NOMS | ACADEMIC INSTITUTE

2026 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

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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

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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: • Legal Issues • Medical Terminology • Medical Assisting Administrative Procedures • Medical Billing, Coding and Finance	300 Clock Hours	$2,457.00
Term 2: • Anatomy and Physiology • Medical Assisting Clinical Procedures	300 Clock Hours	$2,457.00
Term 3: • Practicum	200 Clock Hours	$1,636.00

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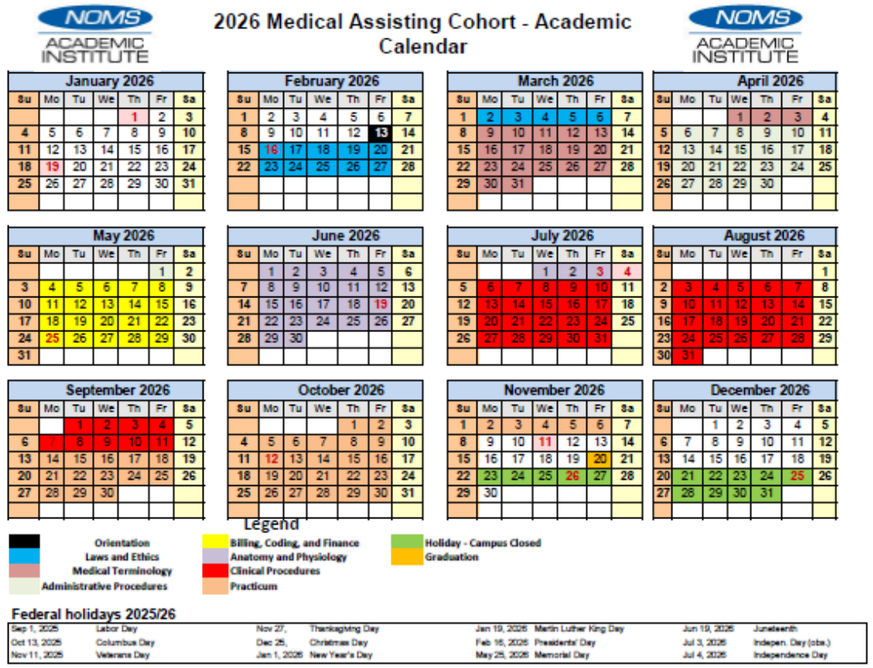
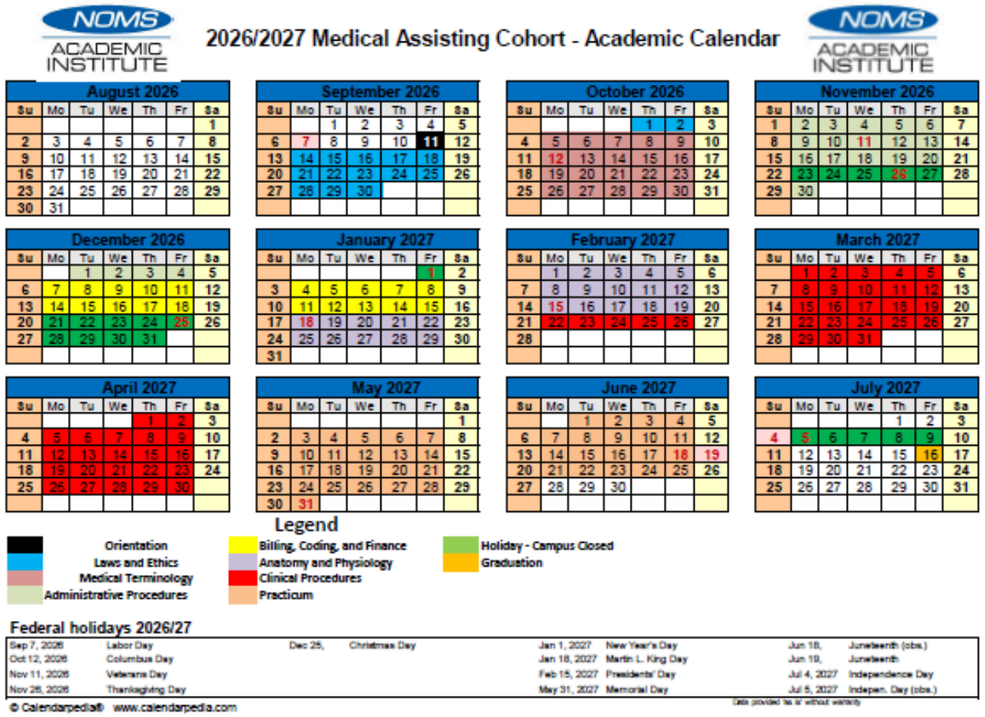




NOMS | ACADEMIC INSTITUTE

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

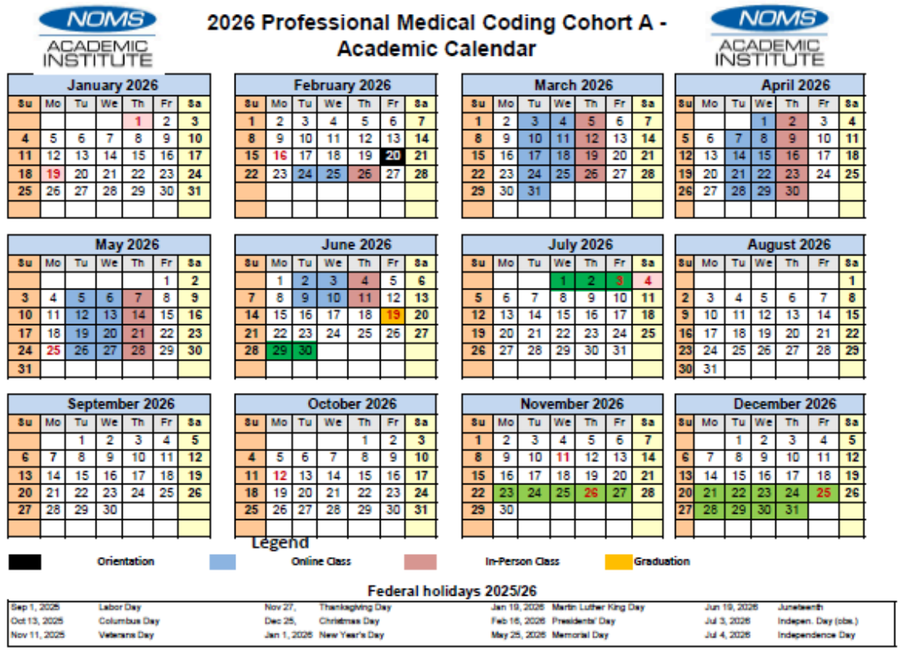
Program Recognized and WIET Approved

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

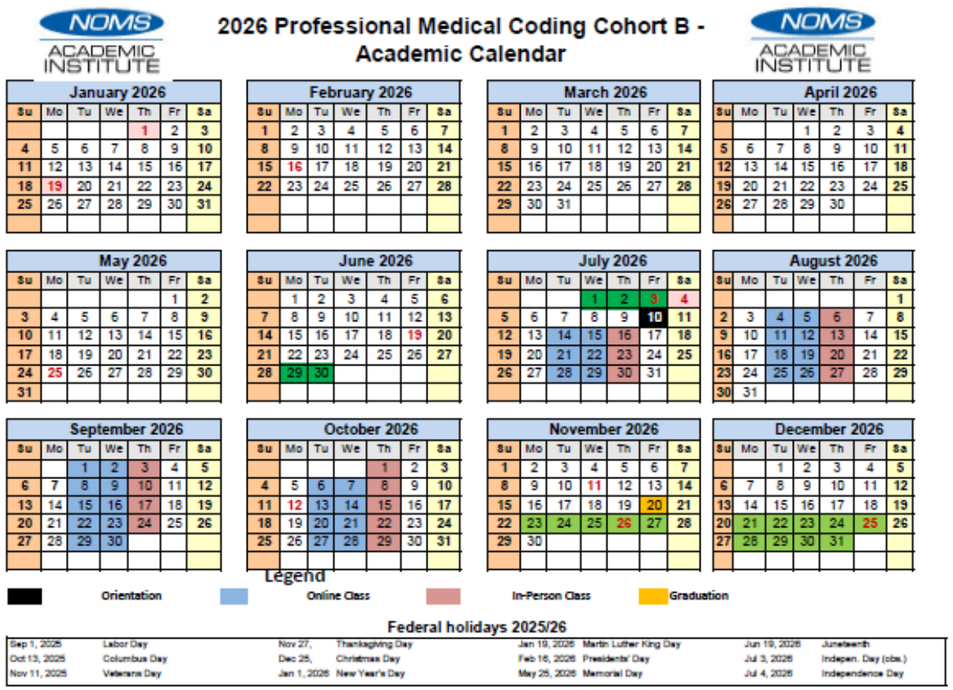
For more information or to start the enrollment process, contact: Glenn Hickman, BSHCA, CPPM,
CMA (AAMA) Director - NOMS Academic Institute: 440-368-1357
Email: ghickman@nomsacademicinstitute.education

NOMS ACADEMIC INSTITUTE
Professional Medical Coding Program

2026Cohort A



2026Cohort 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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