



STUDENT CATALOG



Absolute Allied Health Academy



Absolute Allied Health Academy

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Monday - Friday 9 a.m. - 3 p.m. CST

Class Hours:

Monday – Friday 9 a.m – 10 p.m. CST

Saturday - (for select programs)

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(All Pictures Below Are Not Actually Apart of the Institutions Facility)

A Message from the President



At the Absolute Allied Health Academy, we believe in providing our students and community the opportunity to achieve their goals. Many of our students have longed for chance to acquire an education that will allow them to enter the healthcare field, but sometime life gets in the way.

The Absolute Allied Health Academy have built an educational model that has considered the day-to-day struggle and responsibility of the working parent and student. We want all our students to succeed. Our students are trained with online learning tools and instruction, practical hands-on experience, and classroom academic discipline. This is to ensure that our students have the necessary skills and knowledge to be successful in the classroom and in the workforce.

“Don’t wait to be proud of yourself once you reach your goals. Be proud of yourself for taking that first step towards them. Sometimes we get so consumed in conquering the War that we forget about all the battles we won to prepare us for our ultimate achievement. Walk in your purpose and the sky is the limit”

It is time to move forward and conquer all your dreams. We are here to assist and look forward to being a part of your journey.

Michele S Gomez-Leffall, President,
Absolute Allied Health Academy

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About Absolute Allied Health Academy

MISSION

Absolute Allied Health Academy prepares students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

The mission of Absolute Allied Health Academy is to provide learning opportunities to students and professionals in the growing health industry. Our standards are based upon compassion, respect, and ethics.

Our Commitment

To provide students with knowledge and skills that will allow them the opportunity to enter the healthcare field, soar and advance throughout their career while growing our programs, processes and services offered.

Our Vision

Is to establish ourselves as a leading healthcare and Allied Health training provider and provide all our students an opportunity to achieve their goals.

Our Values

Our #1 Goal is to always communicate in a manner to allow our students to understand. We will fulfill our vision while Supporting our students, by treat them fairly, opening opportunities that they may not have known existed, recognize their accomplishments, and motivate and encourage them in approaching their learning with commitment and compassion while building a better self and community for our students. |

HISTORY AND OWNERSHIP

The school was founded in Fall 2019 as a branch of Absolute CPR and Allied Health Training LLC. Absolute Allied Health Academy is independently owned & operated in Dallas County on June 26, 2019 Formerly known as Absolute CPR Training starting November 11, 2011. The school's first class began November 26, 2009 with focus on CPR AED FIRST Aide Training. On June 16, 2019 we moved our focus to helping our community with a vision to assist individuals wanting to enter the healthcare field and transition into the Allied health program options. The institution is in Duncanville, Texas and is supported by medical providers and businesses throughout the DFW metroplex.

APPROVAL

The Absolute Allied Health Academy is approved and Licensed by The Texas Workforce Commission, Career School and Colleges, Austin, Texas and Texas Health and Human Services Commission.

Texas Workforce Commission

101 E 15th St, Rm 651
Austin, TX 78778-0001
Phone: 512-463-2236 Fax:
Email: ombudsman@twc.state.tx.us
<http://csc.twc.state.tx.us>

MEMBERSHIPS

National Center of Competency Testing Pending
National Healthcare Association Pending

DESCRIPTION OF FACILITY

Absolute Allied Health Academy occupies approximately 2500 square feet of space at the Santé Fe Crossing Plaza in Duncanville Texas. The facility offers 2 administrative office, a Learning Resource Center/ Clinic/computer lab, and a student lounge/ Conference Room. In addition, the school provides a learning clinic lab and 2 classrooms to support the educational objectives of each program. All classrooms combined are designed for a maximum capacity of 25 students during the day and 25 students during the evening courses when available. Parking is available at no additional charge to the student. Class sessions are held at this location, with the exception of some clinical/ externship activities and hybrid/ distance learning courses that are offered.█

Admissions Policies and Standards



HOW TO APPLY

Students interested in applying for admission to the Absolute Allied Health Academy should call, write the school, or email Admissions at AbsoluteAlliedHealthAcademy@gmail.com.

ADMISSION POLICY

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Absolute Allied Health Academy as a regular student. Absolute Allied Health Academy must adhere to the Texas Workforce Commission – Career Schools and Veterans Education guidelines.

GENERAL ADMISSION REQUIREMENTS

Absolute Allied Health Academy is an equal opportunity employer and follows the same policies in accepting applications from potential students. Absolute Allied Health Academy is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status. The admission policy is in compliance with the Texas Workforce Commission – Career Schools and Veterans Education.

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Have an initial interview with an Admissions Representative (student, spouse and/or parent)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Students must also be able to provide proof of appropriate educational requirement such as:
 - 1) Copy of high school diploma
 - 2) Copy of high school transcript showing graduation date. (Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)
 - 3) Proof of GED Completion.
- Have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school/
- Provide documentation of eligibility to work in the United States.
- Pay the required Registration Fee. ■

The student must make financial arrangements with the Financial Office in regard to scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with a school official and is given a pre-enrollment questionnaire, which they are required to read, understand, and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school, and State Board requirements.

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

STUDENTS WITH DISABILITIES:

If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements

If you are interested in attending Absolute Allied Health Academy but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at Absolute Allied Health Academy, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability.
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

The school reserves the right to reject a student for admission. If the school does not accept an applicant, all fees paid to the school will be refunded. Letters of denial are retained for one year. █

TRANSFER STUDENTS

Enrollment is available for students wishing to transfer to Absolute Allied Health Academy after they have withdrawn from other schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. Absolute Allied Health Academy Professionals does not accept transfer credits.

PREVIOUS TRAINING

Absolute Allied Health Academy does not accept advanced placement credits or grant credit for experiential learning.



Rules, Regulations and Policies

ATTENDANCE

Satisfactory student attendance is established when the student is present in his/ her assigned classroom for the required amount of scheduled time. Students are expected to attend all scheduled classes and to be on time for their classes. The loss of subject material due to tardiness or absence can be very costly in this intensive educational environment. In the event of an emergency or an unavoidable absence, students must call the front desk. The message will then be forwarded to the Instructor.

To maintain satisfactory attendance a student may not miss in excess of 20% of the scheduled class days of a grading period. At the end of the grading period, if a student has missed in excess of 20% of the grading period, he/she may be placed on attendance probation or terminated beginning with the next grading period. While on attendance probation a student may not miss in excess of 20% of the scheduled class days of the grading period. If, at the end of the grading period for which a student is on attendance probation the student has violated the terms of probation the student will be immediately withdrawn. A student who is absent for ten consecutive days may be automatically terminated from the school.

If a student on attendance probation does not exceed the 10% rule during the grading period, the student will be removed from attendance probation.

The school reserves the right to withdraw any student who incurs excessive absences. A student who misses an announced test, any examination or class work shall receive a "0" on the test, examination or class work unless the instructor deems the absence to be a justifiable nature; then the student will be allowed to make-up the work.

TARDINESS POLICY

A student who reports to class after the scheduled start time, returns late from a class break, or who departs prior to the designated class dismissal time, is considered tardy. All absences and tardiness are recorded, regardless of the reason and become part of the student's records at the school. If accumulated tardiness and absences reach more than 20% of the scheduled hours, the student may be placed on Attendance Probation.

MAKE UP WORK

Any student who accumulates absent hours over the 20% allowed time must make up the time in the amount the student is over, or may lose credit for that course. Make up time can ONLY be made up by attending another class, once that the student is not currently enrolled in. All makeup sessions are scheduled and approved by the instructor and/or Compliance officer. Any make up time done outside of the scheduled class session cannot be recorded.

Each make up session must be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor. The make-up session document must be signed and dated by the student to acknowledge the make-up session. The make-up time will be supervised by an instructor approved for the subject being made-up.

UNIT OF CREDIT

One semester credit hour earned is defined as the successful completion of 15 clock hours of lecture, 30 clock hours of laboratory activities or 45 clock hours of externship. All program credit totals have been rounded to the nearest whole number. Each designated clock hour represents a minimum of 50 minutes of instruction within a 60 minute period.

LEAVE OF ABSENCE

The Campus Director may grant a leave of absence after determining that good cause is shown. In a 12-month calendar period, a student may have no more than two leaves of absence. For a program of 200 clock hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs of more than 200 clock hours, a student may be on leave of absence for a total of 60 calendar days.

School attendance records shall clearly define the dates of the leave of absence. A written statement signed by both the student and the Campus Director indicating circumstances and approval shall be placed in the student's permanent file.

TERMINATION BY THE SCHOOL

Students may be terminated/dismissed for violation of policies as listed in this catalog to include not maintaining satisfactory academic progress, excessive absences/tardiness, improper conduct, and failure to fulfill financial obligations to the school. In all cases, tuition and fees will be charged according to the approved refund policy.

APPEAL AND RE-ENTRY

Students whose enrollment is terminated for violation of the attendance policy may not re-enroll before the start of the next progress evaluation period. Re-entry is at the discretion of the Campus Director and requires an interview with the student who must demonstrate a commitment to complete the program and maintain satisfactory progress. Students re-entering the school maybe charged current tuition rates for the time required to complete the program plus a \$100 reinstatement fee. Students may be required to re-enter on probationary status.

If the student feels the school has made an error in determining that he or she is not making satisfactory progress, they should submit their arguments in writing, addressed to the attention of the Campus Director. The case is reviewed by the school President, whose decision is final.█

DRESS CODE AND APPEARANCE STANDARD POLICY

Appearance is an important indication of professionalism. Our students are preparing for professional employment in the allied health industry. Our Dress and Appearance Policy was created so that our students always make a favorable first impression to the guests who visit our campuses each year. Many of these visitors are employers or potential employers of our graduates. Our dress code was also created to be appropriate for the types of activities that the students learn and practice while they are a student. The school feels that it is important for all students to understand the specifics of the policy and to agree, before starting school, to abide by the policy. The school reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require students to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action.

DRESS CODE FOR ALL STUDENTS

We expect all of our students to come to school well groomed and clean. If beards are worn they should be short and neat in appearance. Hair on all students must be natural color (no blue or green, etc). Hair must also be neatly combed, clean and pulled back so that it does not hang in the face when bending over. In addition, no hats, caps, or hair coverings of any kind are to be worn in building, with exception to those approved for medical or religious reasons, as would be allowed in a medical work setting. No visible or facial piercing (including tongue) is permitted.

Students are required to wear the designated school uniform. Scrubs are not included in tuition nor issued by the Academy. Students are responsible for the purchase of their uniform and wearing the proper color designated for the program of choice. Plain white long or short sleeve T-Shirts or turtlenecks may be worn under the uniform top. Closed toe and heel shoes must be worn. Medical Assistant Scrubs: Red Phlebotomy: Black Nurse Assistant: Light Blue

Since all students enrolled in the health care programs have some aseptic procedures to learn and practice, hands must always be clean and the fingernails neat and well maintained. Fingernails must never extend more than 1/8" beyond the fingertip and only clear nail polish may be worn. Jewelry must be limited to a simple watch, stud earrings (one per ear), and one simple ring on each hand. Students should also understand that there may be other more stringent dress code requirements in some programs and on Externship sites.

HEALTH SCREENING

The School provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, TB and Hep B series at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as books, uniforms and other fees are included in the total cost (except the nursing assistant students).

USE OF CELLULAR PHONES

Cell phone use is prohibited in the classroom; therefore phones must be turned off while in class. They may be used in designated break rooms, restrooms, or outside during scheduled break times only. Students violating this policy may be subject to disciplinary action.

USE OF COMPUTERS

Classroom computers are to be used exclusively for educational purposes only. Any student using computers for personal use may be suspended for violation of school policies.

CHILDREN ON CAMPUS

While a parent is attending class, children are not allowed on campus.

CONDUCT

Students are to treat all members of the staff and other students with respect and dignity. Anyone who willfully destroys school property, attends the school under the influence of drugs or alcohol, is disruptive, insubordinate, caught cheating, is boisterous, obscene or vulgar, or is sexually harassing another individual on campus may be suspended or terminated.

Students who have been dismissed for violating the Conduct Policy shall submit a letter in writing to the Campus Director requesting re-entry. The Campus Director will meet with the terminated student to discuss re-entry eligibility. The Campus Director reserves the right to request evidence of remediation in the event of criminal behavior, alcohol or drug use or any other infraction of the Conduct Policy in which such evidence would be relevant for consideration or re-entry.

NON-DISCRIMINATION POLICY

Absolute Allied Health Academy offers equal opportunities, without distinction or discrimination because of race, color, sex, religion, age, national origin, physical or mental handicap, or Vietnam Era Veteran status, in any of its academic programs or activities, or in any of its employment practices.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Student grievances relating to school matters should first be discussed with the individual Instructor and then the Campus Director

If the grievance is not resolved satisfactorily with the Campus Director, it can then be submitted to the President of Absolute Allied Health Academy, whose decision is considered final in all matters pertaining to the School.

1. Complaints made by students or school employees shall first be directed to their instructor. All complaints must be made within 7 days of the occurrence.
2. If the complaint cannot be resolved informally then students will submit the issue in writing to the Campus Director who will research the problem and respond with a resolution within 10 working days.
3. If there has been no satisfactory resolution then the student may take the problem to the President of the school.
4. All communications must be in writing and on file.

If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with:

Texas Workforce Commission, Career Schools and Colleges Section: 101 E. 15th Street; Room number 226T and CSC; Austin, TX 78778-0001; Website: <http://csc.twc.state.tx.us> Phone: (512) 936-3100.█

HOURS OF OPERATION

Absolute Allied Health Academy is open for student use Monday through Friday 9:00 a.m. to 3:00 p.m. Please see the Program Description section of the catalog for more information on Program Schedules. The school reserves the right to change scheduled hours when necessary.

CHANGES TO PROGRAMS AND SCHEDULES

The school reserves the right, with approval of Texas Workforce Career Schools and Colleges, to make changes to the instructional staff, equipment and curriculum to reflect the latest technology, to reset class schedules and hours, to consolidate classes, to add or delete programs of study, and to change locations.

Students enrolled in programs will be notified in advanced of adjustments in their programs and will be protected from undue hardship that might otherwise result from such adjustments.

A student who wishes to transfer from a longer to a shorter program of study must request so in writing to the Campus Director. The Transfer will be permitted only if the student has extenuating circumstances that cause hardship. Documentation is required and a \$100 transfer fee will be charged.

PROGRAM TITLES

The programs offered by the school are not necessarily intended to lead to employment with titles of the same name.

BACKGROUND CHECK

All students in the medical programs will be required a criminal background check by the Texas Department of Public Safety and the Texas Department of Aging and Disability.

CLASS LOCATION

All classes are taught residentially at 402 W Wheatland Road Suite 180 Duncanville Texas 75116

Financial Options

FINANCIAL OPTIONS

Absolute Allied Health Academy is committed to assisting its students in developing financial plans for their education through a combination of loans, scholarships, family contributions, and other sources of aid. Absolute Allied Health Academy does participate in the following:

ALTERNATIVE LOAN PROGRAMS / PRIVATE LOANS

Alternative Loan Programs (not sponsored by a government agency) are available for those students that qualify. Absolute Allied Health Academy will assist students in applying for Alternative Loans. Private loans are offered by banks or other financial institution to parents and students for the following programs: Nursing Assistant. Parents are responsible for applying for Private Loans.

TUITION

Tuition charges are outlined on a student's Enrollment Agreement and may be paid through cash, scholarships, loans, or a combination thereof.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL INFORMATION

Email absolutecordallas@gmail.com for more information.

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

INSTITUTION CANCELLATION AND REFUND POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the Facilities and inspection of the equipment is made by the prospective student. Any potential student who has not been provided the opportunity to tour the school facilities and inspect the equipment before signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays, following a tour and released from all obligations. The student shall sign and date an acknowledgement form certifying the completion of the tour. The school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once they are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges

8. ***REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.***

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

Standards of Satisfactory Academic Progress

The satisfactory academic progress (SAP) Policy applies to all students enrolled in an Accrediting Bureau of Health Education a Texas Workforce Commission – Career Schools and Veterans Education approved program, whether receiving partial funding assistance, or self-pay.

PROCESS OVERVIEW & RESPONSIBILITIES

The school is not approved for Federal Financial Aid. Policies, however, are in effect following federal guidelines. The Campus Director reviews the academic progress of students. Any student placed on academic probation and fails a probationary period is not considered to be making Satisfactory Academic Progress and may re-establish SAP by bringing his or her progress up to minimum standards by taking mandatory tutoring after class.

(Please see additional Probation Policies about academic probation on page 20)

The Student Services office reviews the SAP policy to ensure it meets all federal requirements. The Campus Director notifies financial aid office if the school changes its academic policies. The Campus Director establishes SAP policy, as well as the standards. Evaluations are maintained in the student file. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Qualitative and Quantitative standards. All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment.

ATTENDANCE (QUANTITATIVE) PROGRESS

Students must attend a minimum of 70% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed period of 150%. The attendance percentage is determined by dividing the total hours attended by the total number of hours scheduled. Students are expected to attend classes as per the attendance policy.

ACADEMIC (QUALITATIVE) PROGRESS

1. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory portion of the course will be evaluated after each unit of study. Students must maintain a minimum clinical grade level of "C" (70%) or higher, at the end of each progress report period.
2. A student must also maintain a cumulative academic average of "C" (70%) or better at the end of each evaluation period.
3. Successful completion of a class is defined as earning a grade of 2.0 or higher.

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89.99%	3.0
C	Average	70%- 79.99%	2.0
F	Failing	60%- 69%	1.0

I Incomplete

4. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and are therefore, not a component of satisfactory progress. If performance does not meet satisfactory academic requirements, it is not counted and the performance must be repeated until a satisfactory level of performance are achieved.
5. Quantitative (PACE) Requirement: Students are required to complete his/her educational program in no longer than 150% of the published length of the program. The student agrees to complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement.

MAXIMUM TIME FRAME

<u>Course</u>	<u>Clock Hours</u>	<u>Weeks of instruction</u>	<u>Max Clock Hours</u>
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Medical Asst.	470	12	470
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For example, if the student has contracted to complete the course within 640 clock hours and 28 weeks and the maximum time allowed under the quantitative standards of 150% would be 960 clock hours and 42 weeks.

6. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.
7. The student will receive a SAP report at the time of evaluation, which the student must sign. One copy will be provided to the student, and the other copy will be placed in the student's file.
8. If a student's final grade for a module is below 70% he or she **must repeat that module**. The student is considered to be on Academic Probation during their next module. If he or she passes that module, they are taken off Academic Probation. If the student should fail, he or she will remain on Academic Probation until he or she successfully passes or reaches the point where they must be terminated.

9. Day Students (Session I) will attend class via online virtually and in-person as indicated on session schedule. Students will attend 5 hours per day on Monday through Friday; Saturday schedule is subject to lab requirements when available. Monday through Friday from 9:00 a.m. to 3:00 p.m. Evening Students (Session II) will attend class via online virtually and in-person as indicated on session schedule. Students will attend 5 hours per day on Monday through Friday; Saturday schedule is subject to lab requirements when available. Monday through Friday from 5:00 p.m. to 10:30 p.m

EVALUATION PERIODS

Formal Satisfactory Progress Evaluations for TWC in both attendance (clock hours and weeks) and academics (Grade Point Average) will occur when the students reach 320 hours.

Example:

<u>Course</u>	<u>Clock Hours</u>	<u>Weeks</u>
Medical Assistant	470	20

Note: Student is required to meet a level of competency to go on the externship. During the externship, the supervisor will evaluate the student and relay reports back to the main campus

DETERMINATION OF PROGRESS

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next evaluation period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period will be considered making SAP until the next scheduled evaluation.

ACADEMIC PROBATION

Academic probation is an emphatic warning that the student's academic performance does not meet the Institutes minimum 2.0 GPA requirement and that the quality of their work must improve during the probationary period to be eligible to continue at Absolute Allied Health Academy.

SFAHP Student Services will notify all students who are placed on academic probation.

If a student's final grade for a module is below 70% he or she **must repeat that module**. The student is considered to be on Academic Probation during their next module. If he or she passes that module, they are taken off Academic Probation. If the student should fail, he or she will remain on Academic Probation until he or she successfully passes or reaches the point where they must be terminated. Advising holds are placed on the records of all students who are on academic probation. This hold prevents students from registering for classes. Advising holds are removed once a student meets with an academic advisor.

TRANSFER STUDENTS

Enrollment is available for students wishing to transfer to Absolute Allied Health Academy after they have withdrawn from other schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. Absolute Allied Health Academy Professionals does not accept transfer credits

REINSTATEMENT

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing to the Campus Director. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) days following the decision of Campus Director. Students who are reinstated will re-enter with the same progress status held prior to termination.

LEAVES OF ABSENCE

If student enrollment is temporarily interrupted for a Leave of Absence (LOA) and documentation to support the required leave of absence is submitted to the Campus director (i.e. Doctor's excuse, etc.), the student will return to school in the same progress status held prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the projected grad date by the same number of clock hours and days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation

REINSTATEMENT BEFORE 180 DAYS

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the Campus Director for placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

COURSE INCOMPLETES, REPETITIONS AND NON –CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student's GPA; however, these hours will be counted toward the quantitative requirements.

Student Services



HOUSING

Absolute Allied Health Academy does not provide formal assistance but will provide contact with various apartment locator services in the general vicinity of the campus.

STUDENT JOB PLACEMENT

Absolute Allied Health Academy will assist students in locating part-time employment while attending school but cannot guarantee employment. Many students are able to defray a part of their expenses by working while pursuing their studies.

RESOURCE CENTER

Absolute Allied Health Academy has a Resource Center available to all students. The students has access to several PCs and it contains materials applicable to the programs of the study presented at the campus. Hours of operation are Monday through Friday and are posted at the school. Access to the Internet information system is also available at the Resource Center.

GRADUATE PLACEMENT ASSISTANCE

Graduates are advised regarding opportunities for job interviews. While no educational facility can guarantee employment Absolute Allied Health Academy makes a sincere effort toward assisting each graduate with placement and job leads. This is a important step. Each student is requiring to complete a career instruction module to prepare them properly with interview techniques, preparation of resumes, and letters of introduction to better prepare them for a real life interview. h.

After graduation or at any other time thereafter, graduates may take advantage of the employment opportunities that our staff list monthly on the employment opportunity board located in our facility. Flexibility is key when job haunting. It is the student's responsibility to put forth 100% effort to also make this a successful transition.

TUTORING

Absolute Allied Health Academy faculty arranges and conducts a number of interactive activities in which students are able to reinforce learning material presented in their program of study. Tutoring is available through scheduling with faculty for one-on-one or group style review of material and development of study skills. Review classes may also be held prior to certification and licensure exams. Additional laboratory time is available for students wishing to practice the hands-on performance of technical applications. There are two types of tutoring. 1) Voluntary 2) Mandatory. Both of these are to assist the student in reaching their goal of graduation.

GRADUATION

Formal graduation ceremonies are held twice annually. Students must complete all areas of the program with a cumulative grade point average of 2.0 or better and satisfactorily complete the externship portion, if applicable, in an approved facility. In addition, students must satisfy all financial obligations to the school and participate in an exit interview. A student has completed all required hours and any make up work that has been assigned to the student in compliance with school policies. One must have met with student services to discuss placement and update student records. A Certificate of Completion is awarded to those meeting the graduation requirements.

SPECIAL RECOGNITION AWARDS

Students have the opportunity to earn special awards while pursuing their studies. Specific awards that can be achieved are Perfect Attendance, Student of the Month and various Academic Excellence Awards that are broken down by programs. The accomplishments are acknowledged by the presentation of special certificates at graduation. Students who achieve a cumulative grade average of 95% or higher will graduate with honors.

Officers, Faculty and Staff

OFFICERS, FACULTY AND STAFF:

Officers and Faculty

Michele S Gomez (Full Time)

Owner/Programs Director/ Campus Director/ President
ADN, Excelsior College, Albany, New York
LVN, Concorde Career College, Arlington Texas
Phlebotomist St Francis Career College, Lynwood, CA
Medical Assistant Hi Tech Institute Dallas, Texas
PAPH Certified Instructor MGM Dallas, Texas
Certified American Heart Association BLSI ACLI Instructor Certified
American Red Cross Instructor
Certified EMS Safety CPR Instructor
Certified ASHI Instructor
Medical Assistant Instructor/ Medical Assistant Program
Director Nursing Assistant Instructor/ Nursing Assistant
Program Director Phlebotomy Instructor/ Phlebotomy Program

Staff^{Director}

Alexus Smith (Full Time)

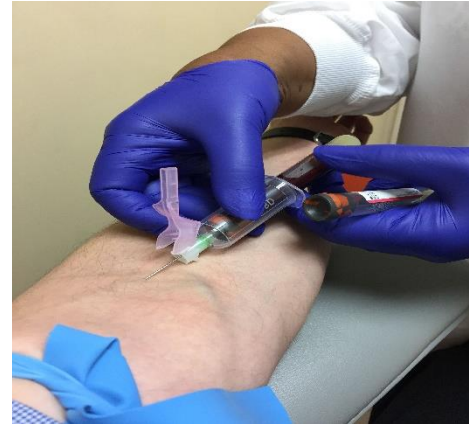
Designee/ Program Representative/ Admissions Representative/ Student Service/
Compliance Officer

Programs

Accelerated Medical Assistant



Phlebotomy



Nursing Assistant



Accelerated Medical Assistant Program



ADMISSION REQUIREMENTS

Applicants may be admitted if they satisfy the following:
Please also see admissions policy page 6-14.

PROGRAM OBJECTIVE

The Medical Assistant plays an important role as a member of the Health Care team in a physician's office or clinic. Theory and practical application in the fundamentals of medical diagnostic laboratory techniques are taught. Students are introduced to the anatomy and physiology of the body systems and become CPR certified. In addition, students will have hands-on training with regard to venipuncture, injections, urinalysis, electrocardiography, measurement of vital signs, and preparation for physical and specialty exams. Students will learn basic medical office administrative duties.

This program will enable the students to assume a responsible entry-level position as a Medical Assistant. Laboratory skills and administrative procedures are taught for use in a physician's office/clinic. This Certification Program also emphasizes communication skills. The knowledge gained in this program, combined with work experience will provide opportunities in managing an office. Graduates of this program may seek positions as: Clinical Medical Assistant

CLASSROOM PROCEDURES

Each course is a unique study allowing the student to have Virtual, Hybrid and hands-on training in the classroom and lab. The classroom is setup for the combination of class and lab (simulating a physician's office). Computers are available for computer classes. During the classroom and lab training, students will learn the internal organs and cavities, the systems and structures of the body, principles of diagnostic imaging, the various uses of a microscope, electrocardiography, pathological urine specimens with emphasis on the correct way to collect record and report laboratory results, as well as taking patient vital signs and draping patients for specific examinations. Students will also learn the technique of venipuncture with vacutainer and syringes. Students will learn how to obtain accurate medical information from patients and document this information.

CAREER OPPORTUNITIES

Job prospects are expected to be very good for Medical Assistants. Employment is expected to grow much faster than average for the next eight to ten years because of increasing demands for qualified office personnel. About six out of ten Medical Assistants will work in physician offices. Medical Assistant positions are expected to be one of the fastest growing occupations from 2004 through 2014. Career prospects should be best for Medical Assistants with certification. About fourteen percent work in public and private hospitals, including inpatient and outpatient facilities; and eleven percent work in offices of other health practitioners, such as chiropractors and podiatrists. Employment growth will be driven by the increase in the number of group practices, clinics and other health care facilities that need a high proportion of support personnel, particularly the flexible Medical Assistant who can handle both administrative and clinical duties. Medical Assistants work primarily in an outpatient setting, which is a rapidly growing sector of the health care industry.

CLASS SCHEDULES

Day Students (Session I) will attend class via online virtually and in-person as indicated on session schedule. Students will attend 5 hours per day on Monday through Friday; Saturday schedule is subject to lab requirements when available. Monday through Friday from 9:00 a.m. to 3:00 p.m.

Evening Students (Session II) will attend class via online virtually and in-person as indicated on session schedule. Students will attend 5 hours per day on Monday through Friday; Saturday schedule is subject to lab requirements when available. Monday through Friday from 5:00 p.m. to 10:30 p.m.

There will be a ten-minute break every hour beginning at ten minutes until the hour. Students attendance, in-person and online assignments need to be completed for successful completion

EXTERNSHIP

The externship is a crucial part of the students overall training to become a Medical Assistant. The externship is undertaken following the successful completion of all classroom training and consists of 160 unpaid hours. Students will work Monday through Friday for eight (8) hours each day, for a total of (4) weeks. Some externship sites may offer the opportunity to complete externship hours on the weekends as well but it is subject to availability. Students will also be responsible for 8 hours of online lecture and 12 hours of online lab skill assignments. The maximum number of externs expected in the program at any one time is (25) twenty-five per Am and PM totaling 50 students. The student will have to make-up for the hours missed. Students will work in either a medical office or hospital setting where they will participate in patient management of the office including patient reception, appointment scheduling, charting procedures, and telephone techniques. Externs will also perform administrative tasks such as mail handling, bookkeeping, and record filing. Externs will also perform routing diagnostic laboratory tests including urinalysis, blood counts sedimentation rates, blood chemistries, and agglutination tests. Evaluations of externs with verbal critique by the work site supervisor will occur weekly. The externship coordinator will visit the externship sites at least once per week. Externs are required to attend a weekly meeting on the school's campus every Friday to discuss their observations/ experiences. This meeting may also be offered via Zoom or virtually. Students will be notified weekly by their instructor. Externs are required to maintain a daily journal to be discussed during their weekly meetings. Students are required to write a final report that will be turned in on the day of their externship meeting. Students will be required to sign off on an Externship Policy and Procedures document before the start of the externship portion of their program.

MEDICAL ASSISTANT CAREER OPPORTUNITIES

Medical Assistant graduates open the door for employment opportunities in a Physician's Office, Hospital, Nursing Homes, Specialty Clinics and Mobile Clinics.

PROFESSIONAL DUTIES

- Vital Signs
- Interviewing Patients
- Insurance Processing
- Front Office Assistant
- Billing
- Procedure Coding
- Diagnostic Coding
- Instrument Sterilization
- Charting
- Assist Physician with Exams
- Assist Physician with Minor Surgery
- Administer Medication
- Perform EKG's
- Phlebotomy
- Diagnostic Coding
- Minor Laboratory Procedures
-



OCCUPATIONAL OUTCOMES

- Medical Assistant
- Phlebotomist
- EKG Tech
- Back Office Assistant
- Back Office Lab

POTENTIAL EARNINGS

Average starting salaries could vary in range depending on previous work experience, continuing education and location. Please refer to www.salary.com and <http://www.bls.gov/> for the most up to date information regarding the salary range for Medical Assistants.

COURSE DESCRIPTIONS

MA101 - Introduction to Medical Assistant

Clock Hours: 50 Lecture / 32 Lab / 0 Extern

Credit Hours: 4.0

Duration: 3 Weeks

This course provides an introduction to theory and foundational skills in medical assisting for the student. Content includes virtual and live lecture and discussion on the role of the medical assistant, Medical Terminology, safety, human anatomy and physiology, screening, medical office emergencies, and patient education and communication.

Students will learn the concepts of medicine and bloodborne pathogens. Students will also learn how to assist with patient examinations, OSHA regulations, with an emphasis on asepsis, universal and standard precautions. Students will have practical knowledge of the anatomical structure and key elements of Anatomy & Physiology.

Course Components:

Module A: Orientation to Program & Introduction to Medical Assisting	10%
Module B: Terminology, Anatomy, and Physiology	20%
Module C: Safety	20%
Module D: Medical Office Emergencies/CPR	25%
Module E: Patient Education/Communication	25%

Prerequisites: None

MA102 – Clinical Application of the Medical Assistant I

Clock Hours: 50 Lecture / 32 Lab / 0 Extern

Credit Hours: 4.0

Duration: 4 Weeks

The course is designed to provide preparation for entry-level positions in medical assisting: Theory and laboratory instruction in assisting the physician/practitioner in exam-room procedures, laboratory procedures, pharmacology, providing medications, minor office surgery, and nutrition. This course will allow the student an opportunity to practice all the clinical procedures learned throughout the Medical Assistant Program and in a clinical setting. All students are acquainted to the basics preparation and methods to help the physicians with the in-office surgical procedures and be trained to perform crucial procedures in the sanitizing the medical tools and equipment's, sterilization, and disinfecting process.

Prerequisites: None

Course Components:

Module A: Introduction to Skills Lab and Exam Room Procedures	15%
Module B: Specialty Procedures	15%
Module C: Pharmacology	20%
Module D: Minor Office Surgery	10%
Module E: Laboratory Procedures	25%
Module F: Client Teaching/Communication	15%

MA103 – Clinical Application of the Medical Assistant II

Clock Hours: 50 Lecture / 32 Lab / 0 Extern

Credit Hours: 4.0

Duration: 4 Weeks

Upon completion of this module students will be able to perform basic office procedures typical in a doctor's office. Students will be able to perform basic office procedures typical in a doctor's office including scheduling appointments, work with patients, telephone etiquette, maintaining patient medical records. Students will have practical knowledge of the front desk office duties in a clinical setting. Students will gain the practical knowledge of management and financial procedures. Students will learn filing insurance claims, medical billing and coding, accounts payable and accounts receivable. Students will learn the basics to being a medical manager serving as a liaison to physicians, employees, and patients.

Prerequisites: None

Course Components:

Module A:Front Office Procedures	15%
Module B:Financial Procedures	15%
Module C:Medical Billing and Coding	20%
Module D: Insurance Verification and Billing	10%
Module E:EMR/ Medical Records	25%
Module F:HIPPA	15%

MAP 104 Career Exploration

Clock Hours: 20 Lecture / 12 Lab / 0 Extern

Credit Hours: 3.0

Duration: 1 Weeks

This course will provide Medical Assisting students with effective job search strategies. Through lectures and interactive group activities, students will learn about diverse strategies to obtain employment as a Medical Assistant. Special emphasis will be placed on resume and cover letter writing, job search strategies, networking, and interviewing techniques. All students will develop a career portfolio, which will include a resume, cover letter, and reference list. Student will learn good interviewing techniques. Students will be required to interview with their externship site to help build knowledge and experience with the interview process.

MA199 - Externship

Clock Hours: 8 Lecture / 12 Lab / 160 Extern

Credit Hours: 5.0

Duration: 4-8 Weeks

The externship is undertaken following the successful completion of all classroom training and consists of 160 hours (five to eight hours per day, five days per week). The students will spend 160 hours under the direct supervision of a preceptor (school staff or office employee) in a medical office or other healthcare setting. Student will be responsible for online virtual lecture assignments weekly and virtual online lab assignments. The student will practice all skills taught during classroom/lab courses while at the extern-site. Administrative and clinical patient management procedures are a vital part of their externship.

Prerequisites: MA101, MA102, MA103, MA104

2020-2021 COURSE SCHEDULE

START DATE	EXPECTED GRAD DATE
November 2 2020	March, 2021
February 2, 2021	June, 2021
May 2, 2021	September, 2021
August 8, 2021	December, 2021
November 6, 2021	March, 2022
February 2, 2022	June, 2022
May 2, 2022	September, 2022
August 8, 2022	December, 2022
November 6, 2021	March, 2022
September 23, 2019	May, 2020
October 21, 2019	June, 2020
November 18, 2019	July, 2020
January 6, 2020	August, 2020

**The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.*

HOLIDAY SCHEDULE

January 21, 2021.....	Martin Luther King Jr. Day
February 18, 2021	Presidents Day
March 11-15, 2021	Spring Break
April 2, 2021	Good Friday
May 31, 2021.....	Memorial Day
July 4, 2021	Independence Day
September 6, 2021	Labor Day
November 25-29, 2020.....	Thanksgiving Break
December 23, 2019 – January 3,2020.....	Winter Break

**Registration fee is required when making application to the Academy. The School provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, TB and Hep B series at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as uniforms are not included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$50). Financing is available for those who qualify.*



Accelerated Medical Assistant Program	Cost
Tuition	\$5500.00
Registration	\$100.00
Books	\$150.00
Supplies	\$80.00
Tools	\$15.00
Laboratory Fee	\$40.00
Total	\$5885.00

PROGRAM LENGTH AND CREDIT

+

	WEEKS	CLOCK HOURS	CREDIT HOURS
LECTURE	12	190	19
LAB	12	120	6
EXTERNSHIP	4-8	160	3
TOTAL	20	470	28

COURSE / NO.	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS
MA101 - Introduction to Medical Assisting	50	32	0	82
MA102 - <i>Clinical Application of the Medical Assistant I</i>	50	32	0	82
MA103 - <i>Clinical Application of the Medical Assistant II</i>	50	32	0	82
MA 104 – Career Exploration	30	12	0	42
MA105 - Externship	10	12	160	182
TOTAL	190	120	160	470

Phlebotomy Program



ADMISSION REQUIREMENTS

Applicants may be admitted if they satisfy the following:
Please also see admissions policy page 6-14.



PROGRAM OBJECTIVE

The purpose of this program is an in-depth study of phlebotomy and the related skills required by the phlebotomist to function in the healthcare setting. As a Phlebotomy Technician, you will be qualified to work in a hospital, in a doctor's clinic, or other related healthcare facilities. The curriculum includes classroom and clinical experience in the following discipline areas: CPR for Health care providers, Phlebotomy Theory, Phlebotomy Lab and Clinical Practice..

CAREER OPPORTUNITIES

Employment of the Phlebotomist is expected to grow much faster than the average for all occupations. The projected percent change in employment from 2016 to 2026: **24% (Much faster than average)**. Employment of phlebotomists is projected to grow 17 percent over the next ten years, much faster than the average for all occupations. Hospitals, diagnostic laboratories, blood donor centers, and other locations will need phlebotomists to perform bloodwork. The fastest employment growth and a majority of the new jobs are expected in offices of physicians, due to increasing demand for skilled phlebotomist. Rapid growth also is expected in mainly in hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices. The median annual wage for phlebotomists is \$35,510.

CLASSROOM PROCEDURES

Each course is a unique study allowing the student to have Virtual, Hybrid and hands-on training in the classroom and lab. The classroom is set up for the combination of class and lab (simulating a business clinical office). Each course will allow the student to learn the fundamentals and the structure of a Phlebotomist. The Classroom lecture/lab is designed to help the students understand and utilize the importance of Anatomy, Physiology and Medical Terminology, Venipuncture, The order of draw, and Laboratory Protocols

CLASS SCHEDULES

Day Students (Session I) will attend class via online virtually and in-person as indicated on session schedule. Students will attend 5 hours per day on Monday through Friday; Saturday schedule is subject to lab requirements when available. Monday through Friday from 9:00 a.m. to 3:00 p.m.

Evening Students (Session II) will attend class via online virtually and in-person as indicated on session schedule. Students will attend 5 hours per day on Monday through Friday; Saturday schedule is subject to lab requirements when available. Monday through Friday from 5:00 p.m. to 10:00 p.m.

There will be a ten-minute break every hour beginning at ten minutes until the hour. Students attendance, in-person and online assignments need to be completed for successful completion

EXTERNSHIP

You are not required to complete a clinical externship. Our training program is built to combine the classroom and clinical experience in one. We offer the opportunity for our students to return, for the life of our program to get any additional practice wanted, for free. Student's designed for healthcare professionals is unique from all other phlebotomy training programs, because instead of requiring you to do weeks and months of training, we give you all the knowledge and skills you need in just a few days.

Unlike other phlebotomy training programs who only have you practice on a phlebotomy training aid, we not only have you practice on a training aid to build up your confidence, but we also provide you with opportunity to do a live stick on a real person. **Live "sticks"** will be done in the class. These sticks include venipunctures and capillary sticks, and will not be done during an externship, but will be done on fellow students and yourself, in a very supervised setting. If you are not comfortable having someone draw your blood, please do not enroll for this class.█

CAREER OPPORTUNITIES

Graduates can secure employment in Medical Offices, Hospitals, Lab draw stations, Insurance Companies, Blood Banks and centers and Specialty Clinics.

PROFESSIONAL DUTIES

- Draw blood for tests
- Draw Blood for transfusions
- Draw blood for research
- Draw blood for donations

OCCUPATIONAL OUTCOMES

- Lab Assistant
- Phlebotomist
- Travel Phlebotomist

POTENTIAL EARNINGS

Average starting salaries could vary in range depending on previous work experience, continuing education and location. Please refer to www.salary.com and <https://collegegrad.com/careers/phlebotomists> for the most up to date information regarding the salary range for Phlebotomist..



COURSE DESCRIPTIONS

I. PTP-1071 consists of didactic (lecture) instruction encompassing the following areas of study:

1. *Health Care Systems and Organizational structure*
2. *Infection Control & Safety*
3. *Anatomy Physiology*
4. *Specimen Collection*
5. *Blood Collection Equipment & Supplies*
6. *Blood Collection Procedures*
7. *Specimen Processing*
8. *Quality Assurance in Health Care*
9. *Communication Skills and Professional Behavior*

II. PHLEB 1071 - Phlebotomy Lab

PTP -1071 provides online skills visual & practical (hands-on) instruction in phlebotomy techniques in a student laboratory setting. This includes the following techniques:

1. *Hand washing*
2. *Gowning, Gloving, & Masking*
3. *Quality Control*
4. *Venipuncture Techniques*
5. *Skin Puncture Techniques*
6. *Blood Smear Preparation*
7. *Blood Culture Collection*
8. *Specimen Processing*

III. PHLEB 1072- Examination Preparation Course

PHLEB-1072 On our last days of class, we cover any questions, specific scenarios, and finish with a one-on-one practical exam to go over procedures learned in class. We provide the student assistance with preparing for the certification examination and the application process and steps the student will need to complete upon graduating.

2020-2021 COURSE SCHEDULE

November 2 2020	November 14 2020
November 30, 2020	December 12, 2020
January 4, 2021	January 16, 2021
February 1 2021	February 13 2021
March 1 2021	March 13 2021
April 5 2021	April 17 2021
May 3 2021	May 15, 2021
June 7 2021	June 19, 2021
July 5, 2021	July 17 th 2021
August 2 2021	August 14 2021
September 13, 2021	September 25 2021
October 4 2021	October 16 2021
November 1 2021	November 13 2021
December 6 2021	December 18 2021

**The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.*

HOLIDAY SCHEDULE

January 21, 2021..... Martin Luther King Jr. Day
 February 18, 2021Presidents Day
 March 11-15, 2021 Spring Break
 April 2, 2021 Good Friday
 May 31, 2021..... Memorial Day
 July 4, 2021Independence Day
 September 6, 2021 Labor Day
 November 25-29, 2020..... Thanksgiving Break
 December 23, 2019 – January 3,2020.....Winter Break



PHLEBOTOMY PROGRAM	Cost
Tuition	\$795.00
Registration	\$100.00
Books	\$50.00
Supplies	\$100.00
Laboratory Fee	\$40.00
Certification Exam	\$130.00
Total	\$1085.00

*Registration fee is required when making application to the School. The School provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, TB and Hep B series at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as uniforms are not included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$50). Financing is available for those who qualify.

PROGRAM LENGTH AND CREDIT

**Courses run concurrent	WEEKS	CLOCK HOURS	SEMESTER CREDIT HOURS
CLASSROOM	2	50	5
LAB	2	48	2
TOTAL	2	98	7

COURSE / NO.	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS
PHLEB 1071** Blood collection and Essentials	46	46	0	92
PHLEB 1072** Phleb Exam Prep	4	2	0	6
TOTAL	50	48	0	98

The approximate time required to complete the phlebotomy program is a 98 hour, (50 hours lecture/48 hours Lab) noncredit certificate of completion course. Additionally, a student must have at least 30 to 100 successful sticks to complete the clinical practice successfully and meet qualifications for national certification.

Nurse Assistant Program

ADMISSION REQUIREMENTS

Applicants may be admitted if they satisfy the following:
Please also see admissions policy page 6-12



PROGRAM OBJECTIVE

The Nurse Assistant Program includes instruction in basic nursing skills, basic restorative services, mental health, social service needs, personal care skills, and resident's rights. Students will learn the knowledge and skills necessary to care for convalescing residents in long term care facilities. Graduates of this program will be able to perform basic first aid, CPR, take vital signs, apply the element of basic nutrition in meal planning, and follow infection control measures. Following successful completion of the course, the student will receive a certificate of completion of the nursing assistant course. A permanent record of course completion will be maintained at SFAHP. The nursing assistant training is an excellent starting place in health care for those students intending to go further with their medical education.





CAREER OPPORTUNITIES

Work settings include but are not limited to:

- Nursing Homes Agencies
- Assisted Living Facilities
- Hospices
- Day Care Centers and Schools
- Urgent Care Centers
- Home Health Care
- Hospitals
- Doctor Offices
- Medical Clinics

CLASSROOM PROCEDURES

This course offers in person, online skills videos, Virtual and hands-on training in the classroom and lab. The classroom is setup for the combination of lecture and lab. Students will learn objectives by listening to lecture, attending audio-visual presentations, observing demonstrations, reading course materials and studying for written tests. In addition, students will participate in clinical practice in a lab setting.

CLASS SCHEDULES

Students will attend class Monday through Friday. Classes will each last five hours in duration schedules from 11:00 am through 4:00 pm (Classroom hours are subject to change). There will be a ten-minute break every hour beginning at ten-minutes until the hour.█

COURSE DESCRIPTIONS

NA101 –Introduction to Long Term Care

Clock Hours: 8 lecture/ 8 lab Credit Hours: 1.5

To prepare Nurse Aids with the knowledge, skills and abilities essential for the provision of basic care to residents in long-term care facilities.

Prerequisites: NONE

NA102 – Personal Care Skills

Clock Hours: 6 lecture/ 4 lab Credit Hours: 1.0

Students will learn personal hygiene, providing for body alignment and mobility needs. They will learn the importance of proper patient positioning, wheelchair transfer to and from bed, assisting patient in walking using cane or walker. In addition, students will also learn proper care of catheters, enemas, and toilet care.

Prerequisites: NA101

NA103 –Basic Nursing Skills

Clock Hours: 5 lecture/ 4 lab Credit Hours: 1.0

Students will have a working practical knowledge of how to properly bathe patients, make patient's bed, dress and undress patients, mouth care, grooming, and perineal care.

Prerequisites: NA102

NA104 –Restorative Services

Clock Hours: 4 lecture/ 3 lab Credit Hours: 1.0

Students will learn about services given to maintain or give new strength or vigor. They will learn to give care that will attain and maintain the highest possible level of independence and functional ability.

Prerequisite: NA103

NA105 –Mental health & Social Service Needs

Clock Hours: 5 lecture/ 4 lab Credit Hours: 1.0

Upon completion of this course, students will be able to identify the 5 basic human needs as well as demonstrate skill in assisting residents with psychosocial needs.

Prerequisites: NA104

NA106 – Social Skills

Clock Hours: 5 lecture/ 4 lab Credit Hours: 1.0

Upon completion of this course, students will understand how to identify avoid and resolve conflicts with coworkers, supervisors, and residents.

Prerequisites: NA 101,102,103,104,105

NA199 – Externship

Clock Hours: 5 lecture/ 0 lab Credit Hours: 0.5

Students will develop an understanding and a hands-on approach of how to meet physical, social and emotional needs of the patients through communication and care that maintains dignity, privacy and independence.

Prerequisites: NA 101,102,103,104,105,106

2020 - 2021 COURSE SCHEDULE

START DATE	EXPECTED GRAD DATE
November	December
January 11, 2021	February, 2021
February 1, 2021	March, 2021
March 8, 2021	April, 2021
April 12, 2021	May, 2021
May 10, 2021	June, 2021
June 14, 2021	July, 2021
July 26, 2021	August, 2021
August 26, 2021	September, 2021
September 13, 2021	October, 2021
October 4, 2021	November, 2021
November 1, 2021	December, 2021



HOLIDAY SCHEDULE

January 21, 2021	Martin Luther King Jr. Day
February 18, 2021	Presidents Day
March 11-15, 2021	Spring Break
April 2, 2021	Good Friday
May 31, 2021	Memorial Day
July 4, 2021	Independence Day
September 6, 2021	Labor Day
November 25-29, 2020	Thanksgiving Break
December 23, 2019 – January 3, 2020	Winter Break

TUITION FEES

Registration Fee	\$ 100.00
Tuition	\$ 850.00
Books/ Tools	\$ 100.00
Fees	\$ 88.00
NA LMS System	\$ 137.00
Total Cost	\$ 1275.00

*Registration fee is required when making application to the School. The School provides assistance in obtaining health screening for the students in the Allied Health Care program that includes health history, TB and Hep B series at an additional cost to the student. CPR course is offered at an additional cost of \$65.00. Items such as uniforms are not included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$50).

PROGRAM LENGTH AND CREDIT

	WEEKS	CLOCK HOURS	CREDIT HOURS
CLASSROOM	4	60	6.5
EXTERNSHIP	3	40	0.5
TOTAL	7	100	7

COURSE / NO.	LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEM HOURS
NA101 – Introduction to Long Term Care	8	8	0	16	1.5
NA102 – Personal Care Skills	6	4	0	10	1
NA103 – Basic Nursing Skills	5	4	0	9	1
NA104 – Restorative Services	4	3	0	7	1
NA105 – Mental Health & Social Service Needs	5	4	0	9	1
NA106 - Social Skills	5	4	0	9	1
NA-199 Externship	0	0	40	40	0.5
TOTAL	33	27	40	100	7

ABSOLUTE ALLIED HEALTH ACADEMY

402 W. WHEATLAND RD STE 180 DUNCANVILLE TX 75116

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I.V. THERAPY

SEMINAR

SECTION: IVS101

Preparer:

Michele S. Gomez-Leffall LVN, BLSI

Absolute Allied Health Academy



Absolute Allied Health Academy

SECTION	SECTION #	COURSE NAME	CONTACT HOUR	DURATION
IVS	101	IV THERAPY SEMINAR	8	1 DAY

Course Description:

This course will prepare the student for IV skill training. The student will learn techniques for administration and maintenance of IV catheters, IV therapy and pumps.

Course Objective:

The IV Therapy certificate course's main focus is on fluids, medications, technique and complications. Students must complete the seminar and receive a passing score of 70 on final exam and demonstrate the skills to receive certificate. Upon successful completion of the course, the student will receive a certificate of completion from the institute.

Subject Hours: 8 Contact (4 Lecture/ 4 Lab)

Lecture and clinical topics include:

- IV Device
- Different gauges
- Anatomy of veins
- Tourniquet procedure
- Potential sites
- Sites to avoid
- Equipment and preparation
- Step-by-step technique
- Veins that blow
- Venipuncture in elderly patients
- Infiltration and extravasation

Prerequisites:

The prospective student must be a current healthcare worker.

Textbook/ Material:

Textbook: Rapid Guide to IV Starts for the RN and EMT 3rd edition 2016, by Team Rapid Response \$35.00

Cost:

\$335.00

ATTENDANCE POLICY FOR SEMINARS
(Title 40, Texas Administrative Code, Section 807.241-245)

Students must attend and complete the entire seminar to receive certificate of completion. If the student does not complete all seminar hours, the student will not receive credit. █

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PHLEBOTOMY SEMINAR

SECTION: PHLEBS101

Preparer:

Michele S. Gomez-Leffall LVN, BLSI

Absolute Allied Health Academy



Absolute Allied Health Academy

SECTION	SECTION #	COURSE NAME	CONTACT HOUR	DURATION
PHLEBS	101	Phlebotomy Seminar	8	1 DAY

Course Description:

This is a unique 1-day phlebotomy workshop that provides the experienced student with additional skills and training in order to succeed in the healthcare field as a phlebotomist or other healthcare professional. This workshop is intended to compliment the student’s current medical training and/or experience. This workshop contains lecture, discussion, and practical instruction. The student must demonstrate proficient phlebotomy skills and knowledge equivalent to the Phlebotomy program but in a shorter timeframe. This workshop is intended for students with prior medical training, related education, or clinical experience.

Subject Hours: 8 Contact (4 Lecture/ 4 Lab)

Lecture and clinical topics include:

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> ➤ Phlebotomy Technician Skills ➤ Specimen collection ➤ Venipuncture procedures ➤ Capillary sticks ➤ Phlebotomy Equipment including test tubes & order of draw ➤ Specimen transport and handling | <ul style="list-style-type: none"> ➤ Phlebotomy Technician Skills ➤ Blood Draws ➤ Laboratory personnel and responsibilities ➤ Analytical errors/complications /terminology ➤ Phlebotomy Technician Skills ➤ Performing live blood draws ➤ Laboratory personnel and responsibilities | <ul style="list-style-type: none"> ➤ Analytical errors/complications /terminology ➤ Roles and Responsibilities of a Phlebotomy Technician ➤ General Knowledge of anatomy and physiology ➤ Patient interaction communication |
|--|--|---|

Live “sticks” will be done in the class. These sticks include venipunctures and capillary sticks. These sticks will not be done during an externship, but will be done on fellow students and yourself, in a very supervised setting. If you are not comfortable having someone draw your blood, please do not enroll for this class.

Prerequisites:

The prospective student must be a current healthcare worker. Students who have lapsed certification or have not worked in the field and require a refresher of hands on skills and operations.

Textbook/ Material: ACAHT Phlebotomy Study Guide Cost: \$25.00

Students must complete the seminar and receive a passing score of 75 on final exam and demonstrate the skills and check skills check off to receive a certificate. Upon successful completion of the course, the student will receive a certificate of completion from the institute.

Cost: \$390.00

ATTENDANCE POLICY FOR SEMINARS (Title 40, Texas Administrative Code, Section 807.241-245) Students must attend and complete the entire seminar to receive certificate of completion. If the student does not complete all seminar hours, the student will not receive credit.

- STUDENT WILL BE PROVIDED THE OPPORTUNITY TO SIT FOR THE CERTIFICATION EXAM COST NOT INCLUDED IN TUITION FEES

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MEDICAL ASSISTANT SEMINAR

SECTION: MEDS101

Preparer:

Michele S. Gomez-Leffall LVN, BLSI

Absolute Allied Health Academy



Absolute Allied Health Academy

SECTION	SECTION #	COURSE NAME	CONTACT HOUR	DURATION
MEDS	101	Medical Assistant Seminar	8	1 DAY

Course Description:

This is a unique 100% Hands-on 1-day medical assistant seminar that provides the experienced student with additional skills and training in order to succeed in the healthcare field as a medical assistant or other healthcare professional. This workshop is intended to compliment the student's current medical training and/or experience. This workshop contains lecture, discussion, and practical instruction. The student must demonstrate proficient Medical Assistant phlebotomy skills and EKG knowledge equivalent to the medical assistant program but in a shorter timeframe. This workshop is intended for students with prior medical training, related education, or clinical experience. Students must complete the seminar and demonstrate the skills and check skills check off to receive a certificate. Upon successful completion of the course, the student will receive a certificate of completion from the institute.

Subject Hours: 8 Contact (4 Lecture/ 4 Lab)

Lecture and clinical topics include:

- Medical Assistant
- Roles and Responsibilities of a medical assistant
- General Knowledge of anatomy and physiology
- Vital signs
- Patient interaction communication
- Roles and Responsibilities of a Clinical Medical Assistant
- Live Capillary sticks
- Live blood draws

Prerequisites:

The prospective student must be a current healthcare worker. Students who have lapsed certification or have not worked in the field and require a refresher of hands on skills and operations.

Textbook/Material: ACAHT MEDICAL ASSISTANT REFRESHER MANUAL Cost: \$30.00

Cost:

\$445.00

ATTENDANCE POLICY FOR SEMINARS

(Title 40, Texas Administrative Code, Section 807.241-245)

Students must attend and complete the entire seminar to receive certificate of completion. If the student does not complete all seminar hours, the student will not receive credit.

- STUDENT WILL BE PROVIDED THE OPPORTUNITY TO SIT FOR THE CERTIFICATION EXAM COST NOT INCLUDED IN TUITION FEES

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NURSE ASSISTANT SEMINAR

SECTION: NURS101

Preparer:

Michele S. Gomez-Leffall LVN, BLSI

Absolute Allied Health Academy



Absolute Allied Health Academy

SECTION	SECTION #	COURSE NAME	CONTACT HOUR	DURATION
NURS	101	Nurse Assistant Seminar	8	1 DAY

Course Description:

This Nurse Aide workshop provides the experienced student with additional skills and training in order to succeed in the healthcare field as a Nurse Aide. This workshop is intended to compliment the student’s current medical training and/or experience. It is also a steppingstone for Nurse aides who allowed their registry to expire and needing to refresh. This workshop contains lecture, discussion, and practical instruction. This workshop is intended for students with prior medical training, related education, or clinical experience.

Subject Hours: 8 Contact (4 Lecture/ 4 Lab)

Seminar refresher topics include:

- Introduction to Long Term Care (LTC)
- Personal Care Skills
- Basic Nursing Skills
- Restorative Services
- Mental Health and Social Service

Prerequisites:

The prospective student must be a current healthcare worker or Certification has lapsed and need to recertify.

Textbook/ Material: ACAHT NA Study Guide Cost: \$40.00

Students must complete the seminar and demonstrate the skills to receive a certificate. Upon successful completion of the course, the student will receive a certificate of completion from the institute. And will be eligible to take the Texas Exam.

Cost:

\$455.00

ATTENDANCE POLICY FOR SEMINARS

(Title 40, Texas Administrative Code, Section 807.241-245) Students must attend and complete the entire seminar to receive certificate of completion. If the student does not complete all seminar hours, the student will not receive credit.

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EKG BASICS SEMINAR

SECTION: EKGS101

Preparer:

Michele S. Gomez-Leffall LVN, BLSI

Absolute Allied Health Academy



Absolute Allied Health Academy

SECTION	SECTION #	COURSE NAME	CREDIT HOUR	DURATION
EKGS	101	EKG Seminar	5	1 DAY

Course Description: This is a micro course that explores how to locate and determine the heart position to accurately place electrodes for an ECG. In this course, learners will discuss the heart location, chest and peripheral leads and their correct placement when performing an ECG. Learners will navigate through the training material before completing several short activities to test their retention of the information. This class introduces the participant to cardiac monitoring and diagnostic electrocardiography. Information presented in this program will aid the technician in understanding the use of the EKG and fundamentals

Subject Hours: 8

Prerequisite: The prospective student must be a current healthcare worker or currently enrolled in a healthcare program.

Textbook/ Material: ACAHT EKG Study Guide Cost: \$25.00

Cost: \$185.00

Outline:

- Cardiac anatomy and physiology review
- Indications for cardiac monitoring
- Types of monitoring systems and telemetry
- Application of monitoring devices
- Electrode site preparation
- Recording rhythm tracings
- Acquisition of a 12-lead ECG
- Wave form identification
- Recognition of normal sinus rhythm
- Recognition of lethal rhythms
- Review of common dysrhythmias and EKG abnormalities.

Objectives:

Upon completion of the program, the participant will be able to:

- Label the major components of the cardiac conduction system
- List at least 4 indications for cardiac monitoring
- Compare and contrast EKG monitoring and 12-lead EKG
- Apply electrodes and obtain a rhythm tracing
- Apply electrodes and obtain a 12-lead ECG

- Identify the P wave, QRS complex, and T wave on a given EKG tracing
- Calculate the ventricular rate from a given EKG tracing
- Recognize lethal rhythms (asystole, V-fib, and V-tach) from a cardiac monitor screen and/or paper tracing.
- Differentiate artifact from V-fib in a clinical scenario.
- List the criteria for normal sinus rhythm
- Select a normal sinus rhythm from a group of rhythms
- Discuss some characteristics of abnormal rhythms

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**CLINICAL LABORATORY TESTING
PROCEDURES SEMINAR**

SECTION: CLTS101

Preparer:

Michele S. Gomez-Leffall LVN, BLSI

Absolute Allied Health Academy



Absolute Allied Health Academy

DURATION
1 DAY

SECTION CLTS	SECTION # 101	COURSE NAME CLINICAL LABORATORY TESTING SEMINAR	CREDIT HOUR 8	DURATION 1 DAY
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Course Description:

This course will provide the student with hands on instruction and training in Accurate Specimen Collection and usage with several on site rapid testing models. This a micro course provides an understanding of the correct procedures for specimen collection and documentation. This course gives an overview of each of the correct steps for collecting specimens and completing documentation procedures.

Lecture and clinical topics include:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Strep tes | <input checked="" type="checkbox"/> DOT physicals |
| <input checked="" type="checkbox"/> Drug screening | <input checked="" type="checkbox"/> Urine Sample |
| <input checked="" type="checkbox"/> Requisition Documentation | <input checked="" type="checkbox"/> Flu Test |
| <input checked="" type="checkbox"/> Order of Draw | <input checked="" type="checkbox"/> Covid Testing |

Subject Hours: 8

Prerequisite: The prospective student must be a current healthcare worker childcare Provider or school nurse

Textbook/ Material: ACAHT CLTS Study Guide Cost: \$25.00

Objectives:

Upon completion of the program, the participant will be able to:

- Accurately collect lab specimens and usage with routine on site rapid testing models
- Document and complete requisitions for specimen collection and documentation

Students must complete the seminar and demonstrate the skills to receive a certificate. Upon successful completion of the course, the student will receive a certificate of completion from the institute. And will be eligible to take the Texas

Cost:

\$265.00

ATTENDANCE POLICY FOR SEMINARS

(Title 40, Texas Administrative Code, Section 807.241-245) Students must attend and complete the entire seminar to receive certificate of completion. If the student does not complete all seminar hours, the student will not receive credit.

PHLEBOTOMY SEMINAR	Cost
Tuition	\$300.00
Registration	\$50.00
Books	\$25.00
Supplies	\$15.00
Total	\$390.00

Title 40, Texas Administrative Code, Section 807.175)

PHLEBOTOMY SEMINAR SCHEDULE

[8 Hour Seminar Saturday Option Only](#)

02/06/2021

(Title 40, Texas Administrative Code, Section 807.175)

NURSE ASSISTANT SEMINAR	Cost
Tuition	\$350.00
Registration	\$50.00
Books	\$40.00
Supplies	\$15.00
Total	\$455.00

NURSE AIDE SEMINAR SCHEDULE

[10 Hour Seminar Saturday & Sunday Option Only](#)

01.30.2021 01.31.2021

MEDICAL ASSISTINIG SEMINAR	Cost
Tuition	\$350.00
Registration	\$50.00
Books	\$30.00
Supplies	\$15.00
Total	\$445.00

Title 40, Texas Administrative Code, Section 807.175)

[10 Hour Seminar Saturday & Sunday Option Only](#)

1.30.2021

01.31.2021

Title 40, Texas Administrative Code, Section 807.175)

IV THERAPY SEMINAR	Cost
Tuition	\$200.00
Registration	\$75.00
Books	\$35.00
Supplies	\$25.00
Total	\$335.00

IV Therapy Seminar Schedule

[8 Hour Workshop Saturday Option Only](#)

02/12/2021

Title 40, Texas Administrative Code, Section 807.175)

EKG BASICS SEMINAR	Cost
Tuition	\$125.00
Registration	\$35.00
Books	\$25.00
Total	\$185.00

EKG Seminar Schedule: [8 Hour Seminar](#)

02/18/2021

Title 40, Texas Administrative Code, Section 807.175)

CLINICAL LABORATORY TESTING PROCEDURES SEMINAR	Cost
Tuition	\$150.00
Registration	\$25.00
Books	\$25.00
Supplies/ lab Fee	\$65.00
Total	\$265.00

[8 Hour Seminar](#)

02/20/2021

Refund Policy for Seminars

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation
 - (b) of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (c) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on
 - (d) the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first
 - (e) anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any
 - (f) previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

I hereby certify that the statement and information in this catalog are true and correct to the best of my knowledge and belief.

Michele Gomez Director

Signature

01/02/2021

Date

Notes