



B. & D. A. Inc

Billing and Doctor's Assisting Inc.

CATALOG

2025

Certificate of Approval to operate issued by Illinois Board of Higher Education.

Division of Private Business and Vocational Schools

1 N. Old State Capitol Plaza, Suite 333

Springfield, IL 62701

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Billing and Doctor's Assisting Inc.

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The Billing and Doctor's Assisting Inc. does not discriminate on the basis of race, creed, religion, national origin, handicap, age, sex, or marital status in admission to and participation on its educational programs, or in its employment practices.

The Billing and Doctor's Assisting Inc. is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE) and Department of Veterans Affairs.

The Billing and Doctor's Assisting Inc. is not accredited by US Department of Education recognized accrediting body.

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Academic Calendar -Year 2025**Holidays**

Billing and Doctor's Assisting Inc. observes the following holidays:

New Year Day	January 1, 2025
Good Friday	April 18, 2025
Passover	April 12, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Rosh Hashanah	September 22, 2025
Yom Kippur	October 1, 2025
Thanksgiving Day	November 27, 2025
Hanukkah Begins	December 14, 2025
Christmas Day	December 25, 2025
Christmas Week	December 25-31, 2025

Regulations and Facilities

Philosophy

Billing and Doctor's Assisting Inc. is a technology and educational private business training organization that offers certificate programs designed to meet the needs of both individuals and businesses in the Chicagoland area. These programs provide specialized knowledge and intensive, well organized training in a wide variety of areas, suitable for obtaining employment or enhancing occupational skills. Each stand-alone certificate program at Billing and Doctor's Assisting Inc. are developed in direct response to the rapid and constantly changing environment in computer software and hardware sciences with addressing a different set of theoretical concepts and practical skills.

Billing and Doctor's Assisting Inc. believes that emphasis placed on gaining practical experience through a combination of lectures and demonstrations, complemented by laboratory exercises and homework assignments, is needed in order to provide a marketable employee. All of our courses are taught by practical and technical teachers that have years of experience applying the technology to actual projects and therefore know the real business needs.

Non-Discrimination Statement

B&DA Inc prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference.

Admission Requirements and Attendance

Billing and Doctor's Assisting Inc. accepts all applications without regard to religion, race, gender or creed. Billing and Doctor's Assisting Inc. invites applicants by mail and phone to the Main Office for an interview and the first free introduction lecture. Applicants will be given the opportunity to speak with instructors. In order to qualify for Billing and Doctor's Assisting Inc. courses; the applicant must have proof of High School graduation or GED or other equivalent and an interview. Prospective students are required to complete an enrollment application and, if payment was not done before, make payment according to a chosen financial plan. Additions in the registration list can be done during the first week of class. All enrolled students are expected to attend each class regularly; otherwise the instructor has to be informed by the student. Lateness for more than 30 minutes or leaving class early is classified as inappropriate behavior.

Absence from 15% of the required classes and more than 25% for students receiving GI Bill® benefits will prevent student from receiving a certificate.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

It is a requirement for VA students to maintain attendance of the program at a minimum of 18 Clock Hours weekly. If a veteran is less than 75% attendance rate, the instructor will notify the Administration Office to issue a written warning advising of the deficiency in attendance. If at the next periodic review the veteran has improved they will be taken off warning status. However, if at the next periodic review or sooner the veteran is still not at the mandatory minimum of 75% they will be terminated from the program. Any student absent for 14 consecutive days will be terminated from GI Bill® program.

Participation in the VA program requires satisfactory program progress in addition to regular attendance. At the end of each calendar week, both attendance and academic progress will be evaluated. At the end of each week, students not achieving a minimum academic grade of 75% and not attending 75% of program hours will be placed on warning status. After another calendar week elapses and the cumulative attendance and academic progress are not 75% the student will be placed on probation. Upon the following calendar week and subsequent evaluation, the student has still not reached the 75% cumulative minimum attendance and 75% required academic progress, the students will be terminated from program participation and their termination will be reported to the USDVA. Students may continue program although at their own expense as the VA will no longer pay.

Note: Billing and Doctor's Assisting Inc. considers each periodic review to be held every week to allow instructor assess and evaluate student performance, keep students engaged with their studies and provide them opportunities for improvement.

Certification Requirements and Grading Options

Billing and Doctor's Assisting Inc. certifies students who have completed corresponding course. The students are evaluated according to quality points that the B. & D. A. Inc. uses for all courses in all its programs:

Points	Grade
40 – 50	A –90% - 100%
30 – 39	B –80% - 89%
20 – 29	C –70% - 79%
10 – 19	D –60% - 69%
1 – 9	F –below 60%

A grade F or absence from more than 15% of the required classes in the program will prevent students from receiving certificate. There is a mandatory minimum of 70% passing grade for VA students using GI Bill® funds.

The Satisfactory Progress Policy found in the this Catalog applies to all students who are receiving federal veterans' education benefits (GI Bill®), except that these veterans must adhere to more stringent requirements as defined in this Addendum.

Certificate of completion will be issued upon satisfactory completion of course and full payment of tuition. In addition, a certificate for international students requires development and implementation of project assignment.

The Billing and Doctor's Assisting Inc. is not accredited by US Department of Education recognized accrediting body.

Billing and Doctor's Assisting Inc. does not accept transfer credits. The credits earned at Billing and Doctor's Assisting Inc. are not transferable to other institutions.

Credit for Previous Education and Training for Students receiving GI Bill® Benefits

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of B. & D. A., Inc. This credit will shorten the length and cost of the program proportionately. B. & D. A., Inc. maintains a written record of student previous education and training experiences which indicates that credit has been given, and evaluates their performance consistently during entire length of vocational training.

Placement Assistance Services

Billing and Doctor's Assisting Inc. does not provide Placement Assistance Services. Billing and Doctor's Assisting Inc. will provide each student with extensive resume assistance. There is also a job board located at the facility where many corporations post job requests.

Complaint Policy

Student complaints will be addressed by the institution.

Step 1: The student must follow the institution's complaint procedures.

- a) The student must make all attempts to resolve the matter directly with the institution and at first communicate with an instructor in regards this particular issue.
- b) In case of failure to communicate with an instructor, the student can report the incident to School Administration:

Pavlo Kyrychenko	President, Director of Education
Anna Denys	VP, Assistant Director
- c) The School Administration will meet with the student, discuss and open a file with fully documented complaint
- d) The School Administration will schedule the follow-up meeting(s) to get this matter resolved. The issue will be specifically outlined and addressed to party complaint was filed against.
- e) If no resolution is reached, students may then submit a complaint on the IBHE complaint website.

Step 2: Prepare to register a formal complaint with IBHE.

- a) After all attempts were made to resolve issue with the institution, IBHE may intercede with the institution depending upon pertinent laws governing agency insight, such as Private Business and Vocational Schools Act of 2012.
- b) Gather all documentation you have collected during your attempt to resolve the matter with the institution.

Step 3: Register a complaint using IBHE's Institution Complaint System at <http://complaints.ibhe.org/>, accessible through the agency's homepage (www.ibhe.org).

The IBHE online complaint site includes step-by-step instructions and key information about the complaint process.

You may register a new complaint or update an existing complaint. Providing personal information is voluntary. However, if you wish to remain anonymous, IBHE will not be able to contact you or address your formal complaint. Anonymous complaints will be reviewed, logged, and counted in IBHE reports about institutional complaints.

Facilities and Equipment

Institution will continue to be maintained and operated in compliance with all local, state, and federal ordinances or laws. Billing and Doctor's Assisting Inc. main office is located at 5309 N Lincoln Ave Skokie IL 60077, which has ample free parking. The facility is well lighted, has air-conditioned classroom and a dining room. Classroom is equipped with Pentium PC for each student and PC projectors, NT workstation. All PCs and workstations are connected to create a real network to provide a proper client/server, ODBC, Sybase, etc. training. The specialized library contains

computer reference books, films, slides, and visual teaching aids. In addition to scheduled classes students can use computers any time and are provided instructor assistance.

Billing and Doctor's Assisting Inc. offers the following kinds of courses:

- Complete Course is valuable for non-experienced people who want to receive true, actual, professional knowledge and find or change jobs.
- Advanced Course benefits experienced people who want to increase and improve knowledge.
- Short Course benefits both experienced/non-experienced people and gives fundamental knowledge about chosen field of science to use and understand it.

In addition to Open Enrollment Courses Billing and Doctor's Assisting Inc. offers On-Site Education for Companies that have audiences with similar training needs. On-site Education permits companies to adapt courses to their specific environment, goal, delivery mechanism, or curricula needs. Billing and Doctor's Assisting Inc. works closely with our clients to ensure that our training is targeted to the appropriate audience.

Billing and Doctor's Assisting Inc. provides an instructor assisted continuing self-education for students successfully graduated from any course with attendance laboratories and the use of computers scheduled for students after by request to the Director of Education. Although, to make it possible for participants to do assignment efficiently, instructors will be accessible both in person and through electronic mail.

Students who have registered for courses may obtain Billing and Doctor's Assisting Inc. laboratory equipment and home assignments according to course schedule. Billing and Doctor's Assisting Inc. provides continuing self education for students successfully graduated from any course with attendance laboratories and the use of computers scheduled for students by request to the Director of Education if appropriate space is available.

Transcripts

A student wishing to obtain a transcript must send a written request to:

B. & D. A. Inc.

5309 N Lincoln Ave

Skokie, IL 60077

Attn.: Educational Coordinator

Withdraw from Courses, Dismissal, and Canceled Class

Billing and Doctor's Assisting Inc. allows student withdrawal from courses, by letter addressed to the Director of Education in person. Simply ceasing to attend classes or notifying the instructor does not constitute an authorized withdrawal. Upon processing the withdrawal, the tuition charge will be reduced according to the schedule described in the part "Tuition, Fees, and Refund Policies" below in this document. Billing and Doctor's Assisting Inc. reserves the rights to dismiss any students whose conduct or attendance does not meet Billing and Doctor's Assisting Inc. educational rules. Student can be dismissed if he/she has been absent from more than 15% of the required classes in the applied courses, or has been involved in conduct disruptive to the education process or to the school property (e.g. fighting, disruptive/rude behavior, coming to class in with weapons, drugs, alcohol, etc.), or has not paid tuition payments as agreed. The dismissal procedure is issued after the second notice written by instructor and includes the following steps:

- An Exit interview will be conducted by the Director of Education;

- A revised tuition charge of refund based on the student's last date of attendance excludes the application-registration fee and is calculated according to the following schedule (Table #1).

A student who has been dismissed can apply for new enrollment.

Student has the right to cancel or terminate **Registration/Enrollment Agreement** at any time. Upon student's written notice of cancellation, Billing and Doctor's Assisting Inc. will provide a refund based on one of the following schedule (which is clearly discussed in the agreement that shackles a student and B.& D.A. as well as on Table #1 on the following page). Refund will be made within 30 days of the date of cancellation.

Billing and Doctor's Assisting Inc. reserves rights to cancel or postpone any course because of low or insufficient enrollment. When this occurs, the B. & D. A. will attempt to notify the students and/or companies before the first class meeting, complete refund will be mailed or given personally, if any payments were made.

Probation and Dismissal

B. & D.A. Inc. will place students failing to meet either the attendance or the academic progress requirements on probation for a period of one month.

B. & D.A. Inc. will reevaluate a student's progress at the conclusion of the probationary period. If B. & D.A. Inc. determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if B. & D.A. Inc. determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, B.& D.A. Inc. will terminate the student from the GI Bill® program.

B. & D.A. Inc., however, may grant a second probationary period of one month if extenuating circumstances warrant such action. B. & D.A. Inc. will reevaluate a student's progress at the conclusion of this second probationary period. If B. & D.A. Inc. determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if B. & D.A. Inc. determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, B.& D.A. Inc. will terminate the student from the GI Bill® program.

Reinstatement of Students Dismissed for Unsatisfactory Progress

Students dismissed for failing to meet standards of academic progress may not be re-admitted.

Statement on Attendance for VA Certification

The B. & D.A. Inc. will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). The requirement for Clock hour schools: This certification, in part, requires the B. & D.A. Inc. to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of clock hours per week and this failure results in a change of pursuit as defined by the USDVA, the B. & D.A. Inc. must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and the B. & D.A. Inc. The B. & D.A. Inc. strongly advises veterans to pursue their training as specified in the Enrollment Contract. The school is required to terminate the GI Bill® benefits once the student successfully completes the approved program in which they are certified.

Financial Aid

The students who qualify for Financial Aid programs can apply for WIOA (Workforce Innovation and Opportunities Act) assistance with IDES (Illinois Department of Employment Security), GI Bill® benefits, CEDA or through other Community Development organizations that are accepted by the school in order to provide equal career and educational opportunities for those in need.

Tuition, Fees, and Refund Policies

1. B. & D.A. Inc. will, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;
 - b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
 - c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
 - d. When a student has completed in excess of 5% of the course of instruction the school may retain the application registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
2. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non acceptance is made.
4. Application registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
5. Deposits or down payments shall become part of the tuition.
6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
7. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
8. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

9. B&DA Inc may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.

10. B&DA Inc will refund all monies paid to it in any of the following circumstances:

- a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
- b. the school cancels or discontinues the course of instruction in which the student has enrolled;
- c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

11. B&DA Inc will refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

VA Refund Policy

Veterans Administration tuition is subject to the following pro-rata refund policy and will be paid no later than 40 days from date of cancellation:

Percentage of Days in Class Completed by Student at Notice of Cancellation

Percentage of Tuition & Instructional Charges The School May Retain

Greater than 5% - 10%	15%
Greater than 10% - 15%	20%
Greater than 15% - 20%	25%
Greater than 20% - 25%	30%
Greater than 25% - 30%	35%
Greater than 30% - 35%	40%
Greater than 35% - 40%	45%
Greater than 40% - 45%	50%
Greater than 45% - 50%	55%
Greater than 50% - 55%	60%
Greater than 55% - 60%	65%
Greater than 60% - 65%	70%
Greater than 65% - 70%	75%
Greater than 70% - 75%	80%
Greater than 75% - 80%	85%
Greater than 80% - 85%	90%
Greater than 85% - 90%	95%
Greater than 90% - 100%	100%

VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, B. & D.A. Inc. will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

1. Prevent their enrollment
2. Assess a late penalty fee to
3. Require they secure alternative or additional funding
4. Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the VA's Certificate of Eligibility by the first day of class
- Provide written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Student must contact School Administration, VA School Certifying Official for all requirements:

Pavlo Kyrychenko

President, Director of Education

Anna Denys

VP, Assistant Director

**CLINICAL DENTAL ASSISTANT
(CERTIFICATE PROGRAM)**
COURSE NUMBER-DA, CIP CODE 51.0601

*CLOCK HOURS – 100 /consists of 50hrs classroom/theory and 50hrs lab/internship/practice/
LENGTH OF PROGRAM – 14 WEEKS*

Dental Assisting: After completion the course of Dental Assisting, which is involved in patient treatment and assists in all chair side procedures, students are articulate in the following:

- Assist dentist in diagnostic and surgical procedures
- Set up trays for dental procedures
- Sterilize and disinfect instruments
- Mix-up impressions and make casts
- Take and mounting X-rays
- Mix impressions and make casts
- Perform sterilization of equipment
- Prepare compounds for amalgams, composites
- Prepare partial and complete dentures

During study, the students learn basics of human dentistry, focusing on distribution and full vocabulary that involves the name and the place of every single tooth. Through more than 60 hours of practice, the students develop excellent technical and conceptual skills, enabling them to prepare patients for treatment, pass instruments and materials to the dentist, prepare fillings, take and develop X-rays in an expedient and efficient manner with least discomfort for the patient.

Dental assistants work in dental offices for individual dentists or a group of practices.

Admission: Proof of High School graduation or GED or other equivalent and an interview.

Weekly Schedule

Monday	6PM-9PM
Tuesday	6PM-9PM
Wednesday	6PM-9PM
Friday	6PM-9PM
Saturday	9AM-3PM

**ADMINISTRATIVE DENTAL ASSISTANT
(CERTIFICATE PROGRAM)**

COURSE NUMBER-DB, CIP CODE 51.0714

CLOCK HOURS – 30 /consists of 30hrs classroom/theory and lab assignments/

LENGTH OF PROGRAM – 12 WEEKS

Dental Reception and Billing: After completion the course of Dental Billing, which is involved in maintaining patient records, making appointments, and handling billing, students are articulate in the following:

- Charting and filing
- Insurance claim handling
- Dental billing procedures
- Operate with insurance agencies

This course is designed to provide students with basic knowledge of computers, give the necessary information on dental industry and patient relation and prepare to fully understand and use innovative dental software, which focus on billing, including running weekly and monthly account and insurance reports. Also explains data entry and scheduling.

Dental receptionists work in dental offices for individual dentists or a group of practices.

Admission: Proof of High School graduation or GED or other equivalent and an interview.

Weekly Schedule

Monday	6PM-9PM
Tuesday	6PM-9PM
Wednesday	6PM-9PM
Friday	6PM-9PM
Saturday	9AM-3PM

MEDICAL ASSISTANT
(CLINICAL MEDICAL ASSISTANT, PHLEBOTOMY TECHNICIAN, EKG TECHNICIAN,
PATIENT CARE TECHNICIAN/ASSISTANT, AMERICAN RED CROSS CPR/AED)
(CERTIFICATE PROGRAM)

COURSE NUMBER-MA, CIP CODE 51.0711

*CLOCK HOURS – 150 /consists of 80hrs classroom/theory and 70hrs lab/internship/practice/,
 LENGTH OF PROGRAM – 16 WEEKS*

Medical Assistant: After completion the course of Medical Assistant, which is involved in maintaining patient records, making appointments, and providing basic patient care, students are articulate in the following:

- Managing a multi-line telephone system and scheduling appointments
- Completing insurance claim forms and making financial arrangements with patients
- Providing basic patient care under direction of nursing staff and helping patients prepare for examinations and other office procedures
- Taking the medical history, assisting in admission, discharge, and/or transfer of patient to another unit or facility
- Assisting the doctor when requested to do so and communicating with other health care professionals using appropriate terminology
- Cleaning, sterilizing instruments and setting up equipment to be used by the patient
- Instructing patients regarding preparation for laboratory examinations
- Keeping patient area clean and the supply cabinet well stocked
- Principles of CPR and First aid

After the completion of the course, students will be able to draw blood in a professional manner with a fundamental knowledge of phlebotomy terminology, laboratory techniques, and utilization of universal precautions. During the course of the study students will learn the proper way of informing the patient on upcoming procedures, such as Electrocardiography and Holter monitoring, stress testing, and assistance with routine examinations.

Medical assistants work in medical offices for individual doctors or a group of practices.

This course is approved by National Health Career Association and American Red Cross Health & Safety Services Training program. The students are trained and upon successful completion of the course become certified by National Health Career Association and American Red Cross, as Certified Clinical Medical Assistant (CCMA), Certified EKG Technician (CET), Certified Phlebotomy Technician (CPT), Certified Patient Care Technician/Assistant (CPCT/A) and CPR for Healthcare Providers. These exams can be taken in the school's facility.

Admission: Proof of High School graduation or GED or other equivalent and an interview.

Weekly Schedule

Monday	6PM-9PM
Tuesday	6PM-9PM
Wednesday	6PM-9PM
Friday	6PM-9PM
Saturday	9AM-3PM

**CLINICAL AND ADMINISTRATIVE DENTAL ASSISTANT
(CERTIFICATE PROGRAM)**

COURSE NUMBER-DAB, CIP CODE 51.0601, 51.0714

*CLOCK HOURS – 130 /consists of 80hrs classroom/theory and 50hrs lab/internship/practice/,
LENGTH OF PROGRAM – 14 WEEKS*

Dental Assisting and Dental Billing: After completion the course of Dental Assisting and Dental Billing, the student will be proficient in both specialties and will provide value to any modern dental office. Having completed the combined course, the students will be able to obtain jobs in the industry having a large foundation to build upon.

For complete information on the course please refer to the Dental Assisting program on page 9, and Dental Reception and Billing on page 10.

This course is designed to provide students with basic knowledge of computers, give the necessary information on dental industry and patient relation and prepare to fully understand and use innovative dental software, which focus on billing, including running weekly and monthly account and insurance reports. Also explains data entry and scheduling. During study, the students will also learn basics of human dentistry, focusing on distribution and full vocabulary that involves the name and the place of every single tooth. Through more than 60 hours of practice, the students develop excellent technical and conceptual skills, enabling them to prepare patients for treatment, pass instruments and materials to the dentist, prepare fillings, take X-rays in an expedient and efficient manner with least discomfort for the patient.

Admission: Proof of High School graduation or GED or other equivalent and an interview.

Weekly Schedule

Monday	6PM-9PM
Tuesday	6PM-9PM
Wednesday	6PM-9PM
Friday	6PM-9PM
Saturday	9AM-3PM

**DENTAL ASSISTANT, MEDICAL ASSISTANT
(CERTIFICATE PROGRAM)**

COURSE NUMBER-DAMA, CIP CODE 51.0601, 51.0711

*CLOCK HOURS – 230/consists of 130hrs classroom/theory and 100hrs lab/internship/practice/
LENGTH OF PROGRAM – 16 WEEKS*

Dental Assisting and Medical Assisting: After completion the course of Dental Assisting and Medical Assisting, the student will be proficient in both specialties and will provide value to any modern medical and dental office. Having completed the combined course, the students will be able to obtain jobs in the industry having a large foundation to build upon.

For complete information on the course please refer to the Dental Assisting program on page 10, and Medical Assisting on page 11.

This course is designed to instruct the student in insurance claims processing procedures. After the completion of the course, students will be able to draw blood in a professional manner with a fundamental knowledge of phlebotomy terminology, laboratory techniques, and utilization of universal precautions. During the course of the study students will learn the proper way of informing the patient on upcoming procedure, Electrocardiography, Hematology, and assistance with routine examinations. Medical assistants work in medical offices for individual dentists or a group of practices. During study, the students will also learn basics of human dentistry, focusing on distribution and full vocabulary that involves the name and the place of every single tooth. Through more than 50 hours of practice, the students develop excellent technical and conceptual skills, enabling them to prepare patients for treatment, pass instruments and materials to the dentist, prepare fillings, take and develop X-rays in an expedient and efficient manner with least discomfort for the patient.

Admission: Proof of High School graduation or GED or other equivalent and an interview.

Weekly Schedule

Monday	6PM-9PM
Tuesday	6PM-9PM
Wednesday	6PM-9PM
Friday	6PM-9PM
Saturday	9AM-3PM

**MEDICAL BILLING and CODING
(CERTIFIED BILLING AND CODING SPECIALIST, CERTIFIED ELECTRONIC
HEALTH RECORD SPECIALIST)
(CERTIFICATE PROGRAM)**

*COURSE NUMBER-MB, CIP CODE 51.0713, 51.0714
CLOCK HOURS – 80/consists of 80hrs classroom/theory and lab/
LENGTH OF PROGRAM – 16 WEEKS*

Medical Billing and Coding: After completion the course of Medical Billing and Coding students are articulate in the following:

- Execute EHR work flows within healthcare facility, store, retrieve and manage backup of EHR data
- Coordinate patient flow within the office (e.g., scheduling, patient registration and verification, patient referrals and making financial arrangements with patients when necessary)
- Enter coding and billing information in the EHR and complete insurance claim forms
- Generate medical and insurance verification reports and patient statements
- Maintain accurate account balances by reviewing correctness of daily payments and adjustments
- Adhere to professionals standards of care as they pertain to medical records

The Medical Billing and Coding Program provide individuals with the basic fundamentals of medical insurance policies and procedures disciplines. This accelerated 80-clock program will cover the basic competencies of coding. The theory behind languages of diseases as it relates to acceptable collections codes recognized by the National Health Career Association (NHA). Development of computer skills and mathematic formations for familiarity with contracts issues, and various types of health insurance computations. Understanding medical terminology and utilizing it to recognize various report components of a medical record and its deficiencies. Each course is designed to enhance the occupational skills of individuals in preparing for entry-level positions as an insurance billing clerk, or claims processing clerk within the insurance industry.

This course is approved by National Health Career Association. The students are trained and upon successful completion of the course become certified by National Health Career Association, as Certified Billing and Coding Specialist (CBCS) and Certified Electronic Health Records Specialist (CEHRS). This exam can be taken in the school's facility.

Admission: Proof of High School graduation or GED or other equivalent and an interview

Weekly Schedule

Monday	6PM-9PM
Tuesday	6PM-9PM
Wednesday	6PM-9PM
Friday	6PM-9PM
Saturday	9AM-3PM

Catalog Addendum

Tuition Fees***Registration Fee (one time only) \$50.00**

Program Number	Program/ Course	Hours	Price US\$
DA	Clinical Dental Assistant	100	4,000.00
DB	Administrative Dental Assistant	30	1,000.00
MA	Medical Assistant	150	5,000.00
DAB	Clinical and Administrative Dental Assistant	130	5,000.00
MB	Medical Billing and Coding	80	4,500.00
DAMA	Dental Assistant, Medical Assistant	230	7,000.00

* Tuition fee schedules are issued as supplement to this catalog and may be obtained from the Admission office.

The cost of books, supplies, uniforms, registration and exam fees are covered by the school and the student will not be charged a separate fee for any of these items.

Appropriate books will be given to student before each class.

When necessary, B. & D.A. Inc. reserves the right to change tuition and/or curriculum without prior notice. Any changes in tuition and/or curriculum will not affect students already enrolled.

Payment Plans:

1. Pay in full before classes start date.
2. 20% of tuition must be paid before class start date and remaining 80% paid in 4 equal installments.
3. Other payment plans can be made by special arrangement with management.

Catalog Addendum

Program Length

Program Number/ CIP Code	Program/ Course	Program Start Date	Program End Date
DA / 51.0601	Clinical Dental Assistant	2 nd week of every other month, starting January with the next class start on 2 nd week of March respectively (e.g. 2 nd week of Jan, Mar, May, Jul, Sep, Nov)	2 nd week of every other month, ending April with the next class end on 2 nd week of June respectively (e.g. 2 nd week of Apr, Jun, Aug, Oct, Dec)
DB / 51.0714	Administrative Dental Assistant	2 nd week of every other month, starting January with the next class start on 2 nd week of March respectively (e.g. 2 nd week of Jan, Mar, May, Jul, Sep, Nov)	4 th week of every other month, ending March with the next class end on 4 th week of May respectively (e.g. 4 th week of Mar, May, Jul, Sep, Nov)
MA / 51.0711	Medical Assistant	1 st week of every other month, starting January with the next class start on 1 st week of March respectively (e.g. 1 st week of Jan, Mar, May, Jul, Sep, Nov)	3 rd week of every other month, ending April with the next class end on 3 rd week of June respectively (e.g. 3 rd week of Apr, Jun, Aug, Oct, Dec)
DAB / 51.0601, 51.0714	Clinical and Administrative Dental Assistant	2 nd week of every other month, starting January with the next class start on 2 nd week of March respectively (e.g. 2 nd week of Jan, Mar, May, Jul, Sep, Nov)	2 nd week of every other month, ending April with the next class end on 2 nd week of June respectively (e.g. 2 nd week of Apr, Jun, Aug, Oct, Dec)
MB / 51.0713, 51.0714	Medical Billing and Coding	1 st week of every other month, starting January with the next class start on 1 st week of March respectively (e.g. 1 st week of Jan, Mar, May, Jul, Sep, Nov)	3 rd week of every other month, ending April with the next class end on 3 rd week of June respectively (e.g. 3 rd week of Apr, Jun, Aug, Oct, Dec)
DAMA / 51.0601, 51.0711	Dental Assistant, Medical Assistant	1 st week of every other month, starting January with the next class start on 1 st week of March respectively (e.g. 1 st week of Jan, Mar, May, Jul, Sep, Nov)	3 rd week of every other month, ending April with the next class end on 3 rd week of June respectively (e.g. 3 rd week of Apr, Jun, Aug, Oct, Dec)

Start dates are projected but may change if there are a sufficient number of students to start a new program before this date.

Printing Date: June 2024

Catalog Addendum

B. & D.A. Inc. Catalog Policies for Students Receiving GI Bill® Benefits

SATISFACTORY PROGRESS POLICY FOR VETERANS

The Satisfactory Progress Policy found in this Catalog applies to all students who are receiving federal veterans' education benefits (GI Bill®), except that these veterans must adhere to more stringent requirements as defined in this Addendum.

Evaluation Time Frames

The B. & D.A. Inc. will evaluate veterans for attendance and grades at the end of each week for all approved programs.

Attendance Progress

A student must maintain a minimum of 75% attendance average each month in order to be considered making satisfactory progress. Any student absent for 14 consecutive days will be terminated from the GI Bill® program.

Academic Progress

The minimum grade average required, for theory and practical combined, is 75%.

Probation and Dismissal

B. & D.A. Inc. will place students failing to meet either the attendance or the academic progress requirements on probation for a period of one week.

B. & D.A. Inc. will reevaluate a student's progress at the conclusion of the probationary period. If B. & D.A. Inc. determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if B. & D.A. Inc. determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, B. & D.A. Inc. will terminate the student from the GI Bill program.

B. & D.A. Inc., however, may grant a second probationary period of one week if extenuating circumstances warrant such action. B. & D.A. Inc. will reevaluate a student's progress at the conclusion of this second probationary period. If B. & D.A. Inc. determines at this evaluation that the student is meeting both the attendance and academic progress requirements the student will no longer be on probation. Contrarily, if B. & D.A. Inc. determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, B. & D.A. Inc. will terminate the student from the GI Bill® program.

Reinstatement of Students Dismissed for Unsatisfactory Progress

Students dismissed for failing to meet standards of academic progress may not be re-admitted.

STATEMENT ON ATTENDANCE FOR VA CERTIFICATION

The B. & D.A. Inc. will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). This certification, in part, requires the B. & D.A. Inc. to report to the USDVA the amount of **clock hours per week** a veteran will be in attendance. If a veteran fails to attend the certified amount of clock hours per week and this failure results in a change of pursuit as defined by the USDVA, the B. & D.A. Inc. must report this issue to the USDVA. The B. & D.A. Inc. strongly advises veterans to pursue their training as specified in the

Enrollment Contract. The school is required to terminate the GI Bill® benefits once the student successfully completes the approved program in which they are certified.

Grading Scale

Grading Scale:

A = 92%-100%

B = 83%-91%

C = 74%-82%

D = 65%-73%

F = Below 65%

Graduation Requirements

A student will graduate upon successful completion of each course of their program of education. Successful completion requires **a passing grade of the minimum 75%** in each course of study, minimum of 75% attendance, and completion of each course of study within the specified time period for the program. Upon successful completion of the program a student will receive a certificate of completion from B. & D.A. Inc.

Credit for Previous Education and Training for Students receiving GI Bill® Benefits

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of B. & D.A. Inc. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences that indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation. Students need to present appropriate documentation to B. & D.A. Inc. prior to the start of class to receive credit for prior education and training.

Students Records

Students' records and transcripts are maintained by B. & D.A. Inc. and are available to students by calling or writing:

B. & D. A. Inc.

5309 N Lincoln Ave

Skokie, IL 60077

Attn.: Educational Coordinator

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

These policies apply to all approved programs offered by B. & D.A. Inc.

Institutional Disclosures by Each Program of Study per Annual Reporting Period

Program Name	Clinical Dental Assistant
Course Number	DA
1. The number of students admitted in the program during the 12-month reporting period	4
2. The number of students enrolled in the program during the 12-month reporting period who:	
a) Transferred out of the program and into another program at the school	0
b) Completed / graduated from a program	4
c) Withdrew from the school	0
3. The number of students enrolled in the program who were:	
a) Placed in their field of study	4
b) Placed in related field	0
c) Placed out of the field	0
d) Not available for placement due to personal reasons	0
e) Not employed	0
4. The number of students who took	
a) State Licensing Examination	
1) Pass	
2) Fail	N/A -No State Certification Requirement for this program
b) Professional Certification Examination	4
1) Pass	4
2) Fail	0
5. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	0
6. The average starting salary for all school graduates employed during the reporting period	\$17

Institutional Disclosures by Each Program of Study per Annual Reporting Period

Program Name	Administrative
Course Number	Dental Assistant
	DB
1. The number of students admitted in the program during the 12-month reporting period	0
2. The number of students enrolled in the program during the 12-month reporting period who:	
a) Transferred out of the program and into another program at the school	0
b) Completed / graduated from a program	0
c) Withdrew from the school	0
3. The number of students enrolled in the program who were:	
a) Placed in their field of study	0
b) Placed in related field	0
c) Placed out of the field	
d) Not available for placement due to personal reasons	0
e) Not employed	0
4. The number of students who took	
a) State Licensing Examination	N/A -No State
1) Pass	Certification
2) Fail	Requirement for this
b) Professional Certification Examination	program
1) Pass	0
2) Fail	0
5. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	0
6. The average starting salary for all school graduates employed during the reporting period	\$16

Institutional Disclosures by Each Program of Study per Annual Reporting Period

Program Name	Medical Assistant
Course Number	MA
1. The number of students admitted in the program during the 12-month reporting period	28
2. The number of students enrolled in the program during the 12-month reporting period who:	
a) Transferred out of the program and into another program at the school	0
b) Completed / graduated from a program	28
c) Withdrew from the school	0
3. The number of students enrolled in the program who were:	
a) Placed in their field of study	26
b) Placed in related field	0
c) Placed out of the field	0
d) Not available for placement due to personal reasons	2
e) Not employed	0
4. The number of students who took	
a) State Licensing Examination	28
1) Pass	28
2) Fail	0
b) Professional Certification Examination	28
1) Pass	28
2) Fail	0
5. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	2
6. The average starting salary for all school graduates employed during the reporting period	\$17

Institutional Disclosures by Each Program of Study per Annual Reporting Period

Program Name	Clinical & Administrative Dental Assistant
Course Number	DAB
1. The number of students admitted in the program during the 12-month reporting period	0
2. The number of students enrolled in the program during the 12-month reporting period who:	
a) Transferred out of the program and into another program at the school	0
b) Completed / graduated from a program	0
c) Withdrew from the school	0
3. The number of students enrolled in the program who were:	
a) Placed in their field of study	0
b) Placed in related field	0
c) Placed out of the field	0
d) Not available for placement due to personal reasons	0
e) Not employed	0
4. The number of students who took	
a) State Licensing Examination	
1) Pass	N/A -No State Certification Requirement for this program
2) Fail	
b) Professional Certification Examination	0
1) Pass	0
2) Fail	0
5. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	0
6. The average starting salary for all school graduates employed during the reporting period	\$16

Institutional Disclosures by Each Program of Study per Annual Reporting Period

Program Name	Dental Assistant, Medical Assistant DAMA
Course Number	
1. The number of students admitted in the program during the 12-month reporting period	2
2. The number of students enrolled in the program during the 12-month reporting period who:	
a) Transferred out of the program and into another program at the school	0
b) Completed / graduated from a program	2
c) Withdrew from the school	0
3. The number of students enrolled in the program who were:	
a) Placed in their field of study	2
b) Placed in related field	0
c) Placed out of the field	0
d) Not available for placement due to personal reasons	0
e) Not employed	0
4. The number of students who took	
a) State Licensing Examination	2
1) Pass	2
2) Fail	0
b) Professional Certification Examination	2
1) Pass	2
2) Fail	0
5. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	0
6. The average starting salary for all school graduates employed during the reporting period	\$17

Institutional Disclosures by Each Program of Study per Annual Reporting Period

Program Name	Medical Billing & Coding
Course Number	MB
1. The number of students admitted in the program during the 12-month reporting period	5
2. The number of students enrolled in the program during the 12-month reporting period who:	
a) Transferred out of the program and into another program at the school	0
b) Completed / graduated from a program	5
c) Withdrew from the school	0
3. The number of students enrolled in the program who were:	
a) Placed in their field of study	4
b) Placed in related field	0
c) Placed out of the field	0
d) Not available for placement due to personal reasons	1
e) Not employed	0
4. The number of students who took	
a) State Licensing Examination	5
1) Pass	5
2) Fail	0
b) Professional Certification Examination	5
1) Pass	5
2) Fail	0
5. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	1
6. The average starting salary for all school graduates employed during the reporting period	\$17