



## **Southeastern Institute of Medical Technology**

Institutional Catalog Vol. 3 – 2023

67 Old State Hwy 56 Coalmont, TN 37313

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**The Dr. Harbolt Center @ GRACE Campus**

[www.southeasternmedtechttn.com](http://www.southeasternmedtechttn.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*

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# Meet The Staff!

Bonnie J. Eslick



*Bonnie J Eslick, AAS, CCMA, CPT, CPCT, Owner, COO, Institutional Director Instructor*

*Bonnie graduated from High Tech Nashville in 2001 with an AAS in Medical Assisting. She also is certified through NHA as a CCMA and a CPT. Bonnie has over 30 years of experience in the medical field, with over 10 years as an instructor.*

Nicole Haynes



*Nicole Haynes, CCMA, CPT, APCT Owner, CEO, Educational Director, Instructor*

*Nicole graduated from Medical Response Institute in 2014 with a COC in Medical Assisting. She also is certified through NHA as a CCMA and a CPT. Nicole has over 8 years of experience in the medical field, with over 2 years as an instructor.*

Christy Argo



*Christy Argo, LPN, Instructor*

*Christy graduated from Tennessee College of Applied Technology, McMinnville Nursing Program in 2014, with her Licensed Practical Nursing diploma. She has over 8 years experience in the medical field and over 20 years of association in an educational climate.*



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

Chinese Proverb

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## Facility

The building, sitting on over 1 acre, consists of >4,500 sq ft. It has 2 large classrooms, a reception area, 2 offices, 2 large storage areas, >2,000 sq ft auditorium, large commercial kitchen, one single stall bathroom and one multi stall bathroom. The parking lot has ample space for well over 25 vehicles with a horseshoe style driveway. **\*Students are to be aware that the facility, in its entirety (excluding the restrooms), is being videoed and recorded 24 hours a day 7 days a week.\***

# Institutional Calendar

Medical Assistant Classes – Winter 1/30-5/19, Summer 5/22 – 9/8, Fall 9/18-1/5

Class Orientation Winter 1/2, Summer 5/8, Fall 9/5

Holidays - Memorial Day – May 29, Independence Day – July 4, Labor Day – September 4

Thanksgiving – November 22-24, Christmas December 25-26

## SIMT Calendar 2023

### JANUARY

S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### OCTOBER

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# 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 no sooner than 10 business days prior to the class start date.

Step 1: Complete a background check, and drug screen. We offer them on-site, or you can go to a certified location of your choice to have them done.

Step 2: If accepted, complete a pre-enrollment checklist (listed in the catalog).

Step 3: Complete enrollment packet and pay registration fees.

Step 4: 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

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

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# 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, if you miss **3 consecutive days, or 5 days total**, you will have to withdraw from the class or be terminated. This means if you are absent for 12 contact hours in a row, or 20 contact hours total, you will be dismissed. Attendance will be taken every night at class.

Tardiness also results in points towards an absence. If you are more than **15** minutes late, it will be a point. **5 points are equal to 1 absence.**

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 can be re-admitted into the next program date.

# 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 = **15%**
- Quizzes = **20%**
- Projects/Exams = **30%**
- Final Exam = **35%**

The final exams and projects will be over each category of the class: Phlebotomy, EKG, Billing and Coding, Medical Terminology and Medical Assistant. You must pass the exams and quizzes with a **70**, or you will receive a **0** for that grade. You have three chances to retake the exams, with a **10-point deduction** for retake. For example, if you retake the exam once, the highest score possible is a **90**, twice, **80**, third, **70**. If you do not pass the exam after three times, **you will receive a 0 for the grade.** GPA will be established at the end of the class according to the grading scale. You will have 2 chances to take the quizzes, with a **10-point deduction** if you fail the first attempt.

Projects will be graded by the effort put into them. Each project will have a requirement attached to them and a grading scale on them to show what is expected and to have the highest grade possible.

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 **3, 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 student's 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.

# 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 student for the National Certification Exams.

## Costs

### Pre-Enrollment

\$25 – Drug Screen

\$25 – Background Check

\$50 – Total Pre-Enrollment

### Enrollment

\$250 – Registration/Administrative Fee

\$2500 – Tuition

\$150 – Textbook Rental / McGraw Hill Connect Ed fee

\$150 – Scrubs/Uniforms (3 Sets)

\$3050 – Total Enrollment

### Optional

\$50 – Shoes (OSHA approved. Required for class, but can be purchased elsewhere )

\$25 – Stethoscope (Required for class, but can be purchased elsewhere)

\$50 – Graduation set (Required for participation in the graduation ceremony)

\$50 – CPR Certification

\$550 – NHA 2-year Certification Exams (4)

\$725– All Optional fees

\$3825 – 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  
P.O. Box 13  
Altamont, TN 37301  
(931) 259-7002

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, 9<sup>th</sup> 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.

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

Scale – used to weigh

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