



From Learning to Leading in Healthcare



2024

COURSE CATALOG

& Student Handbook



“Through training, mentoring, and coaching, CMT offers resources that are needed for every point of students’ career journey, from foundational learning to certification and beyond.”

Vonnetta Stockdale
Program Director



Jovon Harley
Assistant Program Director



Ashley Alford
Clinical Preceptor



Tierra Cross
SSP Coordinator



MISSION STATEMENT

Carmichael Medical Training is a private college specializing in certification-level allied health education. We pride ourselves on affording opportunities to those underserved but not undeserving. We are committed to empowering students with the skills and information they need to develop professionally & excel as leaders!

DIRECTORY

Vonnetta Stockdale, BSN, RN, Program Director/Instructor

B.S.N., University of Alabama at Birmingham, 2021

A.D.N., Jefferson State Community College 2008

Certified Medical Assistant Instructor, National Phlebotomy Solutions, 2021

Certified Phlebotomy Technician Instructor, National Phlebotomy Solutions, 2021

Certified CPR Instructor-Basic & Advanced Cardiovascular Life Support (Adult & Pediatric), American Heart Association, 2021

Ashley Alford, CMA, A.S., A.A., Student Success Program Coordinator

Certified Medical Assistant, National Healthcareer Association, 2023

Tierra Cross, CMA, Administrative Coordinator

Certified Medical Assistant, National Healthcareer Association, 2016

Jovon Harley, CPT, Assistant Program Director, Phlebotomy Instructor

Certified Phlebotomy Technician, National Healthcareer Association

TRANSFER CREDIT

No transfer credit for previous education and/or training is granted. Carmichael Medical Training, LLC makes no claim or guarantee that credit earned will transfer to another institution.

JOB PLACEMENT ASSISTANCE

Job placement assistance is available to graduates upon successful completion of the training program. Carmichael Medical Training, LLC will provide resume review, interview coaching, and a list of currently posted job openings to connect qualified candidates with prospective employers. Although CMT does its best to prepare students to obtain careers in the healthcare industry, completion of certificate program does not guarantee employment. Background checks are completed prior to enrollment as this may prevent students from obtaining employment.

CHE LICENSURE DISCLAIMER

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Administrative Medical Assistant

COURSE DESCRIPTION

This is a 24-week comprehensive, online course designed to give an overview of the various components and professional responsibilities of an Administrative Medical Assistant. This program is comprised of online lectures, self-study book work & research, quizzes & examinations, interactive tutorials, engaging with class peers in group discussions moderated by faculty, and virtual group projects. All coursework is virtual and does not require students to be on campus to access. Students may login to the student portal, using their personal devices, to complete assignments. Upon completion, students will be prepared to challenge the NHA Certified Medical Administrative Assistant (CMAA) national credentialing exam.

PROGRAM OBJECTIVES

This program will prepare students to assist Physicians, Nurse Practitioners, Physicians Assistants, and Nurses by performing functions related to business administration of a medical office. Instruction includes answering calls & scheduling appointments, working with billing and insurance, updating patient charts and medical records, and ordering office supplies.

TUITION & FEES

Total Program Cost \$6725

- Criminal Background Check \$25
- Learning Management System Access & Course Materials \$995
- Tuition (1:1 student support/instruction) \$5705

Course Schedule:

- Virtual Lecture: Tues & Thurs 9am-10:30am

PROGRAM CURRICULUM

- AMA 110 The Professional Medical Assistant and the Healthcare Team
- AMA 120 Professionalism
- AMA 130 Medical Law, Liability & Ethics
- AMA 140 Therapeutic Communication
- AMA 150 Clinical Communication (Medical Terminology)
- AMA 160 Anatomic Descriptors & Fundamental Body Structure
- AMA 170 Medical Office Policies & Procedures
- AMA 210 Scheduling Appointments & Receiving Patients
- AMA 220 Office Logistics
- AMA 230 Health Insurance
- AMA 240 Procedural & Diagnostic Coding
- AMA 250 Patient Accounts
- AMA 260 Health Insurance Essentials
- AMA 270 Medical Billing and Reimbursement



COURSE DESCRIPTION

This 24-week hybrid course introduces pharmacy practice and the technician's role in a variety of pharmacy settings related to the preparation and dispensing of medication under the direct supervision of a registered pharmacist. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students will have the foundational knowledge that will help them successfully challenge the PTCB national certification exam for CPhT credentials and to apply for SC Board of Pharmacy state certification.

PROGRAM OBJECTIVES

This program will prepare students to accurately fill and label prescriptions, maintain drug inventories, and update pharmacy records. Learners will demonstrate familiarity with brand and generic drug names, dosage forms, and route of administration for at least the top 100 drugs.

TUITION & FEES

Total Program Cost \$6150

- Criminal Background Check \$25
- Learning Management System Access & Course Materials \$375
- Tuition (1:1 student support/instruction) \$5750

Course Schedule:

- Virtual Lecture: Tuesday & Thursday 11am-12:30am

PROGRAM CURRICULUM

- PHA 100-Pharmacy Practice
- PHA 110 History of Pharmacy
- PHA 120 The Foundation of Pharmaceutical Care
- PHA 130 Pharmacy Law, Ethics, and Regulatory Agencies
- PHA 140 Communication with Patients & Customers
- PHA 150 Pharmaceutical Information and References
- PHA 160 Prescriptions and Processing
- PHA 170 Dosage Forms & Routes of Administration
- PHA 180 Measurement Systems
- PHA 190 Conversion & Calculations
- PHA 200-Pharmacy Practice Settings
- PHA 210 Safety in the Workplace
- PHA 220 Hospital Pharmacy
- PHA 230 Community Pharmacy
- PHA 240 Advanced Pharmacy
- PHA 250 Extemporaneous Prescription Compounding
- PHA 260 Aseptic Technique and Sterile Compounding
- PHA 300-Administrative Skills
- PHA 310 Insurance and Billing
- PHA 320 Inventory Control and Management
- PHA 330 Medication Errors and Safety
- PHA 340 Drug Actions and Interactions
- PHA 400-Medication Effects on Body Systems
- PHA 410 Therapeutic Drugs for the Nervous System
- PHA 420 Therapeutic Drugs for the Musculoskeletal System
- PHA 430 Therapeutic Drugs for the Endocrine System
- PHA 440 Therapeutic Drugs for the Cardiovascular System
- PHA 450 Therapeutic Drugs for the Immune System
- PHA 460 Therapeutic Drugs for the Respiratory System
- PHA 470 Therapeutic Drugs for the Urinary System
- PHA 480 Therapeutic Drugs for the Digestive System
- PHA 490 Therapeutic Drugs for the Reproductive System
- PHA 500 Therapeutic Drugs for the Eyes, Ears, and Nose
- PHA 510 Therapeutic Drugs for the Integumentary System
- PHA 520 Complementary & Alternative Medicine



Phlebotomy Technician

COURSE DESCRIPTION

This 12-week hybrid course is designed to teach the technical and procedural aspects of basic phlebotomy, including collection of blood specimens and venipuncture, required to become a Phlebotomy Technician. This is a comprehensive program comprised of online lectures, interactive tutorials, and engaging in hands-on skills builder workshops. All theory coursework is virtual and does not require students to be on campus to access. Students may login to the student portal, using their personal devices, to complete assignments.

In-person, hands-on skills performance is required to demonstrate competence in clinical knowledge and abilities. Students must successfully complete 30 successful live venipunctures and 10 capillary punctures under Instructor supervision prior to challenging the credentialing exam.

Course Schedule

- Virtual lecture schedule TBD
- Skills Builder Workshops schedule TBD

TUITION & FEES

Total Program Cost \$3185

- Criminal Background Check \$25
- Learning Management System Access & Course Materials \$560
- Equipment & Supplies (includes BP cuff, stethoscope, and venipuncture practice arm & kit) \$675
- Tuition (1:1 student support/instruction) \$1925

PROGRAM CURRICULUM

- CPT100- Phlebotomy Fundamentals
- CPT200-Safety & Compliance
- CPT300-Patient Preparation
- CPT400-Routine Blood Collections
- CPT500-Special Collections
- CPT600-Processing



COURSE DESCRIPTION

This 8-week hybrid course introduces students to the role of a professional Nursing Assistant. The classroom time of 60 hours will cover a broad range of topics, ranging from how to bathe a patient to positioning a patient properly. The 40 hour clinical will provide students the opportunity to work alongside experienced staff at an affiliate site and mastering all the skills taught during lecture and skills builder workshops.

All theory coursework is virtual and does not require students to be on campus to access. Students may login to the student portal, using their personal devices, to complete assignments at their convenience (before due date outlined on syllabus).

In-person skills builder workshop attendance is required prior to clinical practicum.

Upon completion, students will receive a certificate of completion and be eligible to challenge the state credentialing exam to become certified.

COURSE SCHEDULE

- Virtual lecture schedule Tues & Thurs 5p-7:30p
- Skills Builder Workshops Saturday 9a-2p
- Clinical Externship-student agrees to work the schedule of preceptor at assigned facility. Program Director will provide student details of clinical rotation site once confirmed based on location availability and proximity to student.

TUITION & FEES

Total Program Cost \$1495

- Criminal Background Check \$25
- Learning Management System Access & Course Materials \$470
- Tuition (1:1 student support/instruction) \$1000

PROGRAM CURRICULUM

- CNA 000 The Nursing Assistant in Long-Term Care
- CNA 100 Foundations of Resident Care
- CNA 200 Understanding Residents
- CNA 300 Body Systems and Related Conditions
- CNA 400 Confusion, Dementia, and Alzheimer's Disease
- CNA 500 Personal Care Skills
- CNA 600 Basic Nursing Skills
- CNA 700 Nutrition and Hydration
- CNA 800 Rehabilitation and Restorative Care
- CNA 900 Caring for Yourself



COURSE DESCRIPTION

This 24-week comprehensive course is designed to give an overview of the various components of a Clinical Medical Assistant's professional responsibilities. This program is comprised of online lectures, interactive, hands-on skill simulation & training, and a 4-week in-person clinical practicum at an affiliate facility.

Students are required to attend skills building workshops prior to clinical practicum participation.

All theory coursework is virtual and does not require students to be on campus to access. Students may login to the student portal, using their personal devices, to complete assignments.

Students must successfully challenge the certification exam within 60 days of completion of the didactic (coursework) portion of the training. Students who choose not to challenge the certification exam may not be eligible for off-campus clinical externship participation. If student is unsuccessful in first attempt, second exam attempt must be scheduled within 30 days (at the expense of the student). If student's second attempt is unsuccessful or more than 60 days has passed since didactic coursework completion, student must complete refresher/remediation prior to rescheduling certification exam.

TUITION & FEES

Total Program Cost \$6975

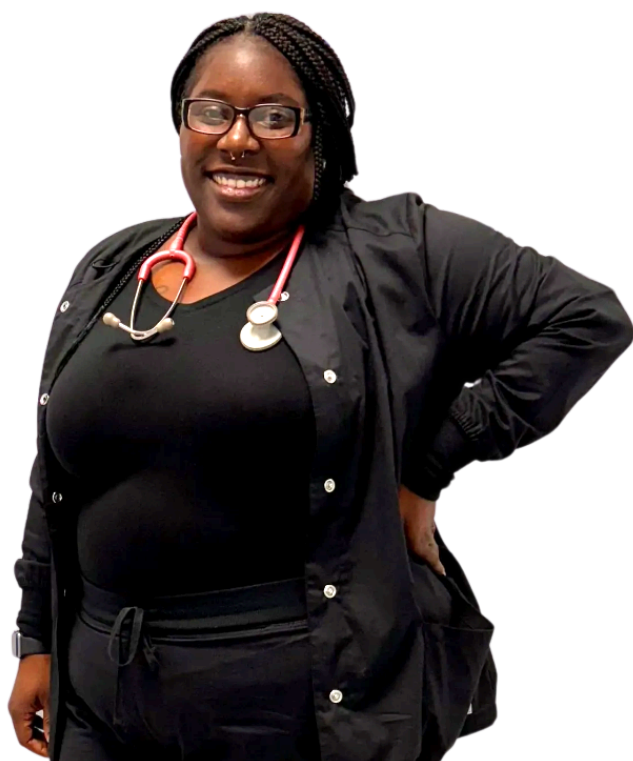
- Criminal Background Check \$25
- Learning Management System Access & Course Materials \$995
- Equipment & Supplies (includes BP cuff, stethoscope, and venipuncture practice arm & kit) \$595
- Tuition (1:1 student support/instruction) \$5360

COURSE SCHEDULE

- Virtual lecture schedule Tues & Thurs 3p-4:30p
- Skills Builder Workshops schedule TBD
- Clinical Externship-student agrees to work the schedule of preceptor at assigned facility. Program Director will provide student details of clinical rotation site once confirmed based on location availability and proximity to student.

PROGRAM CURRICULUM

- CMA 100 Introduction to Medical Assisting
- CMA 110 Legal Fundamentals & Medical Ethics
- CMA 120 Therapeutic Communication
- CMA 130 Clinical Communication (Medical Terminology)
- CMA 140 Anatomy & Physiology I
- CMA 150 Anatomy & Physiology II
- CMA 200 Infection Control & Personal Safety
- CMA 220 Patient Screenings
- CMA 240 Vital Signs & Body Measurement
- CMA 300 General & Specialty Medical Assisting
- CMA 310 Eye & Ear Procedures
- CMA 320 Pediatric Procedures
- CMA 320 Cardiac & Respiratory Procedures
- CMA 330 OB/GYN Procedures
- CMA 400 Clinical Laboratory & Diagnostic Testing
- CMA 450 Phlebotomy
- CMA 500 Assisting with Minor Surgery
- CMA 600 Pharmacology & Medication Administration
- CMA 700 Medical Emergencies
- CMA 800 Patient Education & Support



COURSE DESCRIPTION

This 24-week virtual course introduces students to the role of a professional Billing & Coding Specialist. It is comprised of online lectures, interactive tutorials, engaging with class peers in group discussions moderated by faculty, and virtual group projects. All theory coursework is virtual and does not require students to be on campus to access. Students may login to the student portal, using their personal devices, to complete assignments. Upon completion, students will be prepared to challenge the following national exams: NHA Certified Billing & Coding Specialist (CBCS) or Certified Professional Coder (CPC).

Program Objectives: This program is designed for learners who want to advance their career or are interested in starting a career as a Professional Billing & Coding Specialist. The focus of this class is learning the coding rules for the CPT, ICD-10-CM, and HCPCS coding systems and then applying the rules to code patient services.

COURSE SCHEDULE

Virtual lecture schedule Tues & Thurs 1p-2:30p

PROGRAM CURRICULUM

- BILL 100 Medical Billing
- BILL 110 The Revenue Cycle and Regulatory Compliance
- BILL 120 Insurance Eligibility and Other Payer Requirements
- BILL 130 Coding & Coding Guidelines
- BILL 140 Billing and Reimbursement
- BILL 150 Clinical Communication (Medical Terminology)

TUITION & FEES

Total Program Cost \$6055

- Criminal Background Check \$25
- Learning Management System Access & Course Materials \$490
- Tuition (1:1 student support/instruction) \$5540



ACADEMIC CALENDER

Summer 2024	July 9-Dec 17
Fall 2024	Oct 1-Mar 18
Winter 2025	Jan 7-Jun 17
Spring 2025	Mar 25 -Sep 2

ADMISSION POLICY

Acceptance into Carmichael Medical Training is contingent upon the following:

- Student must be at least 18 years of age or a currently enrolled high school senior.
- Student must have earned a high school diploma/GED or be enrolled in a program pursuing completion of high school credentials within 12 months. Student will be allowed to challenge national certification exam without a diploma/GED but a temporary, provisional certification will be issued until documentation of diploma/GED is received by Program Director.
- Student must acknowledge student policies in handbook & sign CMT Enrollment agreement
- Student must consent to a criminal background check upon Program Director/Clinical Externship Coordinator request. Results could affect the student's ability to complete required clinical rotations and/or become credentialed (conviction of a felony could make student ineligible to take the certification exam required by the profession upon graduation).
- Student must consent to drug screening upon Program Director/Clinical Externship Coordinator request. Results could affect the student's ability to complete required clinical rotations and/or become credentialed (conviction of a felony could make student ineligible to take the certification exam required by the profession upon graduation).

ATTENDANCE POLICY

Students are expected to attend all class meetings, workshops, and clinical externships.

Virtual Lecture

- Attendance will be taken at the beginning of each class meeting, capturing students' name, date and time of arrival and departure. It is crucial for students to arrive to class on time and be prepared.
- Participation will be evaluated based on student's engagement in the class, contribution to class discussions, evidence of having completed the readings and maintaining a positive attitude.
- Unscheduled absence exceeding three occurrences or more than 6 instances of tardiness exceeding 15 mins will result in dismissal from the program and forfeiture of all monies paid. Approved absences (i.e. medical needs) will be given the option to make-up missed coursework or allowed re-admission based on policy.
- Students are responsible for resolving connectivity issues that restrict engagement during online classes. Students who are not able to participate during class due to connection/video/audio issues will be removed and marked absent.

Skills Training Workshop

- One unscheduled absence from skills training or more than 2 instances of tardiness exceeding 15 mins will result in program dismissal, credentialing disqualification, and forfeiture of all monies paid.

Clinical Externship

- CMT will only be responsible for coordinating placement at one clinical affiliate site per enrollment.
- One unscheduled absence from clinical externship or more than 2 instances of tardiness exceeding 15 mins will result in program dismissal, credentialing disqualification, and forfeiture of all monies paid.