

Global Allied Health Solutions



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Allied Health Educational Review and Training Program

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Philosophy:

Education provides opportunities that can change generations to come. It encourages the utilization of skills, processes, intellect and creativity that potentially ignite the passion for learning that will last a lifetime; the ultimate goal being each student to become a productive citizen of our world and to reach his or her full potential.

To that end, Global Allied Health Solutions views each student as a unique individual whose learning style and attitudes may reflect his or her own interests, strengths, challenges, background, beliefs, experiences and personality. Taking the time to talk, listen and observe them in the classroom prove invaluable while keeping the diverse needs of the communities represented as a basis for economic development.

Collaborative efforts with community organizations that create community gardens, promotes fund raising for food banks, foster volunteerism and a pay it forward attitude, allow us to learn from each other, to improve as guides on our quest to educate and to offer the most relevant education possible for our students. It is our philosophy that the door to opportunity will open wide for the student, their family, the community, the economy and humanity in general.

Statement of Purpose/Mission:

Global Allied Health Solutions has established an Allied Health Educational Review and Training Program to prepare select candidates for certifications exams. This program that provides individuals an accelerated fast track direct pathway in fulfilling their career goals and objectives. We provide this approach in fulfilling those career goals and objectives by focusing our curriculum and training to prepare for the specific competencies examined within a particular field of study. By building on the concept of applied knowledge, competency testing is based on theoretical and clinical field standards. Successful completion of such testing results in certification by national accreditation agencies and associations.

By becoming eligible for certification you demonstrate a certain higher level of proficiency in a given area of study. Certification provides you with a competitive edge over counter parts with the same field of study that have not been granted certification and may very well be a deciding factor in determining promotion or advancement with in a particular career field. Certification is endorsed and preferred by a variety of hospitals, healthcare organizations, state and federal agencies and preferred by a variety of hospitals, healthcare organizations, state and federal agencies and health departments.

We provide you this educational review and training opportunity using highly skilled personnel who possess years of professional and clinical experience and expertise within their respective field of study. Our goal is to provide individuals eager to become health care workers with quality instruction, professional responsibility and the essential knowledge and skills to qualify them in their chosen career.

Administrative Staff Mission Statement:

Our faculty members are highly committed to both the academic and personal well being of our students. By engaging the community in which the school will be serving, we believe that it will make us responsive to student needs and accessible for tutoring, mentoring and direction while providing resources that point them to services that are beyond our scope of practice (such as counseling and/or therapy).

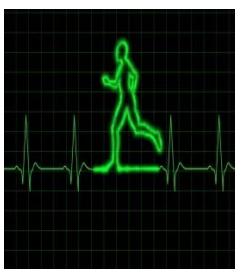
Review/Training Services



American Heart
Association



Global Allied Health Solutions Review and Training Program is dedicated to preparing and certifying students to fill existing job opportunities available within the healthcare industry. While we do not offer direct employment, through the Career Services Department, we assist students with resume writing, interview preparation and personal skill development. To accomplish this goal we have assembled knowledgeable health professionals to review and train students in health care fields as:



- Medical Administrative Assistant
 - Electronic Health Record Specialist
 - Phlebotomy Technician
 - EKG Technician
 - Patient Care Technician
 - Pharmacy Technician
 - Medical Billing and Coding Specialist
- The above offered programs require 120 instructional hours + 120 externship/clinical hours***
- Clinical Medical Assistant
program require 240 instructional hours + 120 externship/clinical hours
 - Surgical Technician
program require 480 instructional hours + 120 externship/clinical hours

Credentialing

Certification credentialing for the above listed technical fields of study will be issued, upon successful testing, by a national Allied Healthcare grantor, thus proving the students' certification throughout the USA.

Certifications for Basic Life Support, CPR, First Aid is issued, upon successful testing, by the National Safety Council Emergency Care Program, American Heart Association and the American Red Cross. IV Therapy, HIPAA and OSHA certifications are issued by the U.S Naval Medicorp Licensed Therapy Technical Program and the Global Allied Health Solutions Review/Training Program.

Accrediting Agencies, Approvals, and Memberships (pending)

- Accrediting Agencies
- Approvals
- Memberships

Administration, Staff, and Faculty

GAHS Administration

Sharnera Burgess, Executive Administrator

Faculty

Sharnera Burgess, Instructor

Xaiver R. Newman, Instructor

Board of Directors

Xavier R. Newman – President/CEO

Sharnera L. Burgess -- Chief Operations Officer

Ownership

Catalog Certification

Xavier R. Newman and Sharnera Burgess own and operate Global Allied Health Solutions, a nonpublic institution. They certify that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of Global Allied Health Solutions.

While this catalog contains a great deal of information, programmatic Student Handbooks may exist to complement this information, providing specifics on policies and procedures. Programmatic Student Handbooks are received by the student at orientation or Academic Services.

Admissions

All first-time students will be considered conditionally admitted to Global Allied Health Solutions and will not be eligible for Title IV federal financial aid while in this status. All of Global Allied Health Solutions' policies nevertheless apply to such student and they enjoy all the rights and resources of an officially accepted student during the conditional admittance period.

Students in non-degree-seeking/short-course programs, international students, and students transferring credit into specified courses will not be considered conditionally admitted. Students returning to school may be excluded from this policy based on a review of their academic record of previous coursework. While a student is conditionally admitted to the Global Allied Health Solutions, charges will accrue to the student's account; however, students choosing to withdraw during the conditional admittance period will not have any financial obligation to Global Allied Health Solutions other than the non-refundable enrollment fee, as allowed by state law.

Students who have submitted all required documentation in a timely manner, that is necessary to secure the method of payment for their tuition cost and fees, will be officially accepted into their program and will only then become eligible for Title IV federal financial aid and receive credit for their course(s). Global Allied Health Solutions will conditionally withdraw any student not meeting the criteria, and such a student will not owe any financial obligation to Global Allied Health Solutions except for the enrollment fee, which is nonrefundable, as allowed by state law.

Upon completion of all admission requirements, Global Allied Health Solution will review the information and inform applicants in writing whether they have been officially accepted. If an applicant is not officially accepted, all monies paid will be refunded with the exception of the non-refundable enrollment fee, as allowed by state law.

Payment is not accepted until after the student has received a copy of the enrollment agreement.

Admission Requirements and Conditions

1. A prospective student interested in Global Allied Health Solutions must:
 - a. be a highschool graduate (high school seniors are eligible to complete an Enrollment Agreement but cannot start class until submitting acceptable proof of high school graduation), or
 - b. possess a General Education Development (GED) certificate, or
 - c. possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state.

Evidence of high school graduation or equivalent must be presented. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If prospective students who currently reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

- d. be able to mentally and physically use the training for employment in the the field for which the training was assigned.
2. All prospective students must complete the required admissions documents, sign the Enrollment Agreement (must be signed by a parent or guardian if the prospective student is under 18 years of age), and submit the necessary fee(s) stated in the Tuition and Fees section.
3. All prospective students must meet with an Admissions Representative for an informational interview, which includes a campus tour.
4. Students may enroll through the end of the day on the Official Start Date as published in the Academic Calendar.
5. New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made.
6. For students using veteran benefits, all transcripts must be submitted and evaluated no later than two terms or modules after the student starts. This may require testing by examination to determine credit for previous education, training, or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. An official transcript translated into English by an appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.

7. Students must be able to speak, read, and write English fluently as all courses are taught in English.
8. Students must make satisfactory financial arrangements or complete the financial aid process and submit all of the required documentation.
9. Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. In certain programs, this documentation must be submitted prior to the first day of class in the student's first term.
10. If a national criminal background check reveals that a prospective student has a felony conviction or is listed as a registered sex offender, that student, as a result, will not be allowed to start or remain in classes or transfer to a different program.
11. Students may be required to undergo criminal background checks before being placed in an externship/practicum, clinical or fieldwork rotation or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may not be able to complete the externship/practicum, clinical or fieldwork portion of the program, which is a requirement for graduation from the program. Additionally, students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.
12. Some programs require students to pass a drug/chemical substance test that must be completed prior to the start date.
13. Many externship/practicum, clinical, and fieldwork sites require drug/chemical substance testing. It is the student's responsibility to comply with the requirements of his or her specific externship/practicum, clinical, or fieldwork site.
14. Once a start class is full, all remaining qualified prospective students may be placed on a waiting list for future start dates.
15. Results of a satisfactory national criminal background check must be received for the programs below. Other programs may require fingerprints as part of the background check. The cost of this fingerprinting may be the responsibility of the prospective student. Please see the Certifications, State Board, and National Board Exams section of this catalog.
16. Students who are not in attendance for at least 65% of any scheduled course will receive a zero for the course.

Eligibility

Acceptance requirements are determined by 3 or more of the following:

- ✓ Completion of Application (see below for application details and explanations)
- ✓ High School Diploma or GED Equivalent
- ✓ Work Related Experience
- ✓ Applicants enrolling under the Ability to Benefit Provision
- ✓ Completion of Educational Training Service Agreement
- ✓ Verification that the student has the ability to benefit

Application Processing

There is a non refundable application fee of \$70.00 dollars paid for orientation and/or administration cost. Student notification of acceptance or enrollment may be determined prior to receipt of payment.

Background Check/Information

Background check/information may be reviewed to determine whether individual may benefit from a particular review and training program. Eligibility for licensure may be limited by the results of criminal background investigation.

Policy of Nondiscrimination

Global Allied Health Solutions encourages diversity and welcomes applications from all minority groups. Global Allied Health Solutions does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Academic Policy and Procedures

Attendance

All students enrolled for a designated course or program must be in full time attendance. Students should strive to meet this attendance requirement in a punctual manner and be prepared to remain throughout the entirety of the program. Missed attendance of more than 25% may result in unsatisfactory completion and removal from the course or program. In the case of removal, obligations of any agreed service will be forfeited with no refund of monies secured. In the case of extenuating circumstances that result in 25% missed attendance, individuals may be considered for re-enrollment into an alternative program or course date and time. Additional cost may be incurred.

Attendance/Tardiness Policy

Global Allied Health Solutions emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Because much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Students arriving late for a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion.

New students must attend the first day of class of their first module or term. This also applies to students who reenter. In extenuating circumstances, exceptions can be made.

Dismissal Policy for Non-Attendance

The specific requirements relating to dismissal from the program due to nonattendance are:

- Students who are absent from Global Allied Health Solutions 14 consecutive calendar days (excluding Global Allied Health Solutions's holidays, breaks and emergency closures due to unforeseen circumstances such as weather) will be dismissed from the program.
- If a student starts a course late, time missed becomes part of the 14 consecutive calendar days.
- Students may follow the process presented in the Grievance Policy outlined in the campus catalog if they feel an error has been made in their attendance calculation.

Students who are not in attendance for at least 65% of any scheduled course will receive a zero for the course.

Make-Up Standards

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see that all missed work is made up in compliance with Global Allied Health Solutions guidelines.

Hours of make-up work will not be accepted as hours of class attendance, and make-up work is not permitted for the purpose of receiving veterans educational training benefits.

Following an absence, Global Allied Health Solutions recommends that students schedule a meeting with their instructor to review material missed and to attend appropriate tutoring and applicable make-up lab sessions. See make-up policy provided in enrollment packet.

Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. Global Allied Health Solutions reserves the right to suspend or dismiss any student who:

- exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or Global Allied Health Solutions, as addressed in the Conduct section of this catalog;
- fails to maintain satisfactory academic progress;
- fails to meet attendance standards; or
- fails to meet financial obligations to Global Allied Health Solutions.

Time on suspension will be counted as an absence from Global Allied Health Solutions and cannot exceed the allowable absences stated in the attendance policy.

Withdrawal from Global Allied Health Solutions

Global Allied Health Solutions expects that most students who begin classes at Global Allied Health Solutions successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and Global Allied Health Solutions require that students withdraw from Global Allied Health Solutions. Please refer to the Refund Policy located in the Financial Information section of the catalog for the Withdrawal after Cancellation Period, Cancellation of Enrollment Agreement, Notice to Students, and Refunds information. Students who determine the need to withdraw from Global Allied Health Solutions prior to completion must follow the steps below for an official withdrawal:

Withdrawal During the Conditional Admittance Period

1. Students must officially notify a Campus Director of their intent to withdraw, in person or in writing, by the end of the conditional admittance period. The conditional admittance period expires on the close of business on the 30th calendar day of the term.
2. Once students have officially notified a Campus Director of their intent to withdraw, Global Allied Health Solutions will process the Conditional Withdrawal form. Students who withdraw during the conditional admittance period will not have financial obligations or student loan repayment responsibilities other than the non-refundable enrollment fee, as allowed by state law.

Withdrawal After the Conditional Admittance Period

1. Students must officially notify a Campus Director of their intent to officially withdraw, in person, via telephone or in writing. Global Allied Health Solutions will make a reasonable effort to assist students in continuing their education.
2. Once students have officially notified a Campus Director of their intent to withdraw, Global Allied Health Solutions will process the Student Status Change or Request form, which includes the student's last date of attendance and will be signed by the student (for in-person withdrawals only). The student should meet with representatives of the Financial Aid Office and Business Office. The Business Office may answer questions regarding financial obligations to Global Allied Health Solutions and complete the refund calculation, and the Financial Aid Office may answer questions regarding any student loan repayment responsibilities.

3. The student will receive notification of the refund of any loan which will include the date the refund was made.

Leave of Absence

In accordance with Title IX, Global Allied Health Solutions will permit a leave of absence (LOA) due to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom for so long a period of time as is deemed medically necessary by the student's physician. Students wishing to take a leave of absence under this provision must provide Global Allied Health Solutions with documentation from a physician showing that such a leave of absence is medically necessary and must update that documentation as requested by Global Allied Health Solutions during the term of the student's leave. Upon return, the student will be reinstated to Global Allied Health Solutions with the same academic status as when the student began the leave of absence, dependent on availability of necessary courses. However, a student who does not return from the leave of absence or is unable to provide documentation will be dismissed.

Students must submit a written request for an LOA to the Director of Education. The Director of Education will review the student's request for eligibility for an LOA and ensure that all information and documentation has been provided. The student will be informed, in writing, of the decision to grant or deny the request for LOA by the Director of Education. The student must meet with the Financial Aid Department to determine the financial aid implications of taking an LOA.

Additional Provisions

- Students who fail to return to class on the scheduled date will be dropped from the program.
- Students making tuition payments to Global Allied Health Solutions remain under that obligation during an LOA.
- If students do not return following the leave of absence period, Global Allied Health Solutions must apply its refund policy in accordance with the applicable and published requirements.
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted an LOA.
- Military students called up for active military deployment should discuss their upcoming absence with the Director of Education.
- The following are acceptable reasons for an LOA for students who started before May 1, 2010. The total LOA cannot exceed 180 days within a 12-month period. Students who started after May 1, 2010 are not eligible for an LOA for any of the reasons listed below.
 - Injury or illness of a student that prevents the student from attending school:
Medical documentation must be received from the student's doctor or health care

provider stating the student is unable to attend school and the date upon which the student would be released to return to school.

Injury or illness of a student's immediate family member: Medical documentation must be received from the family doctor or health care provider stating the student must be available to care for the family member and the date the student would be available to return to school.

- Jury Duty: Students selected to serve on a jury are eligible to request an LOA. Court documents stating the time of service required of the student must be obtained prior to granting an LOA.
- Other unanticipated or extenuating circumstances: Students encountering unanticipated or extenuating circumstances not listed above may apply for an LOA by providing documentation of the circumstance.

****NOTE: No student(s) enrolled in other schools will be encouraged to leave that facility to attend Global Allied Health Solutions.**

Student Conduct

Students are expected to:

- ✓ Attend scheduled meeting dates and times assigned.
- ✓ Adhere to trainer's instruction during lecture and skills training.
- ✓ Complete all assignments and tasks (exams, quizzes, homework, practice procedures).
- ✓ Put forth effort and a commitment to participate, study and review materials assigned.

Participants of the any course or program may be dismissed for any of the following behaviors mentioned below:

- ✓ Physical and/or psychological abuse, threat, or harassment.
- ✓ Disrupting, obstructing or interfering with course(s) and program(s).
- ✓ Theft of equipment, products and supply materials.
- ✓ Disorderly, lewd, or obscene conduct.

Global Allied Health Solutions is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on Global Allied Health Solutions or externship/practicum, clinical, or fieldwork property:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of Global Allied Health Solution's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.

2. Theft, deliberate destruction, damage, misuse, or abuse of Institution property or the private property of individuals associated with Global Allied Health Solutions.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other Institution activities.
4. Being under the influence of alcoholic beverages or controlled substances on Institution or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products in Global Allied Health Solutions buildings and eating or drinking in the classrooms, or any location other than designated areas.
6. Failure to comply with Institution officials acting within the scope of their employment responsibilities.
7. Bringing animals on to Institution or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into Global Allied Health Solutions academic areas. Global Allied Health Solutions does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official Institution publications but announced as an administrative policy by an Institution official or other person authorized by the Campus President/Executive Director of Global Allied Health Solutions.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto Global Allied Health Solutions property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or Global Allied Health Solutions.
13. Improper use of e-mail and Internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
15. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "off" position while in the classroom.
16. Audio or video recording of any class or lecture offered at Global Allied Health Solutions or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into, an Institution facility or Institution-related premises.

20. All forms of gambling.

21. Being in the presence of or aiding/abetting any of the aforementioned conduct violations.

A student found responsible for involvement in any of the violations listed above may be sanctioned accordingly. Sanctions range from a written letter of reprimand up to immediate dismissal from Global Allied Health Solutions. Students dismissed for conduct violations will not be readmitted.

Graduation Requirements

In order to graduate, students must:

- ✓ earn the required total number of credit hours for the program and pass all required courses with minimum grades as prescribed in the catalog;
- ✓ complete all required coursework within the maximum time frame permitted and obtain a minimum CGPA of 2.0 (some courses require a minimum percentage for successful completion; review the programs section of the catalog for specific details on the program);
- ✓ return all property belonging to Global Allied Health Solutions;
- ✓ fulfill all financial obligations to Global Allied Health Solutions prior to graduation unless previous satisfactory arrangements have been made; and
- ✓ attend a Financial Exit Interview.

If satisfactory financial arrangements are not made, the graduation credential will be withheld.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to Global Allied Health Solutions including the name and address where the transcript should be mailed. Transcripts sent directly to the student will be marked to indicate they are unofficial copies. A fee will be charged for additional copies and must be paid in advance before they are processed. Official transcripts will not be released for students who have a past-due account with Global Allied Health Solutions.

Grading System

The grading system listed below is used for all courses. Letter grades are used for transcripts.

Numeric	Letter Grade	Quality Points
93-100	A	4.0
90-92.99	A-	3.7
87.89.99	B+	3.3

83-86.99	B	3.0
80-82.99	B-	2.7
77-79.99	C+	2.3
73-76.99	C	2.0
0-72.99	F	1.7
	AC	Academic Credit
	AU	Audit
	CC	CLEP Credit
	I	Incomplete
	P	Pass
	**	Repeated Course
	S	Satisfactory
	TC	Transfer Credit
	U	Unsatisfactory
	W	Withdrawal
	◆	Associated Course

- AC Academic Credit. An "AC" grade is assigned when a student needs to receive credit for a course due to a program or course change. Academic Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.
- AU Audit. A grade assigned to a course that is being audited; this grade does not have any credits attempted or earned, and therefore does not count towards MTF or POC, nor will it affect the student's CGPA.
- CC CLEP Credit. A "CC" grade is assigned to a student who presents evidence that he/she has taken and received the minimum score for earning college credit on the CLEP exam series, DANTES Subject Standardized Tests, or Advanced Placement Program credits. A "CC" grade is also assigned to students who test out of a required program course through the successful completion of a challenge exam. CLEP Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.
- I Incomplete. The grade assigned for incomplete course work that must be completed within a specified amount of time. The "I" grade is counted as credits attempted but not earned, and will not impact MTF, POC or CGPA.
- P Pass. This grade will count as credits attempted and earned, and will count towards MTF and POC, but not affect the student's CGPA.
- ** Repeated Course. Two asterisks next to the quality points indicate a repeated course.
- S Satisfactory. This grade is only used in remedial courses when a student has successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.
- TC Transfer Credit. Students transferring from another institution may be eligible for credit for courses they have already taken and assigned credits of "TC." Transfer Credit is counted as credits attempted and earned and will count towards MTF and POC, but will not affect the student's CGPA.

- U Unsatisfactory. This grade is only used in remedial courses when a student has not successfully passed the course, and will count as credits attempted and earned and will count towards MTF, but will not count towards POC or CGPA.
- W Withdrawal. Students receive a "W" if they withdraw from a course after the add/drop period listed in the campus catalog. This grade counts as credits attempted but not earned and will count towards MTF and POC, but not towards CGPA.
- ◆ Associated Course. A diamond symbol before the course code on a transcript indicates an Associated Course. An Associated Course counts as credits attempted and earned, and will count towards MTF, POC, and CGPA.

Repeated Courses

Students will only be allowed to repeat courses as required by Global Allied Health Solutions due to academic problems or attendance violations, and only as scheduling permits. Students are permitted to repeat courses under the following conditions:

- Students who previously passed a course may only repeat that course one additional time (two total attempts).
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts).
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculation.
- All final grades are reflected on the official transcript; repeated courses are designated by "**."
- Students who do not successfully pass a required course three times will be dismissed from the program. Students dismissed from a program for failing a required course three times cannot be readmitted into the same program or into another program that requires the same course.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.

An attempted course is defined as any course for which the student receives a grade. Students seeking to be readmitted into a program in which they have been dismissed for attempting without successfully completing a required course three times must successfully complete said course at another accredited postsecondary institution. In order for the course to be accepted for readmission, the course must meet the criteria for previous education and training (see the Prior Learning Assessment section of this catalog).

Failing or withdrawing from a course and the subsequent required repeats may interrupt the student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. Repeats may result in additional charges, including additional tuition.

Appeals Procedure

Appeals Procedure During the Conditional Admittance Period

Students who are conditionally withdrawn from their program for not meeting the requirements for official acceptance will have two business days to appeal their withdrawal. Students who appeal their conditional withdrawal may attend classes during the appeal process.

General Appeals Procedure

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the Grievance Committee. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement. The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the Grievance Committee's final decision.

Dress Code

Students are recommended to dress with respect to OSHA Standard Guidelines whenever participating in clinical procedures. We recommend all students involved in such clinical activities to wear scrub top or white lab coat or jacket, no sandals or open toes shoes. Students are to be made aware of certain safety materials such as PPE's that have been recommended and made available for purchase.

Safety Guidelines

Skill and procedures during training are performed under the supervision of practiced professionals in accordance with Standard Safety Guidelines. GAHS assumes no responsibility for damages as a result of negligence or misuse by those outside the "company" or as result of reasonable assumed risk. In case of emergency, documented contact(s) information may be used as appropriate along with appropriate state or community emergency servicing agencies. In order to secure the safety of our staff and student as well as provide a better learning experience our student:instructor ratio is 25:1.

Satisfactory/Unsatisfactory Completion

Individuals are awarded the Educational Review and Training Certification and become eligible for certification examination upon satisfactory completion of 75% of designated review/training time and completion of all assignments. Individuals failing to meet the attendance requirement or to participate and complete assignments will not have achieved satisfactory completion status for the respective course or program and are ineligible for certification by GAHS. Individuals who have not completed the program may seek additional review and training or re-enrollment into another course or program date and time. Additional costs may be incurred. Scholarships (if applicable) will be utilized for the reduction of tuition and/or additional costs.

Withdrawal Policy

Student may withdrawal from the program at anytime. Students must withdrawal in writing 2 weeks prior to start of the designated course program date and time in order to receive refund of any monies secured. Upon withdrawal from any course or program, entitlement or obligations of any agreed service will be forfeited.

Student Responsibilities

Students accepted into an academic program of study at Global Allied Health Solutions have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by Global Allied Health Solutions of all fees and financial obligations.
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive criticism of the services provided by Global Allied Health Solutions.
8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient

educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.

9. Students have the responsibility to conduct themselves in a professional manner within Global Allied Health Solutions, externship/practicum, clinical, and lab settings, and to abide by the policies of Global Allied Health Solutions.
10. Students are expected to conduct all relationships with their peers, Institution staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by Institution faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest of greater learning and better practice of the profession.

Student Interaction

Student interaction is considered to be an important component of the academic experience at Global Allied Health Solutions. Both the facility and class organizations are designed to encourage opportunities for student communication. Class assignments include group work and cooperative learning activities. Students are encouraged to contact their instructors if they wish to join study or special interest groups.

Personal Appearance

Students are required to dress in an appropriate manner while on campus and at the assigned externship or clinical location. Students should show concern for the appropriateness of dress while attending Global Allied Health Solutions and be guided by the principle that what is proper for the workplace is proper for Global Allied Health Solutions.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home, and time missed will be recorded as an absence.

Intellectual Property Protection and Ownership

Global Allied Health Solutions respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as to ownership of intellectual property.

Externship/Practicum, Clinical, or Fieldwork

In particular phases of study, some programs include an externship/practicum, clinical, or fieldwork experience that is completed without compensation. Although students are supervised by professionals at their site, they must continue to maintain contact with Global Allied Health Solutions Externship office and program faculty on a regular basis.

The following academic requirements must be met prior to starting the externship/practicum, clinical, or fieldwork:

- Students must have passed all required prerequisite courses as indicated in the catalog;
- Students may not have any incomplete grades for any prerequisites; and
- Students are required to have a minimum 2.0 GPA.

Global Allied Health Solutions may have program-specific eligibility requirements. Students should talk to their advisors regarding these. Documentation of required health examinations, pathology tests, and immunizations will be required for certain programs. This documentation must be submitted prior to a student's first day at his or her externship/practicum, clinical, or fieldwork site. The required documentation may vary by program and by externship/practicum, clinical, or fieldwork site. In some cases, this documentation may be required before a student can be assigned to the site. Delay in providing this documentation may delay or prevent a student's assignment to externship/practicum, clinical or fieldwork rotations and progression in the program.

Many programs require an orientation and/or preparation class prior to students being placed at an externship/practicum, clinical, or fieldwork site. Additionally, many programs require a certification exam preparation class at the conclusion of the program. Where required, these classes must be successfully completed in order to graduate from the program.

During externship/practicum, clinical, or fieldwork training, students are expected to perform in an ethical, safe, and professional manner, and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure, dismissal from the program, and failure to graduate.

Externship/practicum, clinical, or fieldwork hours may be scheduled during the day and are typically full-time, Monday through Friday. This will require night students to complete externship/practicum, clinical, or fieldwork hours during the day. Night hours are rarely available; therefore, students must not count on the possibility of working in the evening and may be required to make arrangements to complete the externship/practicum, clinical, or fieldwork during daytime work hours. Successful completion of the externship/practicum, clinical, or fieldwork is a requirement of graduation.

Because situations may develop within a particular organization outside Global Allied Health Solutions, scheduling issues may result in an occasional delay between the end of classes and the beginning of an externship/practicum, clinical, or fieldwork experience.

All externship/practicum, clinical, and fieldwork sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

Global Allied Health Solutions maintains affiliation agreements with a variety of facilities to provide students with externship/practicum, clinical, or fieldwork opportunities. Students should be aware that some facilities may have additional requirements that must be met prior to placement. If a student has a particular interest in a facility with which Global Allied Health Solutions is not affiliated, the student may bring this to the attention of the Externship Administrator or Program Director so the site may be evaluated.

Students may arrange the days or times of externship/practicum, clinical, or fieldwork only with written permission from Global Allied Health Solutions. If a student is absent from his or her site or training, both the site and Global Allied Health Solutions must be informed by the student.

The externship/practicum, clinical, or fieldwork facility will submit evaluations of the student's performance based on the standards set by Global Allied Health Solutions. Students must satisfactorily complete the externship/practicum, clinical, or fieldwork assignment and submit an approved verification of time completed in order to graduate. To complete the externship/practicum, clinical, or fieldwork in the time allowed, students may have to increase the number of hours spent on site beyond those normally required during classroom training. All required hours for externship/practicum, clinical, or fieldwork must be completed.

A reassignment of the externship/practicum, clinical, or fieldwork training will be evaluated on a case-by-case basis and may result in additional charges. Any costs associated with drug testing for externship/practicum, clinical, or fieldwork requirements are the responsibility of the student. If an externship/practicum, clinical, or fieldwork is required for a program, it must be successfully completed in order to graduate from that program.

Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified in any way upon program completion, and even if a student obtains certification, Global Allied Health Solutions does not guarantee job placement. Although certain programs are designed to prepare students to take various certification and licensing exams, Global Allied Health Solutions cannot guarantee students will pass these exams. Global Allied Health Solutions makes a reasonable attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Furthermore, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams. These students may also be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making application for certification or licensure.

Financial Policy

Enrollment Status

Global Allied Health Solutions is required on different occasions to report the number of students in full-time or part-time status. The amount of financial aid often depends on that status.

Full-Time: 12 credit hours per term
Three-Quarter-Time: 9 credit hours per term
Half-Time: 6 credit hours per term

Students with less than 6 credit hours per term are classified as less than half-time and qualify for limited financial aid.

Refund Policy

Applicants not accepted by Global Allied Health Solutions due to unsatisfactory results on a required criminal background check shall forfeit the enrollment fee. Applicants not accepted by Global Allied Health Solutions shall be entitled to a refund of all monies paid except registration fee of \$70.00.

Withdrawal after Cancellation Period

When any of the following occur, the effective withdrawal date for the student shall be:

1. The date the student notifies Global Allied Health Solutions of withdrawal or the date of withdrawal, whichever is earlier.
2. The beginning date of any term or module in which a student fails to start classes.

3. The first business day following any 14 consecutive calendar days of absences.
4. The date when Global Allied Health Solutions terminates the student's enrollment.
5. The date the student is scheduled to return from a leave of absence and fails to do so.

Cancellation of Enrollment Agreement

Global Allied Health Solutions will refund all payments made if the student requests cancellation to Global Allied Health Solutions within 10 business days (excluding Saturdays, Sundays and legal holidays) after signing the Enrollment Agreement and prior to starting school. After this period, the enrollment fee becomes non-refundable. As part of GAHS Commitment, students will have until close of business on the last day of the conditional admittance period to withdraw in order to obtain a refund of any other charges paid.

Notice to Students

Return of Title IV Refund Policy

The Financial Aid Office is required by federal statute to recalculate aid eligibility for students who withdraw, drop out, or are dismissed having completed 60% or less of a payment period or term. Recalculations are based on the following Federal Return of Title IV funds formula:

1. The Financial Aid Office will calculate the percentage of the payment period that the student has completed at the time of withdrawal. The percentage of the payment period completed equals the number of calendar days completed in the payment period divided by the total number of calendar days in the payment period (any scheduled break of five consecutive days or more is excluded from this calculation). The percentage of the payment period completed represents the percentage of aid earned by the student.

If the student completed more than 60% of the payment period, the student will have earned 100% of the federal financial aid for the payment period.

2. If the student completed 60% or less of the payment period, the Financial Aid Office will calculate the amount of aid earned by the student. That amount is determined by multiplying the total federal financial aid for the payment period times the percentage of aid earned by the student.
3. The amount of aid earned by the student is then compared to the total federal financial aid for the payment period.
4. If the amount of aid earned by the student is less than the amount of aid that was disbursed, Global Allied Health Solutions is required to return the unearned portion of the funds. In some instances, the student may be required to return a portion of the funds as well. Keep in mind that when funds are returned it may result in a tuition balance owed by the student.

5. If the amount of aid earned by the student is more than the amount of aid that was disbursed, Global Allied Health Solutions may owe the student a post withdrawal disbursement. This calculation concerning federal financial aid is separate and distinct from Global Allied Health Solutions Refund Policy, and may result in the student owing additional funds to Global Allied Health Solutions to cover tuition charges previously paid by federal financial aid prior to the student withdrawal.

Institution Refund Policy

All refunds due will be made within 45 days of the student's effective withdrawal date or cancellation. The last date of actual attendance is used in calculating any refund amount. All cash or funding other than Title IV will be refunded within 30 day of the last day of attendance, the date the student fails to enter, leaves the program, fails to return from a leave of absence or cancellation date.

If a student completes the total hours of the program in less calendar time than that published, the contracted tuition shall be fully earned by Global Allied Health Solutions upon the date of completion, and the student will not be entitled to any refund due to earlier completion.

Global Allied Health Solutions will refund 100% of any paid textbooks or equipment/supplies not issued. Any reusable books or equipment/supplies returned to Global Allied Health Solutions in good condition (unused, as determined by Global Allied Health Solutions) within 20 days of the withdrawal date will be fully refunded.

In case of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made, but in no event will the amount refunded be less than that reflected in the applicable refund schedule.

Review/training charges

Phlebotomy Technician \$1,300.00

EKG Technician \$1,300.00

Surgical Technician \$ 8,000

Medical Administrative Assistant 1,300.00

Patient Care Technician \$1,300.00

Pharmacy Technician \$1,500.00

Clinical Medical Assistant \$2,400.00

EHR Specialist \$2,000.00

Medical Billing & Coding Specialist \$ 1,300.00

BLS/CPR/First Aid \$150.00

HIPAA \$150.00

OSHA \$150.00

TECHNOLOGY FEE \$ 200.00

EXAM FEE \$150.00 (for all programs except Surgical Technician \$250.00)

Surgical Technician Exam Fee \$250.00

Note: Review/Training Charges covers cost of faulty instruction, facility cost, review and training materials. Transportation, meals, uniform(s) and certification exam fees are the expense of the student.

Financial Obligations/Refund Policy

Students must make arrangements for payment prior to enrollment and attendance of course or program. Students enrolled who assumes financial obligations are legally responsible for their own review/training charges and expenses.

A student who is enrolled and has made payment in full is entitled to all the privileges and services on behalf of GAHS stated within the Educational Training Service Agreement. A student who is delinquent in the financial obligation in accordance with the payment agreement is subject to exclusion from any or all privileges and services on behalf of GAHS stated within the Educational Training Service Agreement.

Individuals who withdrawal or cancel their enrollment in writing 2 weeks prior to designated date and time of scheduled course or program may be entitled to a full refund. Termination or withdrawal caused in part by the individual within 2 weeks of the designated date and time of scheduled course or program shall constitute a breach of contract and monies secured will not be refunded.

Complaint Procedure/Grievance Policy

GAHS encourages students to bring all complaints or grievances about academically related situations to its attention. Many questions or concerns that students may have can be resolved simply through discussion. A student may present a grievance through the following complaint and dispute resolution procedures. Global Allied Health Solutions will investigate all complaints or grievances fully and promptly.

A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or GAHS staff. Grievances may include misapplication of Global Allied Health Solutions policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other Global Allied Health Solutions employee. Students within the conditional admittance period will have two business days to appeal their final grade. Students who appeal their final grade may attend classes during the appeal process.

STEP 1

A student should first bring the grievance to the attention of the appropriate instructor or staff member.

STEP 2

The student should next bring the grievance to the attention of his/her Advisor, Director of Student Services, or Program Director.

STEP 3

Should the student's grievance not be resolved to the student's satisfaction after completing steps 1 and 2, or if steps 1 and 2 are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Director of Education.

STEP 4

Contact the Campus President/Executive Director.

STEP 5

Unresolved concerns regarding the grievance may be appealed within 14 days from the Campus President/Executive Director's decision to the Grievance Committee either in writing or by personal appearance. To appear at the Grievance Committee, make 24 an appointment through the Program Director, Director of Education, Director of Student Services, or Campus President/Executive Director. The Grievance Committee consists of the Director of Education, Director of Career Services, Director of Student Services (or Registrar if no such position exists on campus), the Program Director, and a faculty member from an unrelated program appointed by the Director of Education. The Grievance Committee will convene to review the grievance with the student, the instructor, and all other appropriate parties. The student has the option of representation at this hearing by a faculty member at Global Allied Health Solutions or an impartial student advocate. This advocate may serve as the student's advocate throughout the grievance process. The Grievance Committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and Global Allied Health Solutions. Written minutes of the grievance meeting will be distributed to those attending and will include a description of the outcome, the resolution reached, or the next steps to be taken within two working days of the meeting.

STEP 6

Contact the GAHS Director of Student Relations.

STEP 7

If the grievance cannot be resolved between GAHS and the student directly, the student may contact:

DELAWARE
Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 North French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us

For students residing in any state not listed above, a complete list of state agencies to which students may direct questions, concerns, or complaints is provided on the State Agencies page.

STEP 8

Schools must have a procedure and operational plan for handling student complaints. If a student does not feel that Global Allied Health Solutions has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to Global Allied Health Solutions for a response. The complainant will be kept informed as to the status of the complaint as well as the

final resolution by the Commission. A copy of the Commission's Complaint Form is available at GAHS and may be obtained by contacting Global Allied Health Solutions Disabilities Coordinator.

Additionally, other than for a grievance related to grades, students are encouraged, but not required, to utilize the Grievance Procedure described herein prior to proceeding with any demand for arbitration. Any dispute arising from enrollment at Global Allied Health Solutions, other than a dispute related to grades, and no matter how described, pleaded, or styled, will be resolved by binding arbitration under the Federal Arbitration Act conducted in the city in which Global Allied Health Solutions is located. The arbitration will be administered by Judicial Arbitration & Mediation Services ("JAMS") under JAMS' Streamlined Arbitration Rules and Procedures or other applicable JAMS rules. Any award rendered by the arbitrator may be entered in any court having competent jurisdiction. This arbitration provision summarizes and incorporates the arbitration agreement found elsewhere in the Institution's enrollment materials, including the Arbitration Agreement and Waiver of Jury Trial.

State Agencies

If a student's complaint cannot be resolved after exhausting Global Allied Health Solutions grievance procedure, the student may file a complaint with the agency from the list below that corresponds to the student's place of residence.

This list includes contact information for all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands and should not be construed as informative of what agencies regulate Global Allied Health Solutions or in what states Global Allied Health Solutions is licensed or required to be licensed. States, through the relevant agencies or Attorney Generals Offices, will accept complaints regardless of whether Global Allied Health Solutions is required to be licensed in that state.

DELAWARE

Delaware Higher Education Office
Carvel State Office Building, 5th Floor
820 North French Street
Wilmington, DE 19801-3509
dheo@doe.k12.de.us

Delaware Attorney General Consumer
Protection Wilmington:
820 North French Street, 5th floor
Wilmington, DE 19801
consumer.protection@state.de.us

MARYLAND

Maryland Higher Education Commission
6 Liberty Street

Baltimore, MD 21201

<http://www.mhec.state.md.us/career/pcs/grip>
e.asp

Maryland Attorney General Consumer
Protection Division
200 St. Paul Place
Baltimore, MD 21202
consumer@oag.state.md.us

[https://web.oag.state.md.us/editor/customer/
onlineformhelpers/formviewer.aspx?filenam
e=MUGeneral.htm](https://web.oag.state.md.us/editor/customer/onlineformhelpers/formviewer.aspx?filename=MUGeneral.htm)

Consumer Protection Hotline:
(410) 528-8662

Program(s) Outline

****All of our programs require students to take online classes through Saylor Academy. Students must choose a minimum of four classes. This allows our students to also gain college credit while enrolled.****

Phlebotomy Technician



Description:

As a Phlebotomy Technician, you'll draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes. As a CPT, you may perform some or all of the following tasks:

- Perform basic phlebotomy procedures
- Evaluate patients for ability to withstand venipuncture procedure
- Explain the venipuncture procedure and answer patient questions
- Perform basic point of care testing, such as blood glucose levels on patients
- Prepare blood, urine, and other body fluid specimens for testing according to established standards



Benefits to obtaining a Phlebotomy Certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise students in this certificate program will acquire professional skills needed to perform phlebotomy procedures (drawing blood).

Students will learn to perform medical asepsis techniques, blood collection, patient identification, finger sticks, venipuncture, heel sticks, and urine samples. Upon completion of this course students will have necessary real-world skills to practice confidently as a phlebotomy technician.

Courses

Medical Terminology

This course subject presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation.

Anatomy and Physiology

This course subject is a scientific study of the structure of the human body and its parts, including relationships, functions, and diseases processes of the cardiovascular, and respiratory systems.

Principles of Phlebotomy

This course subject discusses the process of blood collection for the purposes of testing and diagnostics. Students will be exposed to the role of a phlebotomist, quality assurance, anatomy and physiology of the circulatory system, safety, equipment, technicians, specimen collections, and special procedures.

Phlebotomy Procedures

This course subject is a review of laboratory and clinical procedures in a medical office. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures.

Blood Chemistry Analysis

This course subject introduces students to various methods of analysis used in clinical chemistry laboratories to assist in diagnosing, monitoring treatment, and preventing disease. It includes theory and analysis of chemical constituents of the blood. In addition, detailed theory, testing methodologies, reference ranges, clinical significance, and laboratory analysis of carbohydrates, proteins, lipids, and liver function tests are covered. After learning proper methods of specimen collection, preservation, and the processing of patient specimens, the students learn tests that measure carbohydrate metabolism including glucose testing for hyper and hypoglycemia.

Clinical Hematology I

This course subject is a basic hematology study of cells in the blood. Diseases and conditions that would result in abnormalities in laboratory tests performed are also discussed. Students are introduced to basic techniques in performing and interpreting tests of blood group serology. The ABO and Rh systems are studied with an emphasis on accurate grouping and typing, donation, blood components, hemolytic disease of the newborn, and transfusion practices. Additional topics of discussion include major hematological disorders with identification of typical findings on blood smears are emphasized. The anemia's and leukemia's are studied in detail; cytochemical stains are

introduced. The course subject also includes a study of the blood coagulation process, its theory and practice al application.

Clinical Hematology II

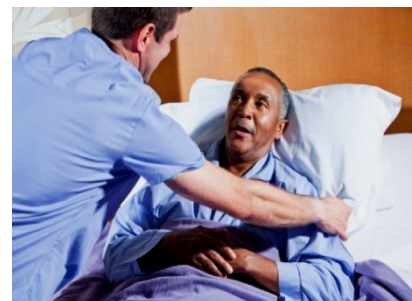
This course subject provides further instruction and study of the techniques of blood group serology, compatibility testing, and the selection of the proper blood component for the patient. Adverse reaction to blood products and reaction investigations are discussed. Lab procedures include the use and interpretation of commercial serology test kits. The serological diagnosis of infectious diseases such as spirochetes, streptococcal, viral infections, and HIV are discussed.

Patient Care Technician



Description:

Patient Care Technicians gain a broad foundation of knowledge and multi-skilled hands on experience, which expands the traditional role of patient care technicians to a more advanced cross-trained caregiver. Students learn enhanced skills to work with patients who have special needs due to disease or age. Students are also learned in the theory of electrocardiography and phlebotomy. Graduates may find employment in long-term care facilities, home health care agencies and clinics where bedside nursing are required as well as facilities where vital signs, chart documentation, patient escort and assistance with EKG, phlebotomy and stress testing are needed.



Students will be able to perform the following technical functions consistent with the responsibilities of a professional entry-level Patient Care Technician:

- Emotionally stable to allow professional interaction with patients and staff, to respect patient confidentiality, use reasonable judgment and accept responsibility for actions.
- Input of patient medical and demographic information
- Effectively communicate orally and in writing with patients, physicians and other medical personnel.
- Hearing ability to communicate with patients and medical staff and assess blood pressure using a stethoscope.

Courses

Medical Terminology

This course subject presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation.

Anatomy and Physiology I

This course subject is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the integumentary, digestive, urinary systems, nutrition and metabolism.

Anatomy and Physiology II

This course subject is a scientific study of the structure of the human body and its parts, including relationships, functions, and diseases processes of the cardiovascular, lymphatic, respiratory, and reproductive systems.

Basic Clinical Procedures

This course subject focuses on universal precautions in the medical environment, including understanding blood borne pathogens, HIV/AIDS hepatitis, and infection control. Basic theory, procedures and techniques are learned to include patient charting/documentation, vital signs, snellens chart screening and assistance with general and specialized physical patient examination.

Emergency Procedures

Students will learn CPR and first Aid Procedures.

Pharmacology

Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Included in the course subject are common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of prescriptions. In addition, dosage calculations and administration will be taught and practiced.

Medical Office Practice

This course subject introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communications, scheduling, medical records, documentation and filing. In addition, telephone techniques, etiquette and management/human resource skills will be covered.

Phlebotomy Procedures

This course subject is a review of laboratory and clinical procedures in a medical office. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures.

Electrocardiography

This course subject enables the student to perform electrocardiography (EKG) and recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is also included in the unit. Utilizing the skills learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmias and EKG changes.

Therapeutic Communications

This course subject encompasses the nonverbal and verbal therapeutic communication skills needed to deal effectively with physicians, family members, and other health care professionals. This course subject will also aid the student in developing appropriate techniques in dealing with change within the medical environment

Patient Care Techniques I

Training includes assisting with physical examinations, specific nursing treatments and procedures related to the care of patients in the hospital setting, and the operation and care of hospital equipment and supplies.

Patient Care Techniques II

Students are exposed to a variety of skills to prepare them for traditional medical practice settings. Some topics discussed in this course subject are legal and ethical aspects of nursing, communications, cultural considerations, basic nursing skills, medical administration, wound care, and caring for elderly.

Human Relations in Health Care

This course subject covers the legal and ethical conduct involving patients, colleagues, and other members of the healthcare team. Legal responsibility, professional liability, licensing, contracts and applications of the law in medicine are included. Human relations; psychosocial and mental disorders along with chronic disease states are also covered.

EKG Technician



Description:

As an EKG Technician, you'll operate machines that record the electrical activity of a patient's heart. EKG rhythms provide important data for the diagnosis of heart conditions. This program prepares students to operate an EKG machine and work as technicians in non-invasive cardiac diagnostic laboratory units in hospitals, diagnostic laboratories, medical clinics and facilities. Students will learn how to prepare patients for EKG mountings, operate a 12 lead EKG machine, and interpret EKG readings including identification of signs of advanced heart diseases and interpretation of advanced arrhythmias, hypertrophies and myocardial infarction. As a CET, you may perform some or all of the following tasks:

- Set up and administer EKGs, stress tests
- Prepare patients for Holter, or ambulatory monitoring
- Edit and deliver final test results to physicians for analysis
- Schedule appointments
- Transcribe physicians' interpretations
- Benefits to obtaining an EKG Technician Certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise.



Courses

Medical Terminology

This course subject presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation

Anatomy and Physiology

This course subject is a scientific study of the structure of the human body and its parts, including relationships, functions, and diseases processes of the cardiovascular, and respiratory systems

Electrocardiography

This course subject enables the student to perform electrocardiography (EKG) and recognize and interpret basic cardiac rhythms along with a trial, functional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is also included in. Utilizing the skills learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmias and EKG changes.

Advanced Electrocardiographic Interpretation

This course subject will prepare students to operate a 12-lead EKG machine utilizing the proper techniques of performing

Electrocardiograms, stress tests, and holter monitor exams. Students will be able to perform EKG mountings and tracings, will learn the cardiovascular system, and interpret EKG readings including recognition or normal and abnormal arrhythmias. Students will also become cognizant of advanced heart diseases such as myocardial infarction and congestive heart failure including interpretation of advanced arrhythmias, Hypertrophies, heart blocks, premature ventricular contractions, and fibrillations.

Cardiac Rehabilitation

This course subject studies the role of exercise in health and disease, specifically acute and chronic effects of exercise upon the cardiovascular system. Students explore therapeutic benefits of exercise intervention and rehabilitation for individuals with heart disease, diabetes, and obesity. Students are provided with an opportunity to gain knowledge and understanding of physiological principles and concepts related to clinical cardiopulmonary assessment.

Cardiovascular Invasive/Noninvasive Procedures

This course subject introduces the basic principles and applications of echocardiographic procedures. Emphasis is placed on the physical assessment, physical principles of cardiac ultrasound, and echocardiographic imaging planes. Upon completion, students should be able to identify echocardiographic views with application of echocardiographic principles. Students will explore purpose of specialized equipment and its utilization during invasive procedures such as coronary angiogram, percutaneous coronary intervention, balloon angioplasty, coronary stenting, atherectomy, intravascular ultrasound, angiojet thrombectomy, transesophageal echocardiogram, pacemaker implantation, peripheral implantation, peripheral artery angiogram/intervention, and EVLT procedures.

Job Placement

This course subject will prepare students for Proper Image, Dress, Resume, and How to Prepare For An Interview and other techniques to get them ready for job placement.

Pharmacy Technician



Description:

The Pharmacy Technician Certification Program is accredited by the National Commission for Certifying Agencies. Technicians who pass the Pharmacy Exam are granted the title of Pharmacy Technician.

Pharmacy technician, also sometimes known as a pharmaceutical technician, is a health care worker who performs pharmacy related functions, generally working under the direct supervision of a licensed pharmacist or other health professional. Pharmacy technicians work in a variety of locations, usually in community/retail and hospital pharmacies but also sometimes in



long-term care facilities, pharmaceutical manufacturers, third-party insurance companies, computer software companies, or in government or teaching.

Job duties include dispensing prescription drugs and other medical devices to patients and instructing on their use. They may also perform administrative duties in pharmaceutical practice, such as reviewing prescription requests with doctor's offices and insurance companies to ensure correct medications are provided and payment is received. In recent times, they also speak directly with the patients on the phone to aid in the awareness of taking medications on time

Individuals with Pharmacy Technician Certifications will typically perform work delegated by licensed pharmacists in accordance with state rules and regulations. As a CPhT, you may perform some or all of the following tasks:

- Receive written prescription requests from patients, and prescriptions sent electronically from doctors' offices
- In some states, you may process physicians' orders by phone
- Read the prescription, retrieve, count, pour, weigh, measure, and may mix or compound medications
- Establish and maintain patient profiles
- Prepare insurance claim forms and manage inventory

Questions requiring clinical knowledge, such as prescription and health questions, are always referred to a licensed pharmacist.

Benefits to obtaining a Pharmacy Technician Certification may include: more job opportunities, an increased pay scale, job security, and increased subject matter expertise

Courses

Medical Terminology

This course subject presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations introduced as related terms are presented.

Pharmacology

Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Included in the course are common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of prescriptions. In addition, dosage calculations and administration will be taught and practiced.

Pharmacology II

This course subject is a continuation of Pharmacology. Students will examine physiological effects and medicinal treatments of diseases related to the respiratory, gastrointestinal, cardiovascular, immune, renal, endocrine, reproductive, muscular and nervous systems. In addition, students will review the Physicians' Desk Reference and the Top 200 drugs used in today's most common diseases/conditions.

Pharmacy Calculations

This course subject covers a review of basic math and algebraic principles, including numerical systems, fractions, decimals, ratios, proportions, and percentages. Emphasis is placed on systems of measurement, concentrations, dilutions, allegations, and basic pharmacological accounting. This course also covers advanced technical dosage and pharmaceutical calculations. Students will learn to calculate dosages, milliequivalents, and IV flow rates.

Institutional and Community Pharmacy Operations

This course subject covers the process of reading and filling prescriptions in the ambulatory, community, retail, institutional, and hospital practice setting. The course also examines the evolution of health care up to and including an in-depth overview of the modern pharmacy in addition to the role of Pharmacy Technicians in home care, long-term care settings, and infusion.

Institutional and Community Pharmacy Lab I

In this course subject students will practice receiving, interpreting, entering, and filling various prescription orders common to community pharmacies. In addition, laboratory assignments will guide students through the documentation required by pharmacies. The course also introduces students to the machinery, equipment, software programs, and supplies used in pharmacies.

Advanced Administration Technique Lab

In this course subject students will learn current methods for administering and documenting medications in various practice settings. Topics will include the monitoring of medication therapies and the theoretical skills necessary for the intravenous admixture of advanced technique. Students will engage in patient case scenarios of common complications experienced in routine drug administration.

Pharmacy Maintenance, Safety & Quality Assurance Issues

In this course students learn an established procedure for purchasing pharmaceuticals, devices, and supplies including handling their receipt, storage, removal, and documentation. Students will also learn methods of handling hazardous wastes, sharps, and infection control. In addition, students learn to maintain the security of inventory, including deterring theft. Students learn as well to identify and report clinically significant adverse medication events (ADEs) and to participate in determining the presence of any similar potential ADEs. Finally, students are introduced to the concept of troubleshooting and the maintenance and repairing of pharmacy equipment and devices as well as the monitoring of medications to insure their use is congruent with the prescription/medication order for the patient.

Job Placement

This course subject will prepare students for Proper Image, Dress, Resume, and How to Prepare For An Interview and other techniques to get them ready for job placement.

Electronic Health Record Specialist



Description:

The Electronic Health Record Specialist Program prepares you for an administrative career in the healthcare industry. The program focuses on various healthcare information management subjects such as: integration of technology into healthcare, EHR, compliance with clinical standards, basic concepts in health data management, proper database management in a healthcare setting, privacy, confidentiality, and security with electronic health record and health information management, electronic means of communications with patients, and use of mobile and wireless communication in healthcare. As a student in the Electronic Health Records Specialist Program, you will receive training to prepare you certification: Electronic Health Records Specialist.



EHR Specialist duties will vary with size and specialty of the facility in which they may work. Many can specialize in varying areas or one aspect of the EHR such as entry level coders, encoding within a hospital setting, abstractors and or coding specialist, HIPAA Compliance Officers or HIM (Health Information Managers) and be over entire departments within larger healthcare facilities. The duties an electronic health records specialist may perform include but not necessarily be limited to:

- Assemble patient's health information to ensure information is complete and accurate
Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer
- Statistical and Data Analysis for Quality Improvement Measures
- Assist with special studies and research for public health agencies

- Compile medical care and census data for statistical reports on diseases treated, surgery performed, and use of hospital beds for clinical audits.
- Manage data backup, retention of records as well as maintain a variety of health record indexes, storage and retrieval systems.
- Work National Database Registries as a registrar, Contacts discharged patients, their families, and physicians to maintain registry with follow-up information, such as quality of life and length of survival of cancer patients.
- Work with department managers to review policies and develops new workflows for EHR, coordinates training resources and provides ongoing end user training.
- Assist with the daily operations of the office. Duties may include answering the phone, inputting notes from patient's charts, scheduling appointments and general reception area duties.

Courses

Medical Terminology

This course subject presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation

HIPAA

This course is an overview of the Health Insurance Portability and Accountability Act of 1996, Title II Administrative Simplification (HIPAA-AS). Topics to be covered include a background of HIPAA; overview of HIPAA-AS final rules; privacy, security, transaction standards, Red Flag rules and implementation solutions

Introduction to Electronic Health Records

This course will provide the fundamental knowledge of Electronic Health Records (EHR). Topics include an overview of the following: integration of technology into healthcare, clinical standard compliance, health data management concepts, EHR challenges. This course also includes a pre-certification review. Prerequisites: Medical Terminology

Securing Job Placement

Securing Job Placement Through Differentiation, Motivation, & Innovation. This course subject will prepare students for Proper Image, Dress, Resume, and How to prepare for an Interview. Students will also learn celebrity & industry tested marketing techniques to differentiate themselves and secure job placement in today's competitive job market. Students will also learn how to use innovation, motivation, and idea generation to create customized positions within any corporate culture.

Medical Billing and Coding Specialist



Description:

Performance Based Outcomes for Billing & Coding Specialist Training Programs as approved by the National Healthcareer Association. At the completion of this course, each student will be eligible to challenge the National certification exam in Billing and Coding Specialist. In order to become Billing & Coding Specialist, you will have to achieve a minimum passing score of 70% on the national certification exam.



Upon completion of the course, the student should be able to:

- Discuss an insurance company claim process.
- Discuss the process for obtaining authorization for additional treatment by a healthcare specialist.
- Discuss the authorization process for a patient requesting an initial appointment with a health care specialist.
- Discuss the difference between the terms “primary diagnosis” and “principal diagnosis”.
- Identify and properly use special terms, marks, abbreviations, and symbols used in ICD-9-CM coding system.
- Explain the format of the CPT system.
- Discuss the qualifications for a “preventative medicine visit”.
- Define the following terms, phrase and abbreviations:
 - Medical necessity
 - Subjective, Objective
 - Assessments
 - Operative report
 - OP notes

- Code diagnoses and procedures from source documents to complete insurance information on the HCFA-1500 claim form.
- State the four processing steps that must occur before a completed form can be mailed to the insurance company.
- Explain function of National Blue Cross and Blue Shield Association.
- List six categories of persons eligible for Medicare coverage.
- List and define seven types of insurance programs that are primary to Medicare.
- State the deadline for filing Medicare claims.
- List Medicaid federal guidelines.
- List services covered under the federal portion of Medicaid assistance.
- Explain how to verify a patient’s Medicaid eligibility.
- List Tricare eligibility categories.
- List and define the levels of Tricare coverage.
- List the categories of workers covered by the federal compensation program.
- List and describe types of workers compensation available at state level.
- Describe the correct billing procedures for workers compensation cases.
- Describe how to set up a filing system for completed claim forms.

Courses

Anatomy & Physiology

Anatomy and Physiology will familiarize each student with the structures and functions of the human body, and the special vocabulary used by health professionals to discuss problems of health and disease. Understanding the principles of anatomy and physiology will also help in making important health decisions. Anatomy describes the structures of the body -- their scientific names, composition, location, and associated structures. Anatomy (“a cutting open”) is a plan or map of the body. Physiology studies the function of each structure, individually and in combination with other structures (-ology = “the study of”).

Introduction to Computers I and II

Learn basic parts and function of the computer Learning to utilize email Utilize world wide web researching techniques Opening and creating files Editing word documents Saving documents Open and exit applications Creating essential professional office documents (memos and letters) Creating basic excel spreadsheets. Perform basic calculations. Use built-in spreadsheet functions Edit the contents of a worksheet Print spreadsheets

Health Insurance I & II

Describe information provided by different insurance identification cards. Understand the differences between participating and nonparticipating providers. Describe the difference between Medicare and Medicaid Discuss and determine the difference between Medicare Parts A, B, C, and D Differentiate between primary and secondary

payer List the eligibility requirements for Medicare and Medicaid Describe the difference between TRICARE and CHAMPVA Identify four eligibility requirements each for TRICARE and CHAMPVA Compare the four categories of state workers' compensation benefits Describe three classifications of work related injuries.

Human Relations, Professionalism and Communications

This course will help you master the capabilities demanded in today's tough business environment. You'll learn to strengthen interpersonal relationships, manage stress and handle fast-changing workplace conditions. You'll be better equipped to perform as a persuasive communicator, problem-solver and focused leader. And you'll develop a take-charge attitude initiated with confidence and enthusiasm. In short, the course will power you to move far beyond your comfort zone as you stretch for and attain ambitious new goals.

Medical Billing I & II

This course serves as an introduction to current medical software applications. Emphasis is placed on medical accounting records, patient scheduling, patient billing, and maintaining health records on the computer. Students will learn and practice the fundamentals of a computerized accounting system for a medical provider. Success in this course requires a basic level of competency with computers and word processing, spreadsheets, and database (electronic records) concepts

Medical Coding

This course introduces students to the ICD-9/ ICD-10/CPT codes for diagnoses given for procedures performed in the healthcare environment. Lessons will focus on understanding the format of the ICD-9/ ICD-10/CPT Manual. Students will be able to identify the 3 volumes and master the process of accurately using the manual to code diseases and procedures. The students will be applying the most appropriate diagnosis code with the goal of achieving medical necessity. Students will become familiar with the current ICD-9/ ICD-10/CPT Official Guidelines for Coding and Reporting

Medical Office Procedures

The front office administrative assistant duties are an important part of making the medical office run smoothly. Areas covered include: reception and appointment making, supplying and caring for the equipment and medical office facility, financial procedures, performing accounts receivable and accounts payable functions; and oral and written communication. Typing, and other applications will be practiced in a simulated medical office environment. Students also prepare for the externship experience.

Medical Terminology

This course introduces students to the spoken, written and abbreviated world of medical terminology. Students will be instructed in how to decode complex medical words by analyzing their prefixes, suffixes, and root words. Students will practice pronouncing, spelling and defining medical terms by working individually as well as via classroom exercises. Students will also receive instruction in the structure and workings of the human body.

Clinical Medical Assistant



Description:

Medical assistants must work under a physician's direct supervision when performing clinical duties delegated by the physician. In the US, some states allow medical assistants to perform more advanced procedures, such as giving injections or taking X-rays, after passing a test or taking a course. In some states, (e.g., Utah), there is little if any distinction between a surgeon's assistant and a medical assistant. Both may assist the physician or surgeon in any capacity that the supervising physician deems appropriate, including directly supervised incisions, administering local anesthesia, infusing tumescent anesthesia, aspiration of hypodermic fat, ablative laser dermal resurfacing and many other cosmetic procedures.



Medical assistants perform many administrative duties, including answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping. Duties vary according to laws of the jurisdiction and may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting during diagnostic examinations. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for X-rays, take electrocardiograms, remove sutures, and change dressings. They also facilitate communication between the patient and other health care professionals. According to the United States Department of Labor, job prospects for medical assistants are excellent since medical assisting is predicted to be one of the nation's fastest growing occupations through 2018.

Courses

Medical Terminology (EKG)

This course subject presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation

Anatomy and Physiology (EKG-Review)

This course subject is a scientific study of the structure of the human body and its parts, including relationships, functions, and diseases processes of the cardiovascular, and respiratory systems

Electrocardiography

This course subject enables the student to perform electrocardiography (EKG) and recognize and interpret basic cardiac rhythms along with a trial, functional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is also included in. Utilizing the skills learned, the student will be able to identify and respond appropriately to life threatening cardiac arrhythmias and EKG changes.

Advanced Electrocardiographic Interpretation

This course subject will prepare students to operate a 12-lead EKG machine utilizing the proper techniques of performing electrocardiograms, stress tests, and holter monitor exams. Students will be able to perform EKG mountings and tracings, will learn the cardiovascular system, and interpret EKG readings including recognition or normal and abnormal arrhythmias. Students will also become cognizant of advanced heart diseases such as myocardial infarction and congestive heart failure including interpretation of advanced arrhythmias, hypertrophies, heart blocks, premature ventricular contractions, and fibrillations.

Cardiac Rehabilitation

This course subject studies the role of exercise in health and disease, specifically acute and chronic effects of exercise upon the cardiovascular system. Students explore therapeutic benefits of exercise intervention and rehabilitation for individuals with heart disease, diabetes, and obesity. Students are provided with an opportunity to gain knowledge and understanding of physiological principles and concepts related to clinical cardiopulmonary assessment.

Cardiovascular Invasive/Non invasive Procedure

This course subject introduces the basic principles and applications of echocardiographic procedures. Emphasis is placed on the physical assessment, physical principles of cardiac ultrasound, and echocardiographic imaging planes. Upon completion, students should be able to identify echocardiographic views with

application of echocardiographic principles. Students will explore purpose of specialized equipment and its utilization during invasive procedures such as coronary angiogram, percutaneous coronary intervention, balloon angioplasty, coronary stenting, atherectomy, intravascular ultrasound, angiojet thrombectomy, transesophageal echocardiogram, pacemaker implantation, peripheral implantation, peripheral artery angiogram/intervention, and EVLT procedures.

Medical Terminology (Phlebotomy)

This course subject presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building systems approach is used to learn word parts for constructing or analyzing new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation.

Anatomy and Physiology (Phlebotomy – Review)

This course subject is a scientific study of the structure of the human body and its parts, including relationships, functions, and diseases processes of the cardiovascular, and respiratory systems

Principles of Phlebotomy

This course subject discusses the process of blood collection for the purposes of testing and diagnostics. Students will be exposed to the role of a phlebotomist, quality assurance, anatomy and physiology of the circulatory system, safety, equipment, technicians, specimen collections, and special procedures.

Phlebotomy Procedures

This course subject is a review of laboratory and clinical procedures in a medical office. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures.

Blood Chemistry Analysis

This course subject introduces students to various methods of analysis used in clinical chemistry laboratories to assist in diagnosing, monitoring treatment, and preventing disease. It includes theory and analysis of chemical constituents of the blood. In addition, detailed theory, testing methodologies, reference ranges, clinical significance, and laboratory analysis of carbohydrates, proteins, lipids, and liver function tests are covered. After learning proper methods of specimen collection, preservation, and the processing of patient specimens, the students learn tests that measure carbohydrate metabolism including glucose testing for hyper and hypoglycemia. Students learn concept of Urinalysis, body fluids and other specimens collections; forensic toxicology.

Clinical Hematology I

This course subject is a basic hematology study of cells in the blood. Diseases and conditions that would result in abnormalities in laboratory tests performed are also discussed. Students are introduced to basic techniques in performing and interpreting tests of blood group serology. The ABO and Rh systems are studied with an emphasis on accurate grouping and typing, donation, blood components, hemolytic disease of the newborn, and transfusion practices Additional topics of discussion include major hematological disorders with identification of typical findings on blood smears are emphasized. Anemia and Leukemia are studied in detail; cytochemical stains are

introduced. The course subject also includes a study of the blood coagulation process, its theory and practice al application

Clinical Hematology II

This course subject provides further instruction and study of the techniques of blood group serology, compatibility testing, and the selection of the proper blood component for the patient. Adverse reaction to blood products and reaction investigations are discussed. Lab procedures include the use and interpretation of commercial serology test kits. The serological diagnosis of infectious diseases such as spirochetes, streptococcal, viral infections, and HIV are discussed.

Job Placement

This course subject will prepare students for Proper Image, Dress, Resume, and How to Prepare For An Interview and other techniques to get them ready for job placement.

Surgical Technician



Description:

The course of study for surgical technologists includes classroom instruction in the sciences, patient care, anatomy and surgical procedures. You'll also get hands-on practice in clinical settings that prepare you to join a surgical team of doctors and registered nurses in an operating theater.

As a student, you'll get to see first-hand how surgery is performed, and learn how an operating team works together. During your clinical labs, expect to assist in preparing the operating rooms prior to surgical procedures; sterilize the room both before and after procedures; and learn how to



assist surgeons and nurses during actual operations.

Our program will also include academic courses in communication, social sciences and quantitative reasoning. These skills provide a foundation for the technical prowess that you'll gain in a surgical tech program.

Course

ALH175 Law and Ethics for Allied Health Professionals
BIO230 Applied Anatomy & Physiology I
BIO240 Applied Anatomy & Physiology II
ENG101 English Composition
ENG201 Technical & Business Writing
OFT101 Computer Concepts
SPH101 Interpersonal Communications
Elective General Education Courses
ALH225 Nutrition and Health Education
ENG102 English Literature
HIS101 Introduction to American History
PSY101 Introduction to Psychology
SOC101 Introduction to Sociology
SOC105 Sociology of Gender
SOC205 World Cultures
SOC210 Sociology of Death and Dying
SRG 110 Microbiology and Asepsis
SRG 111 Surgical Technology and Fundamentals
SRG 112 Pharmacology and Anesthesia
SRG 113 Perioperative Principles I
SRG 114 Perioperative Principles II
SRG 115 Pathophysiology
SRG 210 Surgical Procedures I
SRG 211 Surgical Procedures II
SRG 212 Surgical Procedures III
SRG 213 Advanced Surgical Topics
SRG 295 Externship

BLS/CPR/First Aid

Basic Life Support is a level of medical care which is used for patients with life-threatening illness or injury until the patient can be given full medical care. It can be provided by trained medical personnel, including emergency medical technicians, and by laypersons who have received BLS training. BLS is generally used in the pre-hospital setting, and can be provided without medical equipment. The BLS



Healthcare Provider Course/Program is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner.

Upon successful completion of this course, the student will be able to:

1. Define Basic Life Support
2. Describe the early warning signs of heart attack and stroke
3. List and discuss causes of sudden death
4. Define cardiopulmonary arrest
5. Describe the steps of CPR, use of an AED, and relief of FBAO, in the infant, child, and adult
6. Describe the rationale for each of the steps in CPR

UPON COMPLETION STUDENTS WILL BE CERTIFIED IN BASIC LIFE SUPPORT.

OSHA

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing a safe and healthy workplace for their employees. OSHA's role is to promote the safety and health of America's working men and women by setting and enforcing standards; providing training, outreach and education; establishing partnerships; and encouraging continual process improvement in workplace safety and health. The Occupational Safety and Health Administration aims to ensure employee safety and health in the United States by working with employers and employees to create better working environments. This new safety training program will help you meet OSHA annual training requirement for all personnel who may be at risk of exposure to bloodborne pathogens. This training covers the deadly bloodborne diseases and how they spread. It will give information on how they need to stay safe when exposure may occur. PPE, safe work practices and preventive housekeeping are all covered so your workers can respond safely to an emergency in the workplace. By enrolling in certification training you can be assured that you'll always be in compliance with minimum legal requirements and you can help to create a stronger, more effective internal responsibility system.

OSHA standards apply to most private, or nongovernmental, workplaces. Students are covered upon receipt of certification.



HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) were enacted by the U.S. Congress in 1996. It mandates the use of standards for the electronic exchange of health care data; to specify what medical and administrative code sets should be used within those standards; to require the use of national identification systems for health care patients, providers, payers (or plans). HIPAA laws were passed to provide numerous protections for persons who were losing their insurance coverage due to changes in employment status. Legislation adopted by Congress which took effect in 2003 strictly dictates the parameters that identifiable private health information (PHI) can be shared outside of the research environment. The law sets basic

requirements that health insurance plans must meet, including keeping personal medical information private.

Authorization is a detailed document that gives covered entities permission to use protected health information for specified purposes. Students are covered upon receipt of certification.



Certification Examination (Review/Schedule/Fees)

Students who have completed the Educational Review and Training Program will then apply for certification exam by the National Healthcareer Association. Students will review for the exam for approximately 4-5 weeks prior to taking the exam. Students are notified during that time of the date, time and location of the exam. Depending on the certification applied for students will then sit for the 2 hour or more, 100-200 question exam proctor by A national certification body. Results of the examination are forwarded to the student by email, phone or mail correspondence. Students who successfully pass the exam will receive certification of their respective course or program.

Fees for application are separate from review and training charges.

Student Services

Global Allied Health Solutions is dedicated in assisting successful candidates in securing job employment upon completion and successful examination of their particular field of study. Assistance is provided in the completion employment application and development of resume and job referrals. GAHS will assist in every way possible to help gain employment but does not guarantee employment.

Career Services

Global Allied Health Solutions offers career services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the Graduation Requirements section of this catalog. Many students desire to obtain employment on their own. Global Allied Health Solutions supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing Global Allied Health Solutions of their employment information.

Global Allied Health Solutions Career Services Department will assist students in their job search. Career services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that career services offered by Global Allied Health Solutions are not an obligation or guarantee of employment. If a student

fails to attend a job interview arranged by the Career Services Department, the service may no longer be available to that student.

Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of Global Allied Health Solutions can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects.

Continuous career services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact Global Allied Health Solutions to provide updated resume information and are encouraged to use the resources available in the Career Services Department.

Part-time Jobs

Many students work on a part-time basis during their training to help with their education costs. If students require assistance in securing part-time employment while attending classes, the Career Services Department will make a reasonable effort to assist them in their search.

Global Allied Health Solutions does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring non-emergency medical care will be given information about medical services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Student Housing

Global Allied Health Solutions does not have dormitory facilities. Although it is the student's responsibility to find living accommodations, Global Allied Health Solutions will help locate lodging for any student needing assistance. Available lodging may include rooms in private homes, apartments, and rental houses.

Advising and Tutoring

Advising and tutorial assistance is offered by the instructor of the students course or program of study academic advisement and tutorial is recommend for students having difficulties with their studies or completion of assignments. Instructors are advised to inform students of their availability for advising and tutorial assistance. Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, Program Director, or the Director of Education.

Student Advising

Students may experience educational, personal, or financial problems during their enrollment. Global Allied Health Solutions welcomes the opportunity to assist students in working out solutions to these problems. Students experiencing difficulties in these areas are advised to contact the Education Department. Students requiring other types of professional assistance beyond that offered by Global Allied Health Solutions will be referred to the appropriate agencies within the community.

Institution Information

Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Global Allied Health Solutions distributes annually to all current students and employees a disclosure regarding the availability, location, and contents of the campus security report.

All prospective students and employees will receive a notice regarding the availability of the report, a description of the contents, and instructions for requesting a copy.

Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Global Allied Health Solutions provides a Drug-Free Schools and Workplaces disclosure to each student during the admission process. This disclosure gives instruction on how to obtain the descriptions of the legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illegal drugs and alcohol; health risks associated with the use of illegal drugs and the abuse of alcohol; and a list of any drug and alcohol counseling, treatment, and rehabilitation programs that are available to the students.

Directory Information Public Notice

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Global Allied Health Solutions maintains an online directory for Global Allied Health Solutions community. Upon the first day of attendance, students' profile listings, including student names and usernames, become available to Global Allied Health Solutions community (students, faculty, and administrators). The online directory may also include information commonly referred to as "directory information." Global Allied Health Solutions designates the following categories of student information as directory information:

- Student's name
- Student's address
- Student's telephone number
- Student's email address
- Photographic representations of students
- Student's field of study
- Student's grade level
- Student's enrollment status
- Student's dates of attendance at Global Allied Health Solutions
- Student's degrees, honors, and awards received
- Student's participation in officially recognized campus activities

Global Allied Health Solutions does not accept responsibility for information published by users in the directory and reserves the right to delete or modify information posted to the directory that

is abusive, inflammatory, defamatory, infringing of intellectual property, or otherwise inappropriate in an academic environment. Students who improperly use the directory or any information it contains may be subject to disciplinary action. Students have the ability to enter or restrict the listing of personal directory information through an online user interface. Upon a student's withdrawal from Global Allied Health Solutions, student directory information will be removed. Upon a student's graduation from Global Allied Health Solutions, student directory information will become eligible for inclusion in an alumni directory.

Additionally, Global Allied Health Solutions may release directory information to third parties without prior consent of students. Directory information may be disclosed by Global Allied Health Solutions at its discretion for any purpose including, but not limited to, requests from law enforcement agencies and degree verification requests from prospective employers.

Currently enrolled students may choose to withhold disclosure of their directory information by obtaining the Directory Information Withholding Request Form from the Campus Registrar, completing the form, and returning it to the Campus Registrar's Office. Global Allied Health Solutions will honor a student's request to withhold directory information; however, Global Allied Health Solutions cannot assume responsibility for subsequently contacting the student for permission to release information to prospective employers, relatives, or other persons. The failure on the part of any student to specifically request that his or her directory information be withheld indicates individual approval for disclosure. Additionally, the student's request to withhold directory information will not affect previous disclosures made by Global Allied Health Solutions prior to receipt of the request.

Personal Property

Global Allied Health Solutions assumes no responsibility for loss or damage to a student's personal property.

Hours of Operation

The normal hours of operations for Global Allied Health Solutions are as follows:

Business Offices

MON-THU.....8:00 a.m. to 7:00 p.m.
FRI.....8:00 a.m. to 5:00
p.m.
SAT.....10:00 a.m. to 12:00 p.m.

Classes (can be held but limited too)

MON-FRI.....4:00 pm to 9:00 p.m.
SAT.....10:00 a.m. to 3:00
p.m.

Academic Calendar

2018 Holiday Schedule

Thanksgiving November 22-23

Winter Break December 23 -
January 2

2019 Holiday Schedule

Martin Luther King Day January 21
Memorial Day May 27
Independence Day July 4
Labor Day September 2
Thanksgiving November 28-29
Winter Break December 23 -
January 2

2019 Standard Term Schedule

Start Date	Grad Date
January 2019	October 2019
February 2019	November 2019
March 2019	December 2019
April 2019	January 2020
May 2019	February 2020
June 2019	March 2020
July 2019	April 2020
August 2019	May 2020
September 2019	June 2020
October 2019	July 2020
November 2019	August 2020
December 2019	September 2020

Changes in Programs or Policies

Global Allied Health Solutions has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

Global Allied Health Solutions is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance. If the change results in a new program, students will be given the option of changing to the new program or completing the program in which they originally enrolled.

Location

GAHS training location exist in the Falls Church, Virginia area with a main office location in Philadelphia, PA. Training locations have been leased and secured by reservation and may vary in specific location throughout Delaware and Maryland. Facilities are equipped with audio-visual, supplies and equipment used for the purposes of review and training. All rules and regulations of the owned facilities are adhered to by GAHS and its affiliations. The campus occupies approximately 1,200 square feet of classroom and office space on the third floor of one building. Each program is taught in fully equipped classrooms with access to OSHA approved laboratory space and equipments, in addition to computer labs. All facilities are compliant with the Americans with Disabilities Act.

Equipment

In keeping with the high educational standards of Global Allied Health Solutions, the equipment used affords students the opportunity to develop a practical, working knowledge of the equipment and materials they likely will be using on the job.