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**Southeastern Institute of Medical Technology**

Institutional Catalog Vol. 4 – 2025

67 Old State Hwy 56, Coalmont, TN 37313

(931) 315-9541

**GRACE Campus @ Dr. Harbolt Center**
www.southeasternmedtechtn.com

The Southeastern Institute of Medical Technology is authorized by the Tennessee Higher Education Commission. This Authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

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*“If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest.”*

*-Benjamin Franklin*

**About The Owner/Instructor**

Bonnie J. Eslick



*Bonnie J Eslick, AAS, CCMA, CPT, CIVT, CPCT, CBAT
Owner, CEO, Institutional Director, Lead Instructor*

*Bonnie graduated from Pheonix University High Tech Nashville in 2001*

*with an AAS Major in Medical Assisting and*

*A Minor in Medical Office Management*

*She is certified through NHA as a CCMA and a CPT.*

*Bonnie graduated from Hartman Professional Collectors Academy in 2012*

*She is certified through Hartman as a CPCT and CBAT*

*Bonnie graduated from National IV Association in 2024*

*She is certified through NIVA as a CIVT and a CIVT Instructor*

*Bonnie has over 35 years of experience in the medical field, with over 13 years as an instructor.*

**The Facility**



*“Teachers open the door, but you must enter by yourself.”*

Chinese Proverb



The facility is located at GRACE at the historic Dr. Harbolt Center in Coalmont, TN. It consists of over 4000 sq ft of space. There are 2 classrooms, multi-stall men’s and women’s bathrooms, very large auditorium, and a large commercial kitchen/break area.

Institutional Calendar

Medical Assistant Classes – Winter 1/13-5/9, Summer 5/12 – 9/5, Fall 9/8-12/19
Class Orientation Winter 1/6, Summer 5/5, Fall 9/3

Holidays

Spring, Summer, and Fall Break

SIMT Calendar 2024

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# Enrollment Procedure

# Prospective students will be required to go through a process of enrollment. Students can start pre-enrollment at any time for the class, though payment and acceptance will not be determined any sooner than 10 business days prior to class start date.

# Step 1: Complete a pre-enrollment checklist (listed in the catalog).Step 2: Complete enrollment packet and pay registration fees.Step 3: Be present for Orientation Day.

**Admission Requirements**

All prospective students are required to have at a minimum:

* A High School Diploma or;
* A High School Diploma Equivalency (GED) and;
* Must be able to provide transcripts
* Must pass a criminal background check
* Must pass a drug screen

*“Where the needs of the world and your talents cross, there lies your vocation.”*

*-Aristotle*

# Attendance Policy

Attendance is a key to success in this class. We do understand illness and family emergencies. However, it is detrimental to miss any number of days in class. Therefore, you are allowed **3 unexcused days** and an additional **2 excused days**. Any more than this could lead to expulsion or having to withdraw from the class. Excused absences must have a note or some documentation of the absence to be counted. Acceptable forms of documentation are at the discretion of the instructors and directors.

Tardiness also results in points towards an absence. If you are more than **10** minutes late, it will be a point. **3** points are equal to **1** absence.

You MUST inform the instructor of your absence with 2 forms of contact. First, you must send an email to your instructor stating the reason and duration of the absence or tardiness. If it is an excused absence, the excuse must also be emailed by the end of the day. Secondly, the student must text or call the instructor and let them know they will be out, and an email was sent. **IF THIS PROCEDURE IS NOT FOLLOWED, IT COULD RESULT IN NO CALL, NO SHOW AND SUBJECT TO DISMISSAL FROM THE CLASS.**

Work that was due the day missed, and the work that was given out the days(s) of absence, must be turned in the first day that you are back in class. **NO EXCEPTIONS**. Work that is failed to be turned in will receive a **0**.
Students who are removed from the program due to attendance might be re-admitted into the next program date according to circumstances.

**Wellness Check Policy**

We at SIMT want all our students and staff to remain well. To ensure the safety of our students and staff, we will be placing hand sanitizer throughout the classroom, and reserve the right to start checking temperatures, ask a student to wear a mask if they are coughing or sneezing, or denying entrance if an illness is observed. If the student is sent home, they will be expected to read the chapters that will be assigned for that day, as well as still complete any assignments due.

**Illness Policy**

Any temperature over 100.4 is considered a fever. Signs and symptoms of illness include but are not limited to: sneezing, coughing, nausea, vomiting, diarrhea, chills, body aches, fever, sore throat, etc.

* If you develop any illness with a fever, you must not attend class until you have been fever free for 24 hours.
* If you test positive for Covid, you will be asked to not return to class for five (5) days after symptoms first occurred **and** must be fever free for 24 hours. We will need the positive test result and/or a doctor’s note.
* In the case of a Covid illness, we will make provisions to get you the information that you missed during class. This might be notes from another classmate, zoom call for class, or recorded lectures.

**Student Satisfactory**

## **Grading Policy**

Each assignment is **mandatory** and must be turned in on their respected dates. Failure to turn in the assignments on time **will result in a zero**. Missed days will result in assignments due the next day in class. You must have a **75** final average to pass this class. There are four categories that will be graded, and each are weighted as follows:

* Homework =**5%**
* EHR/Virtual Labs =**15%**
* Quizzes =**20%**
* Exams = **25%**
* Final Exam = **35%**

You must pass the quizzes with a **70**, or you will receive a **0** for that grade. You will have **2** chances to take the quizzes, with a **10-point deduction** if you fail the first attempt. The exams will be highest score received of **3** attempts. Homework will be an attempt grade only, meaning if you complete the assignment, you will receive a **100**. Virtual Labs and EHR assignments will be graded by accuracy. These have unlimited attempts. GPA will be established at the end of the class according to the grading scale.

Must pass the final exam with at least a **70** to pass the class.

The grading scale is as follows:

**93-100 = A = 3.9-4.0**

**85-92 = B = 3.0-3.8**

**75-84 = C = 2.0-2.9**

**0-74 = F = 0**

**Progress Reports**

Progress reports will be given on week **6**, **9**, and **12**. These progress reports will cover individual hands-on performance, grades, and any disciplinary notes. If the student’s graded average in any category is less than **75%** at any time, they will be put on academic probation. If at 9 weeks, the students over-all average is less than **75%**, the student will be terminated from the course. The student may apply for a future class at a discounted rate.

**Student Conduct**

**Zero-Tolerance Policy**

We at SIMT are dedicated to having a professional environment that prepares students to enter the workforce. Because of that, our zero-tolerance policy is as follows:

* **DRUG ABUSE**: The use of illegal substances is forbidden. A random drug screen will be conducted for suspicion of drugs abuse, at the student’s expense ($25). If the drug screen shows any substance (without a prescription) as positive, the student will immediately be terminated from the program. Any student terminated for drug use will not be permitted to re-enroll to the program. Refusal of the drug screen will also result in termination.
* **ALCOHOL USE ON CAMPUS**: Any student caught consuming alcohol or coming to class inebriated will be terminated from the program and will not be permitted to re-enroll. A random alcohol swab will be performed on any student suspected of using alcohol 4 hours prior to or during class hours, at the student’s expense ($25). Positive results of alcohol use or the refusal of the alcohol swab will also result in termination.
* **CHEATING**: Any student caught cheating, or plagiarizing will automatically be terminated from the program and will not be permitted to re-enroll. Plagiarism can be defined as any image, material, or statements that someone else has created with relevant information used on one’s own work.

**Conduct Policy**

* Students will be always respectful to instructors and other students. Disrespecting staff or other students, arguing or classroom disruptions could be subject to termination with no possibility to re-enroll.
* Discord, conflict, or tension is subject to disciplinary notices, and according to the severity or multiple offenses, could lead to termination of the student. Student may or may not be allowed re-admittance according to the severity of the situation.
* Students must follow the dress code according to the course requirements listed. Any violation will result in a disciplinary note, and multiple offenses could result in termination.

**Cell Phone/Electronics and Social Media Policies**

* There will be no cell phone or electronic usage, including but not limited to, smart watches, computers, smart phones, etc. during the lecture time. Cell phones are to be put away in a bag, or in the student’s pocket during class time. If the student is observed using any of the above mentioned, there will be a disciplinary notice given for the first offense, the second offense is subject to expulsion. Emergency cases should be authorized by the instructor and one of the directors only.
* There will be no contact with the instructors or directors via social media (Facebook, Snapchat, Instagram, etc.) for the duration of the course. Any contact on these platforms will not be addressed.
* Instructors have set hours as listed above and will not be available outside of those times. Please respect these times and only contact outside of those times for emergencies only.

**Dress Code**

* Students are to wear their school uniform (scrubs) and close-toed shoes Tuesday through Friday. Hair must be worn up on all clinical days. Monday is “dress down” day and students are permitted to wear casual but appropriate clothing.
* Ear piercings are permitted. No dangling or hoop earrings on clinical days. Studs only.
* Fingernails are to be clean, natural, and free of paint, including clear. Nails can be no longer than ¼”.
* Facial jewelry including but not limited to nose rings, eyebrow rings, lip rings are not permitted on clinical days. Clear retainers may be worn on clinical days.
* Any other jewelry not mentioned is permitted, however, on clinical days, necklaces, studded or diamond rings, and bracelets should not be worn. We reserve the right to ask for a particular piece of jewelry to be removed.
* No perfumes, body sprays, or strong lotions.

**Prescription Drug Policy**

If a student is required to take prescription drugs that cause side effects that may hinder or affect the student’s ability to participate in class (drowsiness, nodding off, inability to focus, etc.) these prescriptions will not be permitted in the classroom, and students must refrain from taking such medications before class time. This poses a risk to other students and to the student taking these prescriptions. If any unusual behavior is noted in class, the student is subject to be asked to leave, or not able to participate in any class or clinical activity. If further activity occurs in the classroom after the first time, students are subject to another drug screen, at the student’s cost, and may be dismissed from the class. Students are also not permitted to take these prescriptions during the time spent in clinical sites.

**Our Medical Assisting Program**

**Objective**

Our 16-week program includes 14 weeks of in class instruction, including hands on clinical procedures, and a 2-week externship. Our goal at SITM is to produce high-quality medical professionals prepared to enter the workforce and to prepare the students for the National Certification Exams.

**Costs**

**Enrollment**
$200 – Registration/Administrative Fee
$2500 – Tuition
$175 – Textbook Rental / McGraw Hill Connect Ed fee
$2925 – Total Enrollment

**Optional**

$100 – Student MA tool kit
$50 – Graduation set (Required for participation in the graduation ceremony)
$50 – CPR Certification

$200 – Uniforms (Royal Blue scrubs (4) yours to keep or you may purchase your own)
$800 – NHA 2-year Certification Exams (6) CCMA $165, CPT, CET, CBCS, CMAA, CEHRS $125 each

$600 – Exam site fee ($100 per exam)

$1800 – Total Optional Cost

**Random / mandatory for externships at the hosp.**$25 – Drug Screen
$25 – Background Check
$50 – Total

$4775 - All Inclusive program cost

**Program requirements**

Student must have a passing grade of **75%**, a total of 300 contact hours that the student was present for (special circumstances, to be determined by the director, may be applicable), and must pass all the exams with a **70%** and complete all the clinical lab’s requirements.

**Placement Assistance**We at SIMT do not offer placement assistance and cannot guarantee placement after completion of the course. We do offer resume assistance and references.

**Credit Granted Policy**
SITM does not accept any credits for previous education, training, or experience.

**Refund and Cancellation Policy**

1. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars ($100.00).
2. A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.
3. If after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less administrative fee of one hundred dollars ($100.00).
4. If after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less administrative fee of one hundred dollars ($100.00); or
5. If after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution
6. For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.
7. When computing refunds pursuant to the default refund policy, the last day of attendance for a student shall be one of the following: (a) The date on the expulsion notice if a student is expelled from the institution; (b) The date the institution receives a written notice of withdrawal from a student; (c) When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or (d) The date the student fails to return from an approved leave of absence. (6) Pursuant to Rule .15(4) of these rules, the reconciled account statement must indicate the period of enrollment for which the student is being charged for each tuition charge. If the institution does not maintain the requisite account statement or the reconciled account statement does not clearly indicate the period of enrollment for which the student is being charged, the institution shall be liable for all refundable fees paid by or on behalf of the student.
8. The student will receive the refund within thirty (30) days of the date of exiting the program.

**Student Grievance Policy**

Any student at any time can file a complaint with the Institutional Director with the following information. Students are required to make an appointment with the Director or can also submit a letter to the Director with the following information:
Bonnie Eslick
67 Old State Hwy 56

GRACE Campus, Coalmont, TN 37313

Office: (931) 315-9541 Email:bonnie.eslick@southeasternmedtechtn.com

Once the student has filed the complaint, the Director will review the complaint, and the following actions will be taken:

* The Director will schedule an in-person meeting for more information if needed
* The Director will investigate and make a decision/resolve the issue brought forth within three (3) business days of receiving the complaint or within three (3) business days of the above-mentioned scheduled meeting.
* A written report will then be issued to the student and also placed in the student file for record keeping.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Post-secondary State Authorization.

Tennessee Higher Education Commission
Division of Post-secondary State Authorization

312 Rosa Parks Ave, 9th Floor,

Nashville, TN 37243
(615) 741-5293

**Transferability Disclosure**

Southeastern Institute of Medical Technology is a special purpose institution. That purpose is that our experienced medical professionals put your educational needs first. We are proud to provide a high-quality level of instruction, medical experience, and commitment to the success of all our students. Our goal is to produce high quality, allied health professionals that will serve our community with care, expertise, and kindness. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

**Equipment List**

All equipment listed is owned and maintained by Southeastern Institute of Medical Technology.

Textbooks – Used to learn and study

Microscope – Used to perform microscopy procedures

Electrocardiograph – Used to perform electrocardiograms

Sphygmomanometers – used to acquire blood pressure readings

Stethoscopes – used to auscultate the artery during blood pressure procedures

Venipuncture Supplies (multi-sample needles, winged infusion sets, syringes, hubs, blood collections tubes, tourniquets, coban, alcohol) – used to perform phlebotomy and injections

Centrifuge – used to separate blood

Chemstix – used to perform urinalysis

Doppler – used to auscultate the body

Suture Kit – used to practice suture removal

Staple Kit- used to practice staple removal

Lancets – used to lance the dermis

Glucometer – used to check blood sugar

Capillary tubes – used to collect capillary blood

Bacteriostatic water – used to practice injections

Mayo stand – used to practice sterile technique

Procedure kits – used to demonstrate sterile techniques and procedures

ICD & CPT books – used to practice coding technique

Rapid Tests – Strep A, Flu, H-pylori and Mono

TV Monitors – used to watch procedural videos