



## 2021 SCHOOL CATALOG

### MAIN CAMPUS ADDRESS

2105 EAST PARHAM ROAD 108

HENRICO, VIRGINIA 23228

1-866-348-6920 (ADMINISTRATIVE OFFICE)

[WWW.ALLIEDRXTRAINING.COM](http://WWW.ALLIEDRXTRAINING.COM)

AlliedRx Institute of Healthcare is certified to operate by the State Council of Higher Education for Virginia (SCHEV)

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## **PRESIDENT'S LETTER**

### **WELCOME TO ALLIEDRX INSTITUTE OF HEALTHCARE,**

As you embark on your journey to becoming a healthcare professional, AlliedRx Institute of Healthcare would like to congratulate you on the first step in reaching your goals. As a student, you can expect to receive valuable resources to assist you through your journey of achieving a higher education.

Our Institute prides itself in providing student support services to ensure that you reach your educational goals. Many of our healthcare programs have been designed to meet your unique learning yet busy lifestyle. From our campus classes to our interactive online classes, AlliedRx Institute of Healthcare ensures you the right choices and options for your continued education.

As a student will be able to gain a great wealth of knowledge from our instructors and staff. As we guide you throughout the foundation of your healthcare career you can be assured that AlliedRx Institute of Healthcare is committed and fully dedicated to your success.

Our healthcare programs that are held at our main campus in Henrico County, Virginia.

As a part of our commitment to you, AlliedRx Institute of Healthcare prides itself in knowing that you will have the necessary tools, knowledge and to be a dedicated healthcare professional.

We are proud that you have chosen AlliedRx Institute of Healthcare to help you achieve your educational goals.

Sincerely,

Shaunta N. Henderson, B.Sc, MAML, CPhT  
President

## **APPROVALS, LICENSURE**

Certified to Operate by the State Council of Higher Education of Virginia

Approved by the Virginia Board of Pharmacy to offer Pharmacy Technician Program (Allied Pharmacy Technician Training Program)

Approved by the Maryland Board of Pharmacy to offer Pharmacy Technician Program

Approved by the Indiana Board of Pharmacy to offer Pharmacy Technician Program

Approved by the National Health Career Association to offer Healthcare Training Programs and Proctored Examinations.

Approved Educator Advocate National Pharmacy Technician Certification Board

## **DIPLOMA/CERTIFICATE PROGRAMS OFFERED**

Pharmacy Technician.

Phlebotomy Technician

EKG Technician

Medical Billing & Coding Specialist

Clinical Medical Assistant Program

## **HOURS OF OPERATION**

Monday – Friday 9:30am – 7pm

Saturday- Closed

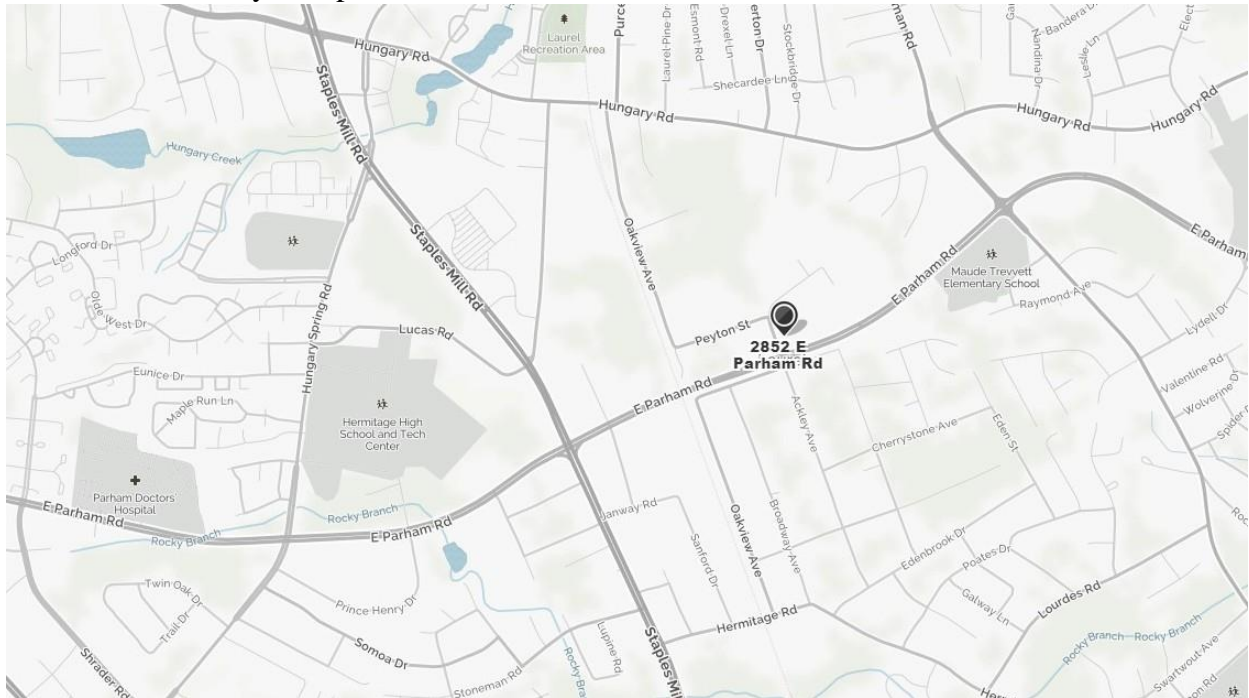
Sunday- Closed

## **VIRGINIA CAMPUSES**

**2105 EAST PARHAM ROAD 108, HENRICO, VA 23228**



The Henrico County Campus is located near Woodman Road and East Parham Road.



## TELEPHONE DIRECTORY

Visit [alliedrxtraining.com](http://alliedrxtraining.com) for the most current telephone numbers.

### Information Center

(804) 918-2130

Enrollment Services 866-348-6920

Financial Office 866-348-6920

Distance Learning 866-348-6920

President's Office 804-918-2132

## MISSION STATEMENT

Our mission is to provide all students with the opportunity to gain advanced knowledge, certification, licensure and or credentials in the area of healthcare. Our Institute achieves this by mapping out a curriculum path that not only prepares students for graduation, but a lasting career in the area of healthcare services. Many of our healthcare programs provide students with the tools to not only better themselves, but to touch the lives of the patients they may encounter.

## PURPOSE

To provide exceptional instructional learning in a post-secondary career school environment. Offering healthcare program curriculum that prepares students to meet and/or exceed the required competency level to become licensed, certified and be gainfully employed in their chosen healthcare profession.

## EDUCATIONAL OBJECTIVES

To create an optimal learning environment, we have developed guiding principles to ensure continuous growth in the area of academics, student development and educational planning. The below exemplifies AlliedRx Institute of Healthcare core values to our students, staff and the community.

**A***chievement* – Provide a positive learning environment that fosters student achievement

**L***earning*- Embrace learning amongst our students and staff in the area of healthcare services

**L***eadership*- Directors and Staff exhibit leadership traits with students

**I***nnovation*- Provide innovative technology, supplies and tools to facilitate the bridge for learning the theory component and hands on lab activities.

**E***thics*- Exhibiting honesty and integrity with our interactions with students and staff

**D***evelopment*- Create developmental goals for our students so that have the proper knowledge to be successful in their chosen career path.

These educational objectives provides a solid foundation for healthcare certificate program offerings. It also ensures that AlliedRx Institute of Healthcare is in line with our designated purpose.

## **EQUAL OPPORTUNITY STATEMENT**

AlliedRx Institute of Healthcare is a career institution that offers healthcare programs. Admission to the Institute is a competitive process in which students earn a score based on their previous grades/transcripts. All vocational and academic opportunities at our Institute will be offered regardless of race, color, national origin, sex, orientation or disability.

Any prospective or current student who believe that they have witnessed or experienced any forms of discrimination should present their concerns for investigation to the Office of Student Affairs.

## **FACILITIES AND EQUIPMENT**

Our main campus is located in Western Henrico County, Virginia at Parham Medical Village on East Parham Road 0.25 of a mile pass the crossroads of Woodman Road and East Parham Road. Our facility is completed with a pharmacy laboratory, medical laboratory, administrative offices, faculty lounge, classrooms, library and restrooms. Each laboratory is equipped with modern technology and medical devices to ensure up to date learning for our students. Each classroom is equipped with state of the art technology to provide an interactive learning experience. Class sizes average from 10 to 15 students.

## **HISTORY**

AlliedRx Institute of Healthcare, formerly known as Allied Pharmacy Technician Training Program was established in June 2014 within Henrico County, Virginia with a focus on providing pharmacy training through our Approved Virginia Board of Pharmacy Program. Throughout the years we have sought to provide our unique approach to learning throughout the State of Virginia, Maryland and Indiana in the area of Pharmacy.

Our continued growth in the area of healthcare education in the Greater Richmond Virginia area expanded our focus of Pharmacy Technician Training to a multitude of additional healthcare programs that provide exponential growth and career offerings to our community.

With this new growth we partnered with many healthcare organizations such as the Arlington Free Clinic, Highland Medical Center, Walgreens Pharmacy, Virginia Pain Management Network, and Three Rivers Behavior Center in training employees in various healthcare certifications.

With humble beginnings starting in the heart of Lakeside Virginia, AlliedRx Institute of Healthcare looks forward to providing continued growth to our students and the communities we serve.

## CERTIFICATE & DIPLOMA PROGRAMS

Earning a certificate or diploma from AlliedRx Institute of Healthcare is a great way for students to gain experiential knowledge and to also provide you with a competitive advantage to advance your career in healthcare.

### CERTIFICATE PROGRAMS

- Certified Pharmacy Technician
  - Campus
  - Online/Hybrid
  
- Certified Phlebotomy Technician
  - Campus
  - Hybrid
  
- Certified Medical Billing & Coding Specialist
  - Campus
  - Online
  - Hybrid
  
- Certified EKG Technician
  - Campus
  
  - Hybrid
  
- Certified Medical Assistant
  - Campus
  - Hybrid

Additional information on each certification program can be found in this catalog. Programs that are offered in an online/hybrid format requires that students meet the minimum technical requirements to be successful in the program.

#### ADDITIONAL MATERIALS FOR ONLINE LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)

## **ADMISSIONS AND TUITION INFORMATION**

Individuals who are at least 18 years of age are eligible to submit an application for admission to our vocational school.

All applicants must complete the registration for admission which can be submitted electronically or processed in person at our Registrar Office. Students are accepted on a first-come/first-served basis, except in restricted programs or when enrollment must be limited.

### **Registration Deadlines**

We urge prospective students submit their registration for admission at a minimum of 15 to 30 days prior to the start of the term. This ensures a sufficient amount of time to complete all admissions documents prior to acceptance and start of the term.

### **Notification of Acceptance**

Applicants who are accepted for admission into our healthcare certificate program will receive an acceptance letter electronically following the review and approval of their registration.

### **Readmission to the School**

Former students who have not been enrolled for (1 consecutive term ex. Fall, Spring) and wish to return to the Institute they must complete an Registration for Admission to reactivate their student record.

### **Reinstatement as a Result of Military Service**

Students who are called to active duty or mobilized shall be given a reasonable opportunity to be reinstated in the same program of study if they return after a cumulative absence of not more than three years, so long as they provide notice of intent to return within two years after the completion of the period of service.

### **Admission to a Curriculum**

Students may be placed in no more than two certificate/diploma programs. Students enrolled in two certificate programs will be recognized as a Stacked Credential Certificate Program Student. Stacked Credential Students have to adhere to and meet the minimum requirements to be accepted in each program.

### **Clockhours**

Clock Hours earned at AlliedRx Institute of Healthcare are transferable to another institution at the sole discretion of the accepting institution.

### **Transfer Credits**

Credits/Clock Hours earned at other Institutions are not permissible or accepted at AlliedRx Institute of Healthcare.

## **PROGRAM TUITION & FEES**

Tuition and fees for each education program are available at [www.alliedrxtraining.com](http://www.alliedrxtraining.com) and listed in the Institute Catalog. Tuition for the program selected is billed in advance and made payable to the Institute during the registration period. Any portion of the bill which will not be met by payment plan, employer sponsored tuition assistance or scholarships must be paid at the beginning of the term. All arrangements for tuition must be completed in advance of beginning the program.

Tuition Specials are occasionally offered as a form of community assistance for our students. Discounts on tuition will be applied to the overall tuition balance as a credit against the students account.

**FINANCIAL AID** – Pell Grant, Subsidized/Unsubsidized Stafford Loans are not currently available to students attending AlliedRx Institute of Healthcare.

**WORKFORCE INVESTMENT ACT-** AlliedRx Institute of Healthcare is an approved training provider in the State of Virginia through the Workforce Resource Centers. Eligible Students that receive Unemployment Benefits, Social Service Benefits may contact your local Resource Workforce Center for additional information.

**INSTALLMENT PAYMENT PLAN-** Students that are unable to pay for the cost of the Certificate/Diploma programs at the start of the term will be eligible to apply for our Installment Payment Plan. The minimum down payment to secure the Installment Payment Plan is \$100 which is due on the 1<sup>st</sup> day of class. The tuition balance is then broken up over the duration of the program



## **IN HOUSE TUITION AND FEES**

### **CERTIFIED PHARMACY TECHNICIAN PROGRAM COST**

Registration - \$100 (Non – Refundable)

Tuition - \$975

### **CERTIFIED PHLEBOTOMY TECHNICIAN PROGRAM COST**

Registration - \$100 (Non – Refundable)

Tuition - \$1250

### **CERTIFIED EKG TECHNICIAN PROGRAM COST**

Registration - \$100 (Non – Refundable)

Tuition - \$1250

### **CERTIFIED MEDICAL BILLING & CODING PROGRAM COST**

Registration - \$100 (Non – Refundable)

Tuition - \$1250

### **CERTIFIED MEDICAL ASSISTANT PROGRAM COST**

Registration - \$100 (Non – Refundable)

Tuition - \$1,650

## **REPEATING COURSES/PROGRAM**

Students that need to repeat a course due to non-passing grades, he/she will be charged a \$385 fee

## **REGISTRATION FEE**

A \$100 registration fee must accompany all registrations for admission.

## **TRANSCRIPT FEE**

Academic transcripts are issued by our Institute and mailed directly to the receiver upon written request. Transcript request forms can be located on our website under current students. The first transcript is free. Additional transcripts/certificate copies are \$8.00 per request. Transcripts are issued when all financial obligations to this school are current.

## **GRADUATION FEE**

In celebration of your achievements, AlliedRx Institute of Healthcare occasionally holds graduation ceremonies for its students. The graduation fee is: \$100. Students will receive information regarding graduation events from the Graduation Coordinator and purchase of graduation regalia.

## **INSTALLMENT PAYMENT PLAN ARRANGEMENTS**

Students interested in our private payment plan loan may apply prior to the start of a designated program. Approval of payment plans are subjected to the student's overall ability to repay the outstanding loan.

Payment Plans are to be paid in the form of certified funds, money order or cashier check.

The Installment Billing program allows you to complete payments to the Institute in weekly installments. Students may also elect bi-weekly to prepay the following weekly tuition payment in advance. Students will have access to their financial account and contract electronically.

Failure to complete timely payment will be assessed a \$30 late fee. Delinquent accounts may result in the disenrollment from our School.

Payment Plans are legally binding agreements which require you to agree to terms and conditions of the funding of your tuition costs.

## **CANCELLATION AND REFUND POLICY**



A period of three (3) business days, weekend and holidays excluded, is provided during which an applicant may cancel his/her enrollment by written notification to the School Director, without financial obligation other than the \$100 registration fee.

Refunds or adjustments for dismissals, withdrawals, or academic failures are made according to the tuition refund policy listed below. All students will be charged a non-refundable \$100 registration fee in addition to the tuition charges, as specified below. The portion of the program completed will be determined by the number of weeks attended. Any portion of a week's attendance will be considered a full week.

## **ACADEMIC PROBATION**

Satisfactory Academic Progress for Diploma programs is as follows:

1. First Semester/Term - Students must achieve at least a 2.0 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.
2. Second Semester/Term - Students must achieve at least a 2.0 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.

## **CANCELLATION REFUND POLICY**

**Rejected Registration:** An applicant rejected by the school is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$100 non-refundable registration fee.

**Other Cancellations:** An registration requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of \$100.

### **Withdrawal Procedure:**

A. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal

date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

C. A student will be determined to be withdrawn from the Institute if the student misses seven consecutive instructional days and all of the days are unexcused.

D. All refunds must be submitted within 45 days of the determination of the withdrawal date. Tuition refunds will be determined as follows:

E. Students that have payment plan contracts will adhere to the terms and conditions of said payment plan contract. (Exhibit I)

If tuition and fees are collected in advance of the start date of a program and the school cancels the class, 100% of the tuition and fees collected will be refunded.

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100.00 of the tuition and fees may be retained by the school.

Tuition refunds will be determined as follows:

**Proportion of Total Program Taught by Withdrawal Date      Tuition Refund**

Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

## **STUDENT SERVICES**

### **COUNSELING SERVICES**

AlliedRx Institute of Healthcare provides counseling to any student who is having difficulty with maintaining a minimally acceptable grade point average. Counseling is also available to students if they need general advice or help is needed in other areas. Students seeking counseling should contact their instructor or Program Director for further assistance. Instructors are available by appointment to provide demonstrations, answer questions and/or review. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

### **DRUG AND ALCOHOL PREVENTION AND AWARENESS POLICY**

AlliedRx Institute of Healthcare encourages and enforces the prohibited usage of drugs and the abuse of alcohol by students. Information regarding our initiatives in the Institute and the community can be located at our website.

### **JOB PLACEMENT ASSISTANCE**

AlliedRx Institute of Healthcare provides job assistance to students enrolled in our Allied Health Certificate Programs. While we make every concentrated effort to assist you by providing job leads, unfortunately we cannot guarantee you a job with any specific employer. Students who have an outstanding balance on their account or who have not met the graduation requirements must make arrangements with the School Director prior to receiving placement assistance.

### **ORIENTATION**

Orientation is held at the beginning of each new program start. Orientation is designed to acquaint new students with AlliedRx Institute of Healthcare and is an excellent opportunity to meet with faculty and other students. Orientation consists of a review of the catalog, financial assistance procedures, program overview, educational programs, and the school facilities.

### **LIBRARY**

AlliedRx Institute of Healthcare's library is composed of a variety of healthcare books, periodicals, and reference materials to support the programs offered Program. All students are encouraged to use the resources to enhance classroom instruction and for research purposes. This is offered at our main campus and electronically.

## **HOUSING**

Housing facilities are not provided by the Institute.

## **HEALTH SERVICES**

In the event of sickness or accident requiring emergency care, the staff of AlliedRx Institute of Healthcare will dial 911 for ambulatory services.

In non-threatening situations, a faculty or staff member may be asked to phone a family member. For minor emergencies, first aid kits are maintained throughout the campus. Upon entrance into the Institute, students must complete medical emergency forms at orientation. These forms are kept in the student's permanent files, and are referenced as needed in the event of an emergency.

## **GRADING SYSTEM**

The grading scale for the Allied Healthcare Programs is as follows:

Numerical Scale Letter Grade Points

90 - 100 A 4.0

89 - 80 B 3.0

79 - 70 C 2.0

69 - 65 D 1.0

64 - Below F 0.0

W Withdrawn 0.0

Incomplete 0.0

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

A passing grade of all lab/clinical/externship (if applicable) components is required to progress to the next level of study.

Schedules permit students to complete programs within allotted time frames.

Students who withdraw after completing 75% of the certificate program will receive a failing grade.

All students required to pass with a C (2.0) or better in all courses before applying for graduation.

Students will have access to their respective grades through the Schools Learning Management System.

Final grades will be posted at the end of the term from the last day of class by your instructor.

## **CLOCK HOUR/CREDIT HOUR CONVERSION FORMULA**

AlliedRx Institute of Healthcare measures the progression of its healthcare programs in clock hours.

The following clock hour/credit hour definitions and conversion formulas are used by this school. A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

A credit hour is one semester credit which is awarded for each fifteen (15) clock hours of lecture, thirty (30) clock hours of laboratory, and forty-five (45) clock hours of externship.

Credits that are earned at the school are transferable to another institution at the sole discretion of the accepting institution.

## **GRADE AND PROGRESS REPORTS**

All students will receive progress reports after they have completed the first half of each program. Instructors will review these reports with the student after which the student will have electronic access their reports. Final report cards will be issued within a week after the student has completed the term.

## **ATTENDANCE**

Attendance is taken each day in class by the instructor. There will be a sign in log to record the student's attendance. A record of all absences and tardiness will be kept in the student's permanent school record. Attendance is required for all healthcare programs. If a student is absent because of illness or other emergency cause, he/she should notify the school prior to the beginning of the scheduled class.

Students with absentee problems will be counseled by our school administration. Students are required to attend at least 80% of their scheduled classes. A student will be determined to be withdrawn from the institution if the student has not attended any classes for (3) consecutive weeks" (21 days). Students that have difficulty in meeting this requirement will be terminated from the program. Extenuating circumstances which can be documented will be reviewed by the School Director, and approval to remain in class will be considered.

### **Tardiness / Leaving Early**

Students are required to arrive on time for each class to minimize class interruptions and develop a professional work attitude. In reference to our attendance policy, any student that arrives late or leaves class early will have this time recorded as out-of-class time and, therefore, deducted from the total scheduled instructional time.

Two (2) tardies will equal one (1) absence. Greater than fifteen (15) minutes is considered a tardy. If a student leaves early three (3) times (greater than 15 minutes), it will be counted as an absence.

## **MAKE-UP/INCOMPLETE CLASSES**

Students are required to make up missed class work. It is the student's responsibility to obtain missed assignments by contacting a classmate or the instructor (before or after class). Make-up assignments must be completed within the timeframe given by the instructor. Any makeup work that is not received by the instructor in a timely manner will not be graded.

## **LEAVE OF ABSENCE (LOA)**

AlliedRx Institute of Healthcare only grants leave of absence to students in the military and or for extenuating medical reasons that causes the student to be out for a length of time. LOA is limited to 180 days in a calendar year. LOA that are granted must have supporting documentation that is authenticated by the School Director. All Leave of Absences granted must be approved by the School Director. Students who are not eligible for leave of absence must reapply to the school for re-entry. Students that do not resume attendance on the approved LOA return date will be dismissed from their healthcare certificate program. Re-admission to the program will require the review and approval of the Institute President.

## **WITHDRAWALS:**

A student who withdraws from a course and receives a “W” in the program.

**Withdrawal Procedure:** A student who wishes to withdraw from school due to personal reasons must notify the Program Director in writing. Written notices must be time stamped by our main office. When possible, written notice should be given to the Program Director stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. Students who fail to complete the program will be charged the registration fee and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition and applicable fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the Dean/Director of their program. Failure to complete classes does not release a student from liability toward repayment of any payment plan loans obtained to attend school. In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible as early withdrawal may result in a tuition balance owed to the school.

## **INCOMPLETES:**

Incomplete grades will convert to an "F" if work is not completed within two weeks, and will impact on the qualitative GPA, timeframe and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates.

**REPEATED COURSES:** If a student repeats a course only the highest grade will be counted and previous grades will be deleted.

## **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS:**

This applies to all students. Maintaining satisfactory academic progress is one of many federally-mandated criteria that is viewed in determining a students' eligibility for receiving financial assistance. In order to remain eligible, students must meet both a quantitative and qualitative standard. The standards measure students' performance in the following areas: maximum time frame to complete a course of study, credit/clock hour completion rate, and cumulative grade point average (GPA). Students should have a GPA of 2.0, earn 67% of Clock Hours attempted and not exceed 150% of the published length of the educational program measured in clock hours attempted.

Students failing to maintain a 2.0 GPA after the first term will be placed on academic warning. While on academic warning the student will be given an opportunity to improve their overall GPA to be removed from academic warning to academic good standing. In the event the student does not improve their GPA to a 2.0 the student will be placed on academic probation. During academic probation the student will be eligible to register for the upcoming term, however they will not be eligible for the AlliedRx Education/Payment Plan Loan. The length of the Academic Probation is (14) Weeks. If the resulting term does not show cause for improvement in overall GPA the student will be academically dismissed and will have to file a student academic progress appeal to be considered for remittance to the designated healthcare program.

## **CONDUCT & BEHAVIOR REQUIREMENTS**

Students are required to abide by proper standards of conduct while in attendance in all classes. Profanity, disorderly conduct, or other actions which, in the opinion of the school, are disruptive, will not be tolerated and will lead to the student's dismissal from the program.

As part of AlliedRx Institute of Healthcare commitment to our student's success, we seek to provide an optimal learning environment and expect students to conduct themselves in a manner that is considerate of those around them. Those failing to meet student conduct standards may be subject to disciplinary actions.

Inappropriate classroom conduct includes but is not limited to: (1) disruptions to the learning environment (i.e. use of profanity, harassment, etc.); (2) deliberate destruction, misuse, or theft of school property or the property of fellow classmates; (3) violence or threats of violence toward persons or property of students or staff; (4) improper use of email and Internet access; and (5) failure to comply with federal copyright and criminal laws forbidding the misappropriation, copying, or alteration of copyright-protected materials.

Dismissal from AlliedRx Institute of Healthcare for the below reasons reserves the right to terminate a student's enrollment:

1. Destruction or unauthorized removal of school property.
2. Failure to make satisfactory progress.
3. Failure to meet attendance requirements.

4. Failure to meet financial obligations.
5. Misconduct which may include dishonesty or plagiarism/cheating on exams.
6. Possession or consumption of illegal drugs and/or alcohol.
7. Possession of a gun or other weapon on campus.
8. Disruptive and Abusive behavior towards students, staff, instructors, dean, directors.
9. New Criminal Convictions (Misdemeanor and Felony) on Background Check Report.

## **APPEAL PROCESS**

A student, who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Program Director. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Program Director will hear any student who disagrees with a SAP decision, on an appointment basis only. The student will be notified of the decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken if further documentation is needed to be reviewed.

## **STUDENT DRESS CODE**

1. Appearance should reflect professional standards at all times.
2. Good hygiene is important at all times. No perfume or cologne is to be worn on clinical sites. Chewing gum and excessive make-up are not permitted in clinical or classrooms.
3. Students are required to wear their appropriate colored program scrubs with white shoes, in order to attend class.
4. Male and females must wear clean white shoes and laces at all times.
5. Uniforms/scrubs must be wrinkle free and clean at all times.
6. All students must wear ID badges; report lost ID badges immediately.
7. Hair must be clean, simply styled and away from the face. Bright hair colors or highlights are not permitted.
8. Long hair is to be fastened with a small, simple holder and should not touch the collar.
9. Fingernails should not be seen past the fingertip when the palm is facing away from you. No acrylic or polished nails allowed.
10. Earrings: one pair of stud type allowed. No other jewelry, other than a second hand watch and wedding band are allowed.
11. Any visible body piercing or tongue rings are prohibited. Tattoos should be covered at all times.
12. Scarves, caps or head coverings are not allowed at any time unless for religious purposes.



13. Students with inappropriate appearance will be dismissed from school and marked absent for the day.

## **REINSTATEMENT**

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting student shall be notified of the Reinstatement Review within 5 business days following the decision of School Director.

## **STUDENT GRIEVANCE**

Any student who desires to file a grievance about any action, employee, or student of the school must follow the procedure outlined below:

1. The aggrieved student should first bring the matter to the attention of his/her instructor within 24 hours of the grievance. The instructor has two days to resolve the issue.
2. If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the Program Director within one day. The Program Director has two days to resolve the issue.
3. If the matter remains unresolved at this point the student may then bring it to the attention of the School Director within one day. The School Director should resolve the issue within four days.

If the matter cannot be resolved by the School Director, the student may appeal, in writing within 14 days of grievance, to the Board of Directors of Allied Pharmacy Technician Training Program at 2105 East Parham Road 108, Henrico, VA 23228. The Board of Directors will have 30 days to respond to the written complaint.

Their decision ends the in-house process. After a student has exhausted all means listed above, and the matter remains unresolved, he/she may seek arbitration through the State Council of Higher Education for Virginia, in writing, at the following address:

State Council of Higher Education for Virginia  
James Monroe Building  
101 North Fourteenth Street Richmond, VA 23218

The State Council for Higher Education for Virginia provides an impartial panel to hear the concerns of the aggrieved party and intervene to resolve the conflict.

Students will not be subject to unfair actions as a result of initiating a complaint proceeding.

At any time that a student's residence, mailing address and/or phone number changes, it is the responsibility of the student to inform the School of the new address/telephone number. The efforts of the school depend upon accurate information. The student must obtain a Change of Address form from the registrar and submit the correct information. AlliedRx Institute of Healthcare will not be responsible for any information not received by the student if a change of address form has not been submitted.

## **GRADUATION REQUIREMENTS**

In order to graduate from a program, students must complete all required course work with a passing grade point average of at least 2.0 (C). In addition, all financial obligations to the school must be current in order for a certificate or diploma to be issued.

## **GRADUATION DOCUMENTS**

Upon successful completion of all graduation requirements, students will be awarded a diploma or certificate stamped with the official seal of the school and signed by the School Director. Academic Honors Certificates are awarded at graduation exercises to students who achieve academic excellence and perfect attendance.

## **RELEASE OF INFORMATION**

In order to maintain student confidentiality, AlliedRx Institute of Healthcare will not release any information unless the student has signed a release form.

## **STUDENT RECORDS**

AlliedRx Institute of Healthcare maintains academic records for each student while enrolled in school. Two weeks after the student graduates or discontinues enrollment these records are purged. The school maintains student transcripts containing: program of study, courses of study completed with corresponding grades, and period of enrollment. This information is kept indefinitely. Each student has the right to review his/her student record. The student also has the right to request a meeting to discuss materials which they feel may be inaccurate, misleading, or in violation of the student's right to privacy.

Any student requesting a review of his/her student record must submit a written request to the School Director. The School Director will set an appointment that will be convenient for all parties. Students may receive copies of their academic records. The school charges ten cents per page to copy student records. Student transcripts or academic records will not be released to students who have not satisfied their financial obligation to the school.

## **SCHOOL ACTIVITIES**

AlliedRx Institute of Healthcare occasionally engages in school activities that promote health awareness in the community. This is a great opportunity for students to partake in giving back to the communities we serve. Students may refer to the student news page on our website regarding school activities and initiatives.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

AlliedRx Institute of Health is committed to assisting the community in providing for its own safety and security. Information regarding campus security, personal safety, crime prevention, crime reporting policies, crime statistics for the most recent three-year period, and disciplinary procedures is available.

If you would like a paper copy of this information, you may contact the safety and security office at 1-866-348-6920

## **CRIME REPORTING**

Numerous efforts are made to advise members of the campus community about campus crime and crime-related problems.

1. **Annual Report:** A comprehensive annual report of crime-related information is compiled, published, and made available for distribution. This report is available to the media and any member of the campus community or members of their immediate family.
2. **Special Crime Alerts:** If circumstances warrant, special crime bulletins can be printed and distributed throughout the campus.
3. **Emergency Notifications/Timely Warnings:** When crimes occur on or near AlliedRx Institute of Healthcare property that pose a continuing threat to the safety or health of the campus community, immediate notifications will be made utilizing text message notification system.
4. **Electronic Mail:** In extreme situations, crime bulletins can be prepared and emailed to students utilizing the campus electronic mail system.

## **ACADEMIC PROGRAMS**

### **PHARMACY TECHNICIAN – CERTIFICATE**

Purpose: Pharmacy Technician prepares students to order, stock, package, prepare and dispense medications under the supervision of a licensed pharmacist. Students will prepare to take the National Pharmacy Technician Certification Examinations in order to become a Certified Pharmacy Technician (CPhT), blending medicine, math and chemistry, our Certificate Program prepares you for the National Pharmacy Technician Certification Board Exam and the Virginia Board of Pharmacy Licensure.

**OCCUPATIONAL OBJECTIVES:** Pharmacy technicians work in the following types of pharmacies: hospitals, retail, home health care, nursing homes, clinics, nuclear medicine, and mail order. Pharmacy technicians can be employed with medical insurance companies, pharmacy software companies, drug manufacturing and wholesale companies, food processing companies, and as instructors in pharmacy technician training programs. Currently, hospital, home health care, and retail pharmacies hire the majority of technicians.

**Admission Requirements:** Prospective students must be at least 18 years old to apply

GAINFUL EMPLOYMENT DISCLOSURE INFORMATION: Please see [www.alliedrxtraining.com/gainfulemployment](http://www.alliedrxtraining.com/gainfulemployment) to access gainful employment disclosure information for this program.

CURRICULUM: COURSES - Students must pass all classes with a Minimum of a 2.0 to be eligible for graduation

COURSES: (Descriptions of these course can be located on page 32 of the school catalog under course descriptions)

Basic Pharmacy  
Pharmacy Calculations

## ACADEMIC PROGRAMS

### PHLEBOTOMY TECHNICIAN- CERTIFICATE

Purpose: The Phlebotomy program prepares students for entry-level employment in hospitals, medical offices, and clinics with training in blood draw and preparation/processing of blood tests. It also prepares students to take the National Certification Examination in Phlebotomy through the National Health Career Association.

OCCUPATIONAL OBJECTIVES: This program is designed to prepare students to take the national certification examination in phlebotomy and become licensed to perform venipuncture procedures. This program prepares the student to pursue advanced certification as a phlebotomist and member of the medical laboratory team through additional education.

Admission Requirements: Prospective students must be at least 18 years old to apply

GAINFUL EMPLOYMENT DISCLOSURE INFORMATION: Please see [www.alliedrxtraining.com/gainfulemployment](http://www.alliedrxtraining.com/gainfulemployment) to access gainful employment disclosure information for this program.

CURRICULUM: COURSES - Students must pass all classes with a Minimum of a 2.0 to be eligible for graduation

COURSES: (Descriptions of these course can be located on page 32 of the school catalog under course descriptions)

Principles of Phlebotomy  
Phlebotomy Lab

## ACADEMIC PROGRAMS

### **BILLING & CODING – CERTIFICATE**

Purpose: This program is designed to provide the technical knowledge and skills, along with the practical experience, needed for employment as a Certified Medical Billing and Coding Specialist. Assisted by specialized computer equipment and software, medical records coders analyze and interpret the patient's record to determine the proper standardized codes that represent the patient's diagnosis and treatment. These codes may be used to create accurate standardized records, to maintain health statistics, or for billing purposes. The need for medical records coders will continue to increase as the health field continues to address reimbursement challenges and move toward a focus on quality improvement related to health care services. Upon satisfactory completion of the program, students will be eligible to take national accrediting exams offered by National Health Career Association.

OCCUPATIONAL OBJECTIVES: Medical Billing and Coders work in hospitals, doctors' offices, insurance companies, and government agencies

Admission Requirements: 18 Years of Age

GAINFUL EMPLOYMENT DISCLOSURE INFORMATION: Please see [www.alliedrxtraining.com/gainfulemployment](http://www.alliedrxtraining.com/gainfulemployment) to access gainful employment disclosure information for this program.

CURRICULUM: COURSES - Students must pass all classes with a Minimum of a 2.0 to be eligible for graduation

COURSES: (Descriptions of these course can be located on page 32 of the school catalog under course descriptions)

Fundamentals of Insurance  
Fundamentals of Coding

## **ACADEMIC PROGRAMS**

### **EKG TECHNICIAN – CERTIFICATE**

Purpose: This Certified EKG Technician Certification Program prepares students to function as EKG Technicians and to take the National Health Career Association Certification Examination. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

OCCUPATIONAL OBJECTIVES: EKG Techs are most often employed in hospitals. Employment opportunity is greater with other certifications like medical assisting and/or phlebotomy.

Admission Requirements: Prospective students must be at least 18 years old to apply

GAINFUL EMPLOYMENT DISCLOSURE INFORMATION: Please see [www.alliedrxtraining.com/gainfulemployment](http://www.alliedrxtraining.com/gainfulemployment) to access gainful employment disclosure information for this program.

CURRICULUM: COURSES - Students must pass all classes with a Minimum of a 2.0 to be eligible for graduation

COURSES: (Descriptions of these course can be located on page 32 of the school catalog under course descriptions)

Principles of EKG Technician  
EKG Lab

## **ACADEMIC PROGRAMS**

### **CLINICAL MEDICAL ASSISTANT – DIPLOMA**

Purpose: This program is designed to provide the technical knowledge and skills, along with the practical experience, needed for employment as a Certified Medical Assistant. Working in a doctor's office or clinic, clinical medical assistants help physicians carry out procedures, care for

patients, perform simple lab tests, and administer medications. This program provides students with a comprehensive learning experience, designed to provide, through lecture and clinical instruction as well as online learning, a body systems approach to the role of the medical assistant. Lectures cover the anatomy, medical terminology and medical conditions pertaining to each body system. Clinical instruction provides hands-on training of the procedures associated with each body system. Competency is verified through a skills check-off system. Upon satisfactory completion of the program, students will be eligible to take national accrediting exams offered by National Health Career Association.

**OCCUPATIONAL OBJECTIVES:** Medical Assistants work in hospitals, doctors' offices, healthcare facilities.

**ADMISSION REQUIREMENTS:** Prospective students must be at least 18 years old to apply.

**GAINFUL EMPLOYMENT DISCLOSURE INFORMATION:** Please see [www.alliedrxtraining.com/gainfulemployment](http://www.alliedrxtraining.com/gainfulemployment) to access gainful employment disclosure information for this program.

**CURRICULUM: COURSES** - Students must pass all classes with a Minimum of a 2.0 to be eligible for graduation

**COURSES:** (Descriptions of these course can be located on page 32 of the school catalog under course descriptions)

Fundamentals of Medical Assisting  
Fundamentals of Medical Specialties

## **COURSE EVALUATIONS**

In an effort to continued growth and alignment with our mission, values and purpose all students enrolled in a course will complete an end of course survey. This allows our governing board, faculty and staff to evaluate performance and make improvements whenever it is necessary. Course evaluations will be submitted electronically directly to the governing board.

## **ACADEMIC SUPPORT SERVICES**

Students that need additional academic support may reach out to their faculty and or Program Director to schedule an appointment. Services include but are not limited to (tutoring services/student services/ academic and personal advising).

Appointments for services can be made online at [www.alliedrxtraining.com](http://www.alliedrxtraining.com) and are based on faculty availability for in office appointments.

## **CAREER ADVISING AND PLACEMENT SERVICES**

Our primary mission of the Career Advising and Placement Services is to provide personalized career counseling services to our current students, faculty, staff, area employers, agencies and community. We assist by providing 1:1 counseling services regarding your career goals and needs. Our program is designed to help you map out your career path to reach your goals. All counseling sessions with career counselors are confidential. Career resources that are available;

- Career Counseling and Assessment Information
- Employment and Career Guides
- Job Listings including Local, Regional and State of Virginia
- Labor Market Data
- Cover Letter and Resume Building Classes/Seminars
- Area Career Fair Information
- On Campus Employer Recruitment

## **PRIVACY POLICY**

The Buckley Amendment, also called the Family Educational Rights and Privacy Act of 1974 (FERPA), and related federal regulations establish guidelines protecting the privacy of student records and give a student the right (subject to certain exceptions) to review her/his “educational records,” and, within forty-five (45) days of formally requesting to do so, to challenge and/or seek to amend the contents if she/he believes the records are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. FERPA also gives students the right to consent to the disclosure of personally identifiable information contained in the student’s education records, except to the extent that the law authorizes disclosure without consent.



## **COURSE DESCRIPTION**

### **Basic Pharmacy I**

This course provides students with the basic foundation and principles of becoming a Pharmacy Technician. As a certified pharmacy technician, you are the liaison between medical professionals, doctors, pharmacists, insurance companies and patients. You will receive and verify prescriptions and prepare patient medication. Topics discussed includes but is not limited to ; inventory, healthcare ethics and privacy, prescription filing process, federal regulations effecting pharmacy, routes of administration, compounding, aseptic techniques, brand and generic drugs, SIG codes, billing and insurance claims for prescriptions.

### **Pharmacy Calculations**

This course presents the essential math calculations and skills used by the Certified Pharmacy Technician. Course topics include; conversions, measurements, drug preparations, and registrations of equations required for IV delivery, unit doses, and preparation of solutions for adult and pediatric populations.

### **Principals of Phlebotomy**

This course introduces students to the practice of phlebotomy and the role of the phlebotomist in a healthcare settings. Students will learn about the phlebotomy equipment and about basic blood collection procedures. Special blood collection procedures, safety procedures, quality management, and legal issues are discussed. The importance of professionalism and good communication skills in the patient care environment are also covered in this course.

### **Phlebotomy Lab**

During this course students will utilize training equipment to practice and learn various blood collection techniques. This course includes hands on activities and simulations to prepare students for patient contact in the healthcare environment.

### **Fundamentals of Insurance**

This introductory course provides students with the basic principles and foundation needed to understand health insurance. Student will learn about the history of healthcare in the United States of America, concepts regarding healthcare, compare and contrast HMOs , PPOs, POS, individual and group insurance. Students will also learn about Medicare and Medicaid's regulations regarding coverage for healthcare services and reimbursement. Ethical issues in the healthcare billing environment and how to prevent claim denials with accurate medical coding.

### **Fundamentals of Medical Coding**

This course teaches students to identify and assign appropriate diagnosis, procedure codes and modifiers for healthcare reimbursement. Students will learn how to utilize ICD-10-CM, CPT and HCPCS to assign appropriate codes to a medical claim. Students will also learn how to apply the guidelines and importance of proper documentation for the processing of clean medical claims.

### **Principles of EKG**

This course prepares students to understand the basic principles of electrocardiography and ECG interpretation. Students will learn about ECG interpretation including myocardial infraction. Students will also learn about the electrical axis, infarct patterns, chamber hypertrophy and differentiating tachycardias will be presented.

### **EKG Lab**

During this course students will perform hands on training in learning how to perform and interpret EKGs. Students will learn proper placement of 12 Lead ECG and practical clinical skills needed to assess rhythm, heart rate, P-Wave forms, measurement of EKG intervals and segments. Students will also learn to evaluate other relevant waves.

### **Fundamentals of Medical Specialties**

This course provides a continuation of instruction of the Fundamentals of Medical Assisting and has a focus in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, phlebotomy, vital signs, and medical emergencies, lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

### **Fundamentals of Medical Assisting**

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, phlebotomy, vital signs, and medical emergencies, lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics

## **OWNERSHIP**

Ms. Shaunta N. Henderson B.S. Business Administration (Liberty University) M.S. Business Management (Liberty University), Certified/ Licensed Pharmacy Technician, Certified Medical Billing and Coder, Certified Phlebotomist

Ms. Henderson is the President, Program Director and only officer of AlliedRx Institute of Healthcare

## **ADMINISTRATORS**

Shaunta N. Henderson B.S. Business Administration (Liberty University) M.S. Business Management (Liberty University), Certified/ Licensed Pharmacy Technician.

Ms. Henderson is the President, Program Director and only officer of AlliedRx Institute of Healthcare

## **FACULTY**

Ms. Shaunta N. Henderson- B.S. Business Administration (Liberty University) M.S. Business Management (Liberty University), Certified/ Licensed Pharmacy Technician, Certified Medical Billing and Coder (CBCS), Certified Pharmacy Technician Certification Board Educator

Ms. Brittany Lawrence- Clinical Medical Assistant and Phlebotomy Instructor

Ms. Katlyn Logan – Phlebotomy and EKG Instructor

Mrs. Charlene Short- Pharmacy Technician Instructor

## **ORGANIZATION & GOVERNANCE**

AlliedRx Institute of Healthcare's organizational functioning is based on our mission statement, purpose and educational objectives and allows our key stakeholders, faculty and students to have a role in the betterment of administrative and learning outcomes. With our focus on growth and achievement, we provide an opportunity for active participation throughout our institute.

The administrative responsibilities of the governing board consists of

1. Establishing goals and expectations for all areas of the institute (administration, program curriculum, recruitment & retention, marketing/advertising, communitive initiatives, and student affairs);
2. Creating appropriate budget and guidelines for the allocation of financial resources for all aspects of institute campus management. All decisions regarding resource allocation will need the consultation, review, planning and execution of the Institute President.
3. Ensure open communication with Faculty, Staff and Students regarding developments and/ or changes within the institute and active participation in the process. Although these three groups will not have the ability to vote on campus matters, they will be provided the opportunity to engage in open dialogue regarding past, current and future processes and changes so that the President can make a sound determination regarding changes and improvements to the institute as a whole.
4. Providing transparency, accountability and showing commitment to Faculty, Staff and Students by exuding behaviors that is consistent with the institute mission statement and purpose. This allows us to lead by example and provide good institutional citizenship that allows our Faculty, Staff and Students to Follow.
5. Review and implement key institutional policies such as (institute catalog, and administrative procedures). Reviews will be conducted on an annual and quarterly basis to assess the strength and results of specific procedures.
6. Analyze retention and passing rates for all healthcare programs on a quarterly and annual basis.
7. Review and approve curriculum, textbook adoption, course materials, media and other relevant materials that align with the mission and purpose of AlliedRx Institute of Healthcare.

The administrative responsibilities of the Chief Operating Officer consists of

1. Ensuring that policies, procedures and structures established by the governing board is adhered to by all stakeholders. Policies and procedures that are not consistently met by

stakeholders will be presented to the governing board for review and consideration of amendments or deletions.

2. Ensuring that allocated financial resources and budgets are followed by administration. Budgets for specific areas of operation should be consistent with the fiscal budget set forth by the governing board. Any budget that exceeds the allocated budget is subject to review, investigation and correction to avoid any financial strife for the institute.
3. Ensure that Faculty and Institutional support are teaching the course curriculum in a standardized and approved method by the governing board. Any faculty that does not consistently meet or exceed the standardized curriculum set forth by the governing board will be coached and or reprimanded according to our human resource policy regarding program curriculum.
4. Creating a safe learning environment for Faculty, Students and Staff by measuring the effectiveness and results of policy and procedures regarding conduct and behavior.
5. Perform occasional grade audits of Instructional Faculty to ensure grading is consistent with our institute policies and ethics.