First Week: 50%

Second Week: 20%

Third Week: No tuition refund

## **Graduation / Completion Requirements**

At the end of the student training program a Certificate of Completion will be granted if all passing requirements have been met for class.

## **Licensure, Certification and Registration**

Certificate of Completion does not guarantee eligibility to sit for licensure, certification or registry exams. Applicants who have been convicted of a felony and whose civil rights have not been restored may be considered to be incomplete by Alabama Health & Wellness Education until documentation of restoration of civil rights is received.

## **Attendance**

Attendance is an extremely critical skill that is required in the workforce. In-class attendance is recorded daily by each instructor. The attendance policy is reviewed at orientation to ensure that the school complies.

## **Withdrawal**

In order to remain in “Active” status at the school, students must attend classes regularly, or they will be withdrawn from the school according to the attendance policy.

## **Makeup Work**

Students are allowed to make up missed assignments, homework and tests. Students has 4 days to make up any missed work.



## **CURRICULUM Clock Hours / Program Length**

### **Academic Programs**

#### **ELECTRONIC HEALTH RECORDS SPECIALIST**

Length: 8 Weeks (128 hours)

Clock Hours: 16 hours per week

Days of Weeks: 4 training days

Credentials Awarded: Certificate of Training

#### **PROGRAM MISSION**

The Electronic Health Records Specialist Instructor-led course teaches the demands for health records skills that are highly sought after in the healthcare industry. The security, completeness and accuracy of patient data are critical. The Electronic Health Records Specialist Certification (CEHRS) is often combined with other NHA credentials to expand an employee's skill set, making them a valuable asset to their employers

The objective of the training program is to prepare students with a solid foundation of medical emergencies and trauma knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

#### **PROGRAM DESCRIPTION**

As an Electronic Health Record Specialist, some common responsibilities tied to electronic health records include:

- Auditing patient records for compliance
- Abstracting clinical information for reports
- Performing basic coding to submit reimbursement claims
- Processing Release of Information (ROI) requests for medical records
- Reviewing patient demographic and insurance information
- Discussing patient information with physicians and insurance professionals

#### **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared. Upon successful completion of the training program, students will be prepared to seek entry-level employment in health care facilities such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

#### **CREDENTIALING EXAMS**

Course completion and skills completion are eligible National Healthcare Association for becoming a Certified Electronic Health Records Specialist (CEHRS). Our desire at Alabama Health & Wellness Education is that we aid in increasing skills, and advancement in the allied health career field. By being a stepping-stone to a growing workforce in the surrounding areas and to the Allied Healthcare professionals career field.

#### **Instructors Resources**

Textbooks, Handouts, Study Guides, Workbooks, Quiz Materials, Certification Resources, online/virtual simulations and all other educational resources recommended by Program Consultant.

Length: 8 Weeks (128 hours)

Clock Hours: 16 hours per week

Days of Weeks: 4 training days

Credential Awarded: Certificate of Training

### **PROGRAM MISSION**

The Billing and Coding profession continues to evolve in the new century, and technological developments have significantly enhanced both quality and productivity. Increasing complexities in coding, changes in coding standards and the current trend in healthcare industry have all contributed to a growing need for well- trained individuals to enter the Billing and Coding profession. The objective of the training program in Billing and Coding is to prepare students with a solid foundation of billing and coding knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

### **PROGRAM DESCRIPTION**

The Billing and Coding training program prepares students for entry-level billing and coding positions in a medical office, clinic, or hospital setting. Content incorporated in the program includes how to compile, compute, process and maintain patient medical records with appropriate codes for billing purposes. Principles of billing and coding include use of the CMS 1500 form, ICD-9 and ICD-10 codes, CPT codes, HIPAA confidentiality, and legal aspects.

- Protect the security of medical records to ensure that confidentiality is maintained.
- Review records for completeness, accuracy, and compliance with regulations.
- Retrieve patient medical records for physicians, technicians, or other medical personnel.
- Release information to persons or agencies according to regulations.
- Plan, develop, maintain, or operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information.
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.
- Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Process and prepare business or government forms.
- Process patient admission or discharge documents.
- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.

### **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared Upon successful completion of the training program, students will be prepared to seek entry-level employment in health care facilities such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

### **CREDENTIALING EXAMS**

Graduates are eligible to take National HealthCare Association's (NHA) Certified Billing and Coding Specialist (CBCS) exam.

## **MEDICAL ASSISTING**

Length: 8 Weeks (128 hours)

Clock Hours: 16 hours per week

Days of Weeks: 4 training days

Credential Awarded: Certificate of Training

### **PROGRAM MISSION**

Medical Assistants play an integral part in performing administrative and clinical tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained and certified Medical Assistants has grown significantly. The objective of the Medical Assisting Development is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

### **TRAINING DESCRIPTION**

The Medical Assisting Training includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back-office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

### **TRAINING OUTCOMES**

- Apply a working knowledge of medical terminology and anatomy and physiology.
- Demonstrate competency in a variety of medical office procedures such as proper phone techniques, computer applications, accurate filing, record keeping including electronic medical records, and office management procedures as well as HIPAA, confidentiality, and legal aspects.
- Demonstrate competency in clinical procedures with Standard Precautions, OSHA, HIV/AIDS, and lab techniques such as minor surgeries, EKG, phlebotomy, lab screenings, injections, and microbiology.
- Support patient-centered services for all patients regardless of age, gender, disability, special needs, ethnicity or culture.
- Demonstrate competency through observation and participation in externship activities.

### **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

### **CREDENTIALING EXAMS**

Students in their final training are eligible to take National healthcare Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

Length: 8 Weeks (128 hours)

Clock Hours: 16 hours per week

Days of Weeks: 4 training days

Credential Awarded: Certificate of Training

### **PROGRAM MISSION**

The Phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patients' blood specimens by venipuncture and micro collection. The field of Phlebotomy has greatly expanded in the past several years and the role of this team member of the health care team has recently been brought into much sharper focus. The increasingly high amount of laboratory blood testing performed each day; the aging population and the national shortage of registered nurses have caused a dramatic emphasis on the need for highly trained Phlebotomists.

### **TRAINING DESCRIPTION**

This training provides phlebotomy instruction to the student with a working knowledge of collecting blood while emphasizing on patient safety, quality assurance, universal and standard precautions. Students are introduced to the roles, responsibilities, and professionalism of phlebotomists. Safety and infection control, HIPPA, and ethics as they pertain to phlebotomy are discussed. Venipuncture and dermal puncture will be performed. Students will learn and demonstrate the proper methods for blood specimen collection, handling and processing. The practice of phlebotomy will be discussed. Standard precautions, transmission-based precautions, and body systems will be reviewed.

Duties of medical assistants vary from office to urgent care to hospitals depending on location, size, and specialty. The primary function of a Phlebotomist, also known as a Phlebotomy Technician, is the collection of blood samples from patients by venipuncture or micro techniques; Maintains specimen integrity by using aseptic technique, following department procedures; observing isolation procedures while collecting therapeutic drug-monitoring assays by collaborating with nursing personnel to ensure appropriate drug dose to collection time and tracks collected specimens by initialing, dating, and noting times of collection; maintaining daily tallies of collections performed.

### **TRAINING OUTCOMES**

Phlebotomists are proficient in:

- collecting, transporting, handling and processing blood specimens for analysis;
- recognizing the importance of specimen collection in the overall patient care system;
- relating the anatomy and physiology of body systems and anatomic terminology to the major areas of the clinical laboratory, and to general pathologic conditions associated with body systems;
- identifying and selecting equipment, supplies and additives used in blood collection;
- recognizing factors that affect specimen collection procedures and test results, and taking appropriate actions within predetermined limits, when applicable;
- recognizing and adhering to infection control and safety policies and procedures;
- monitoring quality control within predetermined limits;
- recognizing the various components of the health care delivery system;
- recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care;
- demonstrating professional conduct, stress management, interpersonal and communication skills with patients, peers and other health care personnel and with the public;
- demonstrating an understanding of requisitioning and the legal implications of their work environment;
- applying basic principles in learning new techniques and procedures;
- Recognizing and acting upon individual needs for continuing education as a function of growth and maintenance of professional competence.

### **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the specimen collections, lab techniques, and specific CLIA testing described above.

### **CREDENTIALING EXAMS**

Students in their final training are eligible to take National Healthcare Association's (NHA) Certified Phlebotomy Technician (CPT) exam.

Length: 1 day/night (5 hours)

Clock Hours: 5 hours per session

Days of Weeks: 6 training days

Credential Awarded: Certification (American Heart Association)

### **PROGRAM MISSION**

The BLS Instructor-led course teaches both single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on High-Quality CPR and team dynamics. The objective of the training program in BLS is to prepare students with a solid foundation of medical emergencies and trauma knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

### **PROGRAM DESCRIPTION**

The Billing and Coding training program prepares students for entry-level billing and coding positions in a medical office, clinic, or hospital setting. Basic life support skills including CPR, AED use, and ventilations: the course teaches pre-hospital and in hospital settings.

Protect the security of medical records to ensure that confidentiality is maintained.

- Patient recognition and assessment
- CPR sequences
- Compression Rate
- Compression Depth
- Chest wall recoil
- Compression interruption
- Airway
- Compression with Ventilation Ratio
- Ventilation with advance airway
- Defibrillation

### **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared Upon successful completion of the training program, students will be prepared to seek entry-level employment in health care facilities such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

### **CREDENTIALING EXAMS**

Course completion and skills completion are eligible American Heart Association BLS Certification exam.

### **Ongoing Employment Training Opportunities include:**

- Certified Clinical Medical Assistant
- Certified Phlebotomy Technician
- Certified Billing and Coding Specialist
- Certified BLS for Healthcare Providers CPR/AED, Adult, Child, Infant and First Aid
- Doctor Office setting, Urgent Care, Hospital, Home Health, and Outpatient, others...

Information with-in each training program, review and tutorial may be similar to those found in the certification examination. The resources and instructions may be used for the Continue Education Program participant as a reference, whether or not the individual actually sits for the Certification examination. Due to the ever-changing procedures and knowledge in the Allied Health profession, there may be inaccuracies and ambiguities; therefore, it is suggested that when in doubt, please check your resource materials. Our desire at Alabama Health & Wellness Education is that we aid in increasing skills, and advancement in the allied health career field. By being a stepping-stone to a growing workforce in the surrounding areas and to the Allied Healthcare professionals career field.

### **Instructors Resources**

Textbooks, Handouts, Study Guides, Workbooks, Quiz Materials, Certification Resources, online/virtual simulations and all other educational resources recommended by Program Consultant.

Length: 1 day/night (5 hours)

Clock Hours: 5 hours per session

Days of Weeks: 6 training days

Credential Awarded: Certification (American Heart Association)

### **PROGRAM MISSION**

The Advance Cardiac Life Support Instructor-led course teaches both single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on High-Quality CPR and team dynamics. The objective of the training program in BLS is to prepare students with a solid foundation of medical emergencies and trauma knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

### **PROGRAM DESCRIPTION**

The Advance Life Support training program prepares students for entry-level positions in a medical office, clinic, or hospital setting. Advance life support skills including CPR, AED use, and ventilations: the course teaches pre-hospital and in hospital settings. Protect the security of medical records to ensure that confidentiality is maintained.

- Patient recognition and assessment
- CPR sequences
- Compression Rate
- Compression Depth
- Chest wall recoil
- Compression interruption
- Airway
- Compression with Ventilation Ratio
- Ventilation with advance airway
- Defibrillation

### **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared Upon successful completion of the training program, students will be prepared to seek entry-level employment in health care facilities such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

### **CREDENTIALING EXAMS**

Course completion and skills completion are eligible American Heart Association BLS Certification exam.

### **Ongoing Employment Training Opportunities include:**

- Certified Clinical Medical Assistant
- Certified Phlebotomy Technician
- Certified Billing and Coding Specialist
- Certified BLS for Healthcare Providers CPR/AED, Adult, Child, Infant and First Aid
- Doctor Office setting, Urgent Care, Hospital, Home Health, and Outpatient, others...

Information with-in each training program, review and tutorial may be similar to those found in the certification examination. The resources and instructions may be used for the Continue Education Program participant as a reference, whether or not the individual actually sits for the Certification examination. Due to the ever-changing procedures and knowledge in the Allied Health profession, there may be inaccuracies and ambiguities; therefore, it is suggested that when in doubt, please check your resource materials. Our desire at Alabama Health & Wellness Education is that we aid in increasing skills, and advancement in the allied health career field. By being a stepping-stone to a growing workforce in the surrounding areas and to the Allied Healthcare professionals career field.

### **Instructors Resources**

Textbooks, Handouts, Study Guides, Workbooks, Quiz Materials, Certification Resources, online/virtual simulations, and all other educational resources recommended by Program Consultant.

Length: 1 day/night (5 hours)

Clock Hours: 5 hours per session

Days of Weeks: 6 training days

Credential Awarded: Certification (American Heart Association)

### **PROGRAM MISSION**

The PALS Instructor-led course teaches both single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on High-Quality CPR and team dynamics. The objective of the training program in BLS is to prepare students with a solid foundation of medical emergencies and trauma knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

### **PROGRAM DESCRIPTION**

The PALS life support skills including CPR, AED use, and ventilations: the course teaches pre-hospital and in hospital settings for pediatric patients.

Protect the security of medical records to ensure that confidentiality is maintained.

- Patient recognition and assessment
- CPR sequences
- Compression Rate
- Compression Depth
- Chest wall recoil
- Compression interruption
- Airway
- Compression with Ventilation Ratio
- Ventilation with advance airway
- Defibrillation

### **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared Upon successful completion of the training program, students will be prepared to seek entry-level employment in health care facilities such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

### **CREDENTIALING EXAMS**

Course completion and skills completion are eligible American Heart Association BLS Certification exam.

### **Ongoing Employment Training Opportunities include:**

- Certified Clinical Medical Assistant
- Certified Phlebotomy Technician
- Certified Billing and Coding Specialist
- Certified BLS for Healthcare Providers CPR/AED, Adult, Child, Infant and First Aid
- Doctor Office setting, Urgent Care, Hospital, Home Health, and Outpatient, others...

Information with-in each training program, review and tutorial may be similar to those found in the certification examination. The resources and instructions may be used for the Continue Education Program participant as a reference, whether or not the individual actually sits for the Certification examination. Due to the ever-changing procedures and knowledge in the Allied Health profession, there may be inaccuracies and ambiguities; therefore, it is suggested that when in doubt, please check your resource materials. Our desire at Alabama Health & Wellness Education is that we aid in increasing skills, and advancement in the allied health career field. By being a stepping-stone to a growing workforce in the surrounding areas and to the Allied Healthcare professionals career field.

### **Instructors Resources**

Textbooks, Handouts, Study Guides, Workbooks, Quiz Materials, Certification Resources, online/virtual simulations and all other educational resources recommended by Program Consultant.

Length: 8 Weeks (128 hours)

Clock Hours: 16 hours per week

Days of Weeks: 4 training days

Credential Awarded: Certificate of Training

### **PROGRAM MISSION**

The EKG Technicians Instructor-led course teaches testing the electronic activity of the heart through small electrode patches attached to the body — you'll be making a life-changing difference, helping people of all ages prevent and treat heart disease. As an EKG tech, you may perform some or all of the following tasks:

- Set up and administer EKGs (electrocardiograms) and stress tests
- Prepare patients for Holter or ambulatory monitoring
- Edit and deliver final test results to physicians for analysis
- Schedule appointments
- Transcribe physicians' interpretations

### **PROGRAM DESCRIPTION**

The EKG training program prepares students with a solid foundation of medical emergencies and trauma knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

#### **Protect the security of medical records to ensure that confidentiality is maintained.**

- Patient recognition and assessment
- CPR sequences
- Compression Rate
- Compression Depth
- Chest wall recoil
- Compression interruption
- Airway
- Compression with Ventilation Ratio
- Ventilation with advance airway
- Defibrillation

### **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared Upon successful completion of the training program, students will be prepared to seek entry-level employment in health care facilities such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

### **CREDENTIALING EXAMS**

Course completion and skills completion are eligible National Healthcare Association for becoming a Certified EKG Technician (CET). Our desire at Alabama Health & Wellness Education is that we aid in increasing skills, and advancement in the allied health career field. By being a stepping-stone to a growing workforce in the surrounding areas and to the Allied Healthcare professionals career field.

### **Instructors Resources**

Textbooks, Handouts, Study Guides, Workbooks, Quiz Materials, Certification Resources, online/virtual simulations and all other educational resources recommended by Program Consultant.



Length: 8 Weeks (128 hours)

Clock Hours: 16 hours per week

Days of Weeks: 4 training days

Credential Awarded: Certificate of Training

## **PROGRAM MISSION**

The Patient Care Technicians Instructor-led course teaches Schedule appointments teaches what is a patient care technician? Doctors, nurses and other healthcare professionals rely on patient care technicians to assist with the critical day-to-day care some patients require. They provide hands-on assistance to serve patients' basic needs, which greatly impacts the lives of their patients and their patients' families.

The objective of the training program in s to prepare students with a solid foundation of medical emergencies and trauma knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

## **PROGRAM DESCRIPTION**

As a patient care tech, you may be able to perform some or all of the following tasks:

- Provide basic patient care — bathing, feeding, catheter care, etc.
- Acquire, distribute and administer patient care supplies
- Perform safety checks and ensure cleanliness in patient rooms
- Accommodate any additional patient needs
- Obtain EKG readings and monitor vital signs
- Perform phlebotomy procedures
- Provide emotional support to patients and families, particularly coping with grief and death

## **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared Upon successful completion of the training program, students will be prepared to seek entry-level employment in health care facilities such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

## **CREDENTIALING EXAMS**

Course completion and skills completion are eligible National Healthcare Association for becoming a Certified Patient Care Technician (CPCT). Our desire at Alabama Health & Wellness Education is that we aid in increasing skills, and advancement in the allied health career field. By being a stepping-stone to a growing workforce in the surrounding areas and to the Allied Healthcare professionals career field.

## **Instructors Resources**

Textbooks, Handouts, Study Guides, Workbooks, Quiz Materials, Certification Resources, online/virtual simulations and all other educational resources recommended by Program Consultant.

Length: 8 Weeks (128 hours)

Clock Hours: 16 hours per week

Days of Weeks: 4 training days

Credential Awarded: Certificate of Training

### **PROGRAM MISSION**

The Medical Administrative Assistant Instructor-led course teaches Schedule appointments teaches what is a patient care technician? Medical administrative assistants (also called medical office assistants or medical secretaries) are critical in keeping healthcare offices running smoothly, and also play an important role in the patient experience

The objective of the training program is to prepare students with a solid foundation of medical emergencies and trauma knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

### **PROGRAM DESCRIPTION**

As a Medical Administrative Assistant, you will gain knowledge and skills in the following areas:

- Reviewing and answering practice correspondence
- Operating computer systems to accomplish office tasks
- Answering calls and scheduling appointments
- Greeting patients and updating electronic medical records
- Updating and maintaining patient and other practice-specific information
- Coordinating operation reports such as time and attendance
- Operating office software and equipment

### **CAREER OPPORTUNITIES**

Upon satisfactory completion of the training, students are prepared Upon successful completion of the training program, students will be prepared to seek entry-level employment in health care facilities such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

### **CREDENTIALING EXAMS**

Course completion and skills completion are eligible National Healthcare Association for becoming a Certified Medical Administration Assistant (CMAA). Our desire at Alabama Health & Wellness Education is that we aid in increasing skills, and advancement in the allied health career field. By being a stepping-stone to a growing workforce in the surrounding areas and to the Allied Healthcare professionals career field.

### **Instructors Resources**

Textbooks, Handouts, Study Guides, Workbooks, Quiz Materials, Certification Resources, online/virtual simulations and all other educational resources recommended by Program Consultant.

- Current/Updated Medical Assistant Textbooks, Workbooks and Study Guides
- Current/Updated Billing and Coding Textbooks, Workbooks and Study Guides
- Current/Updated Phlebotomy Technician Textbooks, Workbooks and Study Guide
- Current/Updated BLS/CPR Health Care Provider Workbooks and Study Guide
- Current/Updated ACLS Workbooks and Study Guide
- Current/Updated PALS Workbooks and Study Guide
- Current/Updated EKG Technician Workbooks and Study Guide
- Current/Updated Patient Care Technician Workbooks and Study Guide
- Current/Updated Certified Medical Administrative Assistant Workbooks and Study Guide
- Current/Updated Electronic Health Records Specialist Textbooks and Study Guides

**Grading System**

90 – 100	A
89 – 80	B
79 – 70	C
69 – 60	D
59 – Below	F

**School Calendar / Legal Holidays**

New Year's Day	01/01
Martin Luther King Day	01/18
Memorial Day	05/31
Fourth of July	07/05
Labor Day	09/06
Veterans Day	11/11
Thanksgiving Day	11/25
Christmas Eve	12/24
Christmas Day	12/25

## **Dress Code**

Compliance with the school's dress code is an essential part of preparing students for employment in their chosen profession. Students will be required to wear scrubs and white sneakers or nurse shoes.

## **Personal Hygiene**

Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies. Mustaches and beards must be trimmed to an appropriate length. Student nails should be clean and short in length. No acrylic nails are allowed. Failure to comply with the dress code policy will result in a warning. If the problem continues, the student will be suspended by the Vice-President.

## **Supplies**

The medical lab is equipped with exam tables

Sphygmomanometer

Equipment needed for Phlebotomy

Mannequins' bodies

Mannequins' arms

Scales

Digital projector

White boards

Image display to enhance students' learning style

## **Faculty or Instructors**

### **PRESIDENT**

Hazel Anthony (Full time)  
Master of Science, Business Management, Faulkner University Montgomery, Al.  
Bachelor of Science, Business & Marketing, University of Alabama  
Associate of Applied Science, Shelton State Community College  
Clinical Certified Medical Assistant, NHA  
Certified EMT

### **VICE-PRESIDENT**

Yvonne Harrison (Full time)  
Bachelor of Arts, Business Administration, Virginia College, Birmingham, Al  
Associate of Applied Science, Administrative Office Management, Virginia College, Birmingham, AL  
(CHERS) Certified Electronic Health Records Specialist, NHA

### **INSTRUCTOR**

#### **DENTAL ASSISTANT ALLIED HEALTH**

Dr. Kuntal S. Pandit (Full time)  
ADHP Instructor Certification Board of Dental Examiner of Alabama, June 1997

### **INSTRUCTOR**

Jamika Austin  
Associate of Applied Science, Medical Assistant, Virginia College, Birmingham, AL  
Certified Clinical Medical Assistant, NHA

### **INSTRUCTOR**

Sharon Petty  
RHIT, CPAR, ACPAR, CEHRS, CBCCS, SMAA, CPT, (CMB)-PART A  
(CMB)-PART B, AHIMA APPROVED, ICD-10 -CM TRAINER and AMBASSADOR