NOMS | ACADEMIC INSTITUTE

2025

# COURSE CATALOG

1230 Park Avenue, Amherst, OH 44001

440.368.1357
Fax 419.502.3627

*Registered Career School with the Ohio State Board of Career Colleges and School. Registration Number 2253.*

NOMS | ACADEMIC INSTITUTE

# Medical Assistant Program

## Recognized by the American Medical Technologist

### Mission Statement

The mission of the NOMS Academic Institute is to provide our community with qualified, professional, and competent medical professionals to coincide with the NOMS Healthcare Mission Statement.

The Medical Assisting Program at NOMS will help you to care for patients of all ages. The goal of the NOMS Medical Assisting Program is to educate individuals to become self-directed, responsible, contributing members of the Allied Health Community. Program is 800-Hours long including a 200 hour practicum

### Tuition and Fees for Current Term:

Registration Fee.....$100.00

Book Fee.....$500.00

Supplies Fee.....$650.00

Tuition.....$6,550.00

Total Cost.....$7,800.00

### Payment:

Alltuition and fees are payable for one quarter, semester or school term only. Payment is due prior to the start of classes each term.

### Admission Requirements

Admissioncriteriaregardingsecondary education must meet one of the following:

- High School diploma and/or transcript
- G.E.D Certificate

### Admission Procedure:

Acceptanceinto theprogramis based on completion of the criteria below, culminating into a review by program director and/or faculty. A possible individual interview may also be required. Applicants will be notified if accepted (by letter or email) or be notified if further information /submissions are needed.

For acceptance consideration the following must be completed and on file:

- Application
- High School Transcript and/or post-high school transcript (if applicable)
- Results of BCI criminal records check
- Completed Drug Screen from an Industrial Health Center
- Completed physical examination clearance form from either PCP or Industrial Health Center

Program Recognized and WIET approved
Program recognized by American Medical Technologists.
Approved WIET Workforce Development Program through Ohio Dept of Job and Family Services.

For more information or to start the enrollment process, contact: Glenn Hickman, BSGCA, CPPM, CMA (AAMA) Director - NOMS Academic Institute: 440-368-1357
Email: ghickman@nomsacademicinstitute.education

NOMS ACADEMIC INSTITUTE
Medical Assistant Program

# Course Outline

| Course | Course Hours | Requirements |
|---|---|---|
| MAC-001: Laws and Ethics | 60 hours | Core Requisite class for program |
| MAC-002: Medical Terminology and Basic Science | 80 hours | Pre-Requisite: Completion of MAC-001 |
| MAC-003: Medical Assisting Administrative Procedures | 80 hours | Pre-Requisite: Completion of MAC-001, MAC-002 |
| MAC-004: Medical Billing, Coding and Finance | 80 hours | Pre-requisite: Completion of MAC-001, MAC-002, MAC-003 |
| MAC-005: Advanced Anatomy and Physiology | 100 hours | Pre-Requisite: Completion of MAC-001, MAC-002, MAC-003, MAC-004 |
| MAC-006: Medical Assisting Clinical Procedures | 192 hours | Pre-Requisite: Completion of MAC-001, MAC-002, MAC-003, MAC-004, MAC-005 |
| MAC-007: Employability | 2 days - 8 hours | Pre-Requisite: Enrolled in MAC-006 |
| MAC-008: Medical Assisting Practicum | 200 hours | Pre-Requisite: Completion of all prior courses MAC-001 through MAC-007 |

| Term and Courses Found Therein | Course Hours | Total Tuition Amount for Term |
|---|---|---|
| Term 1:<br>• Legal Issues<br>• Medical Terminology<br>• Medical Assisting Administrative Procedures<br>• Medical Billing, Coding and Finance | 300 Clock Hours | $2,457.00 |
| Term 2:<br>• Anatomy and Physiology<br>• Medical Assisting Clinical Procedures | 300 Clock Hours | $2,457.00 |
| Term 3:<br>• Practicum | 200 Clock Hours | $1,636.00 |

For more information or to start the enrollment process, contact: Glenn Hickman, BSHCA, CPPM, CMA (AAMA) Director - NOMS Academic Institute: 440-368-1357
Email: ghickman@nomsacademicinstitute.education

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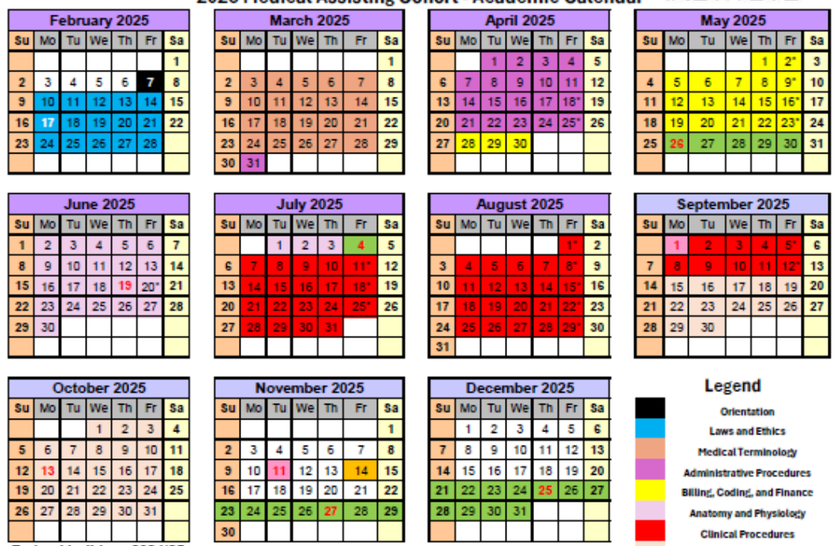
## 2025 Medical Assisting Cohort - Academic Calendar




**Federal holidays 2024/25**

| | | | | | |
|---|---|---|---|---|---|
| Feb 17, 2025 | Presidents' Day | Sep 1, 2025 | Labor Day | Dec 25, 2025 | Christmas Day |
| May 26, 2025 | Memorial Day | Oct 13, 2025 | Columbus Day | | |
| Jun 19, 2025 | Juneteenth | Nov 11, 2025 | Veterans Day | | |
| Jul 4, 2025 | Independence Day | Nov 27, 2025 | Thanksgiving Day | | |

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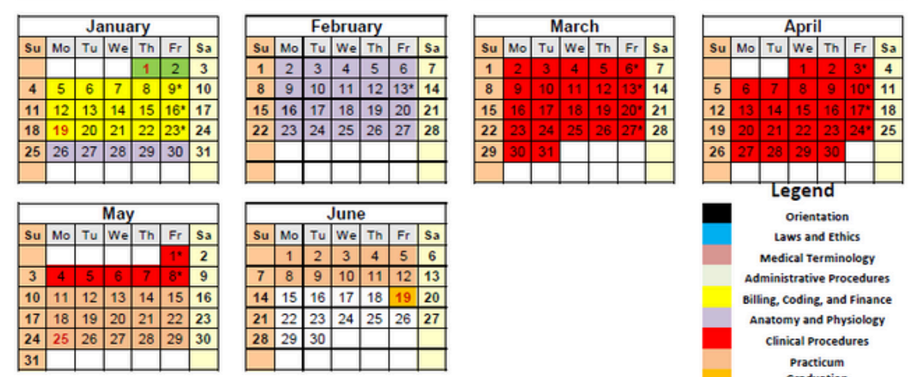
## 25/26 Medical Assisting Cohort - Academic Calendar




**Federal Holidays 2025**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Jan 1 | New Year's Day | May 26 | Memorial Day | Sep 1 | Labor Day | Nov 27 | Thanksgiving Day |
| Jan 20 | Martin Luther King Day | Jun 19 | Juneteenth | Oct 13 | Columbus Day | Dec 25 | Christmas Day |
| Feb 17 | Presidents' Day | Jul 4 | Independence Day | Nov 11 | Veterans Day | | |

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# Professional Medical Coding Program

## Recognized by the American Association of Professional Coders (AAPC)

### Mission Statement

The mission of the m NOMS Academic Institute is to provide our community with qualified, professional, and competent medical professionals to coincide with the NOMS Healthcare Mission Statement.

The Professional Medical Coder Program at NOMS will help you to provide professional services various coding skills and ensure medical practices are compliant and coding at the highest level possible. The goal of the NOMS Professional Medical Coder Program is to educate individuals to become self-directed, responsible, contributing members of the Allied Health Community.

## TUITION: $5,500*

Includes enrollmentfees,books, tuition,PracticodePracticum, certification exam fees and first year AAPC membership.
*Tuition cost doesn't include Medical Terminology and A&P for coders.*

### Tuition and Fees for Current Term:

Registration Fee.....$100.00

Book Fee.....$400.00

Supplies Fee.....$500.00

Tuition.....$4,500.00

Total Cost.....$5,500.00

### Admission Requirements

Admission criteria regarding secondary education.
Meet one of the following:

- High School diploma and/or transcript or
- G.E.D Certificate;
- Drug Screen
- BCI Background Check

### Admission Procedure:

Acceptance into the program is based on completion of the criteria below, culminating into a review by program director and/or faculty. A possible individual interview may also be required. Applicants will be notified if accepted (by letter or email) or be notified if further information /submissions are needed.

For acceptance consideration the following must be completed and on file:

- Application
- High School Transcript and/or post-high school transcript (if applicable)
- Results of BCI criminal records check
- Completed Drug Screen from an Industrial Health Center

### Program Recognized and WIET Approved

Approved WIET Workforce Development Program through Ohio Dept of Job and Family Services
Licensed Education Partner with the American Association of Professional Coders

For more information or to start the enrollment process, contact: Glenn Hickman, BSHCA, CPPM, CMA (AAMA) Director - NOMS Academic Institute: 440-368-1357
Email: ghickman@nomsacademicinstitute.education

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Professional Medical Coding Program

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## 2025 Professional Medical Coding - Academic Calendar

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| February 2025 | | | | | | |
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| March 2025 | | | | | | |
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| April 2025 | | | | | | |
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| May 2025 | | | | | | |
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| June 2025 | | | | | | |
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| July 2025 | | | | | | |
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| August 2025 | | | | | | |
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| September 2025 | | | | | | |
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| October 2025 | | | | | | |
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| November 2025 | | | | | | |
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| December 2025 | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**Legend**

- Holiday - Campus Closed
- Online Class
- In-Person Class
- Graduation

**Federal holidays 2024/25**

| | | | | | |
|---|---|---|---|---|---|
| Feb 17, 2025 | Presidents' Day | Sep 1, 2025 | Labor Day | Dec 25, 2025 | Christmas Day |
| May 26, 2025 | Memorial Day | Oct 13, 2025 | Columbus Day | | |
| Jun 19, 2025 | Juneteenth | Nov 11, 2025 | Veterans Day | | |
| Jul 4, 2025 | Independence Day | Nov 27, 2025 | Thanksgiving Day | | |

## 2025 Cohort A

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## 2025 Professional Medical Coding - Academic Calendar

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| February 2025 | | | | | | |
|---|---|---|---|---|---|---|
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| March 2025 | | | | | | |
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| 30 | 31 | | | | | |

| April 2025 | | | | | | |
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| 20 | 21 | 22 | 23 | 24* | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| May 2025 | | | | | | |
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| 18 | 19 | 20 | 21 | 22* | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| June 2025 | | | | | | |
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| 22 | 23 | 24 | 25 | 26* | 27 | 28 |
| 29 | 30 | | | | | |

| July 2025 | | | | | | |
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| August 2025 | | | | | | |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
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| September 2025 | | | | | | |
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| October 2025 | | | | | | |
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| November 2025 | | | | | | |
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| December 2025 | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**Legend**

- Holiday - Campus Closed
- Online Class
- In-Person Class
- Graduation

**Federal holidays 2024/25**

| | | | | | |
|---|---|---|---|---|---|
| Feb 17, 2025 | Presidents' Day | Sep 1, 2025 | Labor Day | Dec 25, 2025 | Christmas Day |
| May 26, 2025 | Memorial Day | Oct 13, 2025 | Columbus Day | | |
| Jun 19, 2025 | Juneteenth | Nov 11, 2025 | Veterans Day | | |
| Jul 4, 2025 | Independence Day | Nov 27, 2025 | Thanksgiving Day | | |

## 2025 Cohort B

# Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Each program will list the academic terms to which the refund policy will apply.

Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee and any book fees whereby the student has redeemed the access codes associated with said book.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
6. Book fees may only be refunded if the student has not redeemed their access codes

For additional information regarding withdraw policies, program policies, etc please see the handbook for the interested program

For more information or to start the enrollment process, contact:
Glenn Hickman, BSHCA, CPPM, CMA (AAMA)
Director - NOMS Academic Institute: 440-368-1357
Email: ghickman@nomshealthcare.com

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2025

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