



Health Tech of Georgia, Inc.

Warner Robins, Georgia

Certified Training in Health Sciences

Catalog

2017 - 2018

202 N. Davis Drive
Warner Robins, GA 31093

(478) 923-7007

Check us on the web: www.healthtechofga.com

Email us at: healthtechofgeorgia@gmail.com

Updated 1/12/17

Statement of Purpose: Health Tech of Georgia provides an opportunity for adults to acquire the knowledge and skills necessary for a career in several allied health science fields. The program includes clinical experience to enhance the student's skills and confidence. Students are counseled on employment opportunities and job-seeking skills. This opportunity is extended to all qualified students regardless of race, sex, age or national origin.

State Certifications: All courses offered by Health Tech have been approved by two separate state agencies. The Nonpublic Postsecondary Education Commission (NPEC) sets standards to ensure that all postsecondary schools are educationally sound and financially stable. The Commission inspects the school annually to assure compliance with all regulations. The Georgia Medical Care Foundation (GMCF) examines and oversees all Certified Nursing Assistant (CNA) programs in Georgia. **Health Tech is also approved for VA education benefits.**

Admission Requirements, Enrollment and Registration Procedures: Students must be 18 years of age, be in good health and have a high school diploma or GED in order to receive a certificate. Applications are accepted Monday through Thursday 9AM - 6 PM. Registration and enrollment will be based on available space for each session. Tuition and application fee or the deposit in a payment plan is due at registration.

Credit for Previous Education/Training: Students will be given a tuition credit for prerequisite courses successfully completed at another school (will need to provide certificate or transcript). These classes can then be exempted from their program.

Attendance Policies: Students enrolled in pre-requisite and basic courses may miss only two class meetings. Three absences are permitted during advanced courses. All clinical practice, if required, must be completed and verified before receiving a certificate, no sessions may be missed. In the event of excessive absences or extenuating circumstances, such as prolonged illness or injury, the student may begin the program again. All money paid to the date of withdrawal will be credited to that program. Class work that is missed will be reviewed at a time arranged by the student and instructor.

Grading System: A 75% average must be maintained on all class work to be eligible to take the final exam. An "academic warning" will be issued at mid-term if grades are below average. Students must score a 75% on the final exam to pass the course. Students not achieving passing marks are encouraged to repeat the class during the next rotation for a minimal fee (basic classes \$100, advanced classes \$200). Most programs require off-site clinical practice. Clinical skills, attendance, and attitude are evaluated as excellent, satisfactory, or needs improvement. Transcripts are available upon request.

Code of Conduct: Any conduct determined by school officials to be detrimental to the school or other students or behavior that is unprofessional will result in permanent dismissal.

Dress Code: Students are required to wear ciel blue scrub pants with a white scrub top (males wear ciel blue top) and solid white shoes to all classes. Name badges will be issued after classes begin (\$2.00 charge).

Career Services: Health Tech of Georgia assists students in identifying potential employers, completing an application, developing resumes and preparing for job interviews. The Employment Skills curriculum also incorporates the personal and ethical values and professionalism important in maintaining a job and advancing their career. This training class must be completed by all students. The school also maintains a comprehensive list of offices, hospitals, facilities and agencies in the eight county area to guide the student in their search for job opportunities. Students are required to notify the school when they accept employment and forms will be provided.

Grievance Policy: Any grievance against Health Tech may addressed to the Director, Rita M. Crader, RN. If the problem is not resolved, contact the Nonpublic Postsecondary Education Commission (NPEC) of Georgia.

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Classes are conducted Monday through Thursday. School is closed every Friday,
Labor Day, Thanksgiving (Wednesday prior and Thursday), Christmas (last two weeks of December), New Year's
Day, Martin Luther King Day, Memorial Day, and the month of July.

Regular Class Offered	Time of Class	Days Offered	Start/End Dates	Tuition and Fees
Electrocardiography/ Monitor Technician (88 hours)	9 am – 1 pm or 6 pm – 10 pm	Mon & Wed	Jan 30, 2017 - April 12, 2017 April 17, 2017 - June 29, 2017 July 31, 2017 – Oct 16, 2017 Oct 18, 2017 - Jan 24, 2018 Jan 29, 2018 - April 11, 2018	Tuition \$ 489.00 Application Fee: \$25.00 8% interest if financed (payments of \$49 per week until paid) Lab fee:\$25.00 Down Pmt: \$249.00
Certified Nursing Assistant (140 hours)	9 am – 1 pm or 6 pm – 10 pm	Tues & Thurs Mon & Wed (9-1 only)	March 21, 2017 – June 29, 2017 Aug 03, 2017 – Nov 14, 2017 Nov 16, 2017 – March 15, 2018 March 22, 2017- June 29, 2017 July 31, 2017 – Nov 13, 2017 Nov 15, 2017 – March 21, 2018	Tuition \$ 549.00 Application Fee: \$25.00 Insurance: \$5.00 8% interest if financed (payments of \$49 per week until paid) Lab Fee: \$25.00 Down Pmt: \$249.00
Phlebotomy Technician (92 hours)	9 am – 1 pm or 6 pm – 10 pm	Tues & Thurs Mon & Wed (9-1 only)	Jan 24, 2017 – April 06, 2017 April 11, 2017 – June 22, 2017 Aug 01, 2017 – Oct 12, 2017 Oct 17, 2017 – Jan 16, 2018 Jan 25, 2017 – April 10, 2017 April 12, 2017 – June 28, 2017 July 31, 2017 – Oct 16, 2017	Tuition \$ 489.00 Application Fee: \$25.00 Insurance: \$5.00 8% interest if financed (payments of \$49 per week until paid) Lab Fee: \$25.00 Down Pmt: \$249.00
Medical Terminology Basic Mathematics English Grammar for the Health Professional (44 hours)	9 am – 1 pm or 6 pm – 10 pm	Wednesday	Jan 25, 2017 – April 05, 2017 April 12, 2017 – June 21, 2017 Aug 02, 2017 – Oct 11, 2017 Oct 18, 2017 – Jan 17, 2018	Tuition \$ 189.00 Application Fee: \$10.00 8% interest if financed (payments of \$49 per week until paid) Down Pmt: \$50.00
Basic Anatomy and Physiology (44 hours)	9 am – 1 pm or 6 pm – 10 pm	Monday	Jan 30, 2017 – April 10, 2017 April 17, 2017 – June 28, 2017 July 31, 2017 – Oct 16, 2017 Oct 23, 2017 – Jan 29, 2018	Tuition \$ 189.00 Application Fee: \$10.00 8% interest if financed (payments of \$49 per week until paid) Down Pmt: \$50.00

Computer Classes

All types of programs available. See front office for more details or contact computer instructor at Double Decker2000.com

Advanced Schedule for 2017-2018

Advanced Class Offered	Time of Class	Days Offered	Start/End Dates	Tuition and Fees
Pharmacy Technician (300 hours) Med. Term., A&P & Basic Math required (included in cost of tuition)	6 pm – 10 pm	Mon & Wed (Wed only 1st 6 sessions)	Nov 30, 2016 – May 22, 2017 TBA --Anticipated dates (May 24, 2017 – Nov 29, 2017)	Tuition \$ 1289.00 Application Fee: \$35.00 Insurance: \$10.00 8% interest if financed (payments of \$49 per week until paid) Lab Fee: \$25.00 Down Pmt: \$249.00
Patient Care Associate (364 hours) ECG, Nursing Assistant, Phlebotomy & Med. Term (included is cost of tuition)			See individual program start and end dates.	Tuition \$ 1389.00 Application Fee: \$35.00 Insurance: \$10.00 8% interest if financed (payments of \$49 per week until paid) Down Pmt: \$249.00
Medical Billing and Coding (424 hours) Med. Term. & A&P required (included in cost of tuition)	6pm - 10pm	Tues & Thurs Module I Module II	Aug 01, 2017 – Jan 09, 2018 Jan 19, 2017 – June 19, 2017	Tuition \$ 1789.00 Application Fee: \$35.00 8% interest if financed (payments of \$49 per week until paid) Down Pmt: \$249.00
Medical Assistant (552 hours) Administrative (Front Office) (40 hours) Clinical (Back Office) (244 hours) Med. Term, A&P, Basic Math, Phlebotomy and ECG (included in cost of tuition)	9 am – 1 pm or 6 pm – 10 pm Sept – day only March – night only	Monday Tues & Thurs	Front Office April 17,2016 – June 30, 2016 Oct 30, 2017 - Jan 29, 2018 April 16, 2018 – June 26, 2018 Back Office Sept.29,2016- March 21,2017 March 28,2017 – Sept 26,2017 Sept 28, 2017 – March 15,2018 March 20, 2018 – Sept 18,2018	Tuition \$ 2189.00 Application Fee: \$35.00 Insurance: \$10.00 8% interest if financed (payments of \$49 per week until paid) Down Pmt: \$249.00
Medical Office Specialist (336 hours) Med. Term., A&P, Billing & Coding, and Office Administration (included in cost of			See individual program start and end dates.	Tuition \$1989.00 Application Fee: \$35.00 8% interest if financed (payments of \$49 per week until paid) Down Pmt: \$249.00

Class	Application Fee	Cost of Program	Interest 8%	# of Payments After Down Pmts
ECG / EKG Technician	25.00	489.00	39.12	7 Pmts./ 49.00
Certified Nursing Assistant	25.00	549.00	43.92	8 Pmts./ 49.00
Phlebotomy Technician	25.00	489.00	39.12	7 Pmts./ 49.00
Medical Terminology	10.00	189.00	15.12	4 Pmts. / 49.00
Pharmacy Technician	35.00	1289.00	103.12	24 Pmts./ 49.00
Medical Billing and Coding	35.00	1789.00	143.12	35 Pmts. / 49.00
Medical Assistant	35.00	2189.00	175.12	44 Pmts./ 49.00
Patient Care Associate	35.00	1389.00	111.12	26 Pmts./ 49.00
Medical Office Specialist	35.00	1989.00	161.92	39 Pmts. / 49.00

*Note: Final payments may be lower.

Textbooks must be purchased by student prior to the first class session. *Weekly Payment Plans* are due by *Thursday* of each week. There will be a \$5.00 fee added to all late payments. **NO POSTDATED CHECKS WILL BE ACCEPTED.** All payments must be current before students will be allowed to take final exam or attend clinicals.

Refund Policy: All monies paid by a prospective student, including nonrefundable application fees, are refunded if the student requests a refund within three (3) business days after signing a contract. If no contract is signed prior to classes beginning and the student requests a refund within three (3) business days after making a payment. Refunds are made in full to the student within forty-five (45) days of the date of withdrawal. Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal (up to 50% of the program) and calculated from the last day of attendance by the student. No withdrawal fee is assessed.

Veterans receiving benefits for education programs administered by the Department of Veterans Affairs will be refunded the unused portion of pre-paid tuition on a pro rata basis. Any amount in the excess of ten dollars for an enrollment or registration fee will also be pro-rated.

COURSE DESCRIPTIONS

Home Health Aide: Comprehensive training in essential skills with emphasis on special needs of the ill and disabled person in the home setting. The course includes basic knowledge of growth and development through the life span and integrates the personal qualities, ethics and communication skills needed in this career field. Emphasis is placed on prevention of infection, safety and basic emergency care (student will be CPR certified). Teaches comfort and hygiene measures such as bathing, bed making and turning and positioning. Places special focus on nutritional needs and fluid requirements (includes meal planning based on the basic food groups). Also, addresses bowel and bladder care and care of indwelling catheters. Trains the student in proper measurement of vital signs and interpretation of results. Special exercises and rehabilitation therapies will be taught, as well as, special procedures and treatments usually performed by aides. Includes knowledge to recognize common health problems and complications, basic medical terminology, and experience in a clinical setting. Students will learn the needs and special care of the dying patient and the care and comfort of the patient's family. **Fourteen Week Course.**

Certified Nursing Assistant: Provides knowledge and skills for care of the elderly, ill and disabled in long term care facilities, hospitals and personal care homes. The course includes training in areas of communication and interpersonal skills, and emphasizes the good personal characteristics and ethics necessary for this career. Covers important information about infection control, safety and basic emergency care (student will be CPR certified). Teaches measurement of vital signs and implication of results. Students will learn comfort and hygiene measures as well as bowel and bladder care (including indwelling catheters). Provides training in ROM exercises, rehabilitation therapies and special medical procedures and treatment emphasizes the recognition of common health problems and complications, and understanding of simple medical terminology. Clinical training will take place in a Long Term Care Facility. Students will be eligible for State Certification upon completion of this course. **Fourteen week course. Clinical Practice as scheduled.**

Electrocardiography (ECG) Technician: Develops skills in performing electrocardiograms used in physicians' offices and hospitals. Teaches the proper preparation and electrode placement, operation of the ECG machine and the anatomy and function of the heart as it relates to the waveforms that are produced. Students will learn to recognize all parts of the basic waveform, calculate heart rate and measure blood pressure. Knowledge is then expanded to include recognition and understanding of atrial and ventricular dysrhythmias, in particular, changes in ischemia and myocardial infarction. Course concludes with identification of basic cardiovascular medications. Hands on experience in our own clinical setting. **Eleven week course.**

Phlebotomy Technician: Designed to give students basic phlebotomy skills. Venipuncture skills prepare students for a career in laboratories, hospitals and physician's offices. The course integrates anatomy and physiology and medical terminology with an understanding of laboratory tests and their clinical correlation. Proper collection technique and safety are emphasized in a clinical setting. Stresses personal characteristics and interpersonal skills necessary for a successful career. **Twelve week course.**

Medical Assistant: Students will advance their knowledge and skills to perform with professional competency in medical offices and clinics. After completing prerequisite classes in medical terminology, anatomy and physiology, math, phlebotomy, and electrocardiography, the course will present additional clinical procedures and theory. This training includes gathering information and completing medical documents, assisting with physical examinations, gynecological procedures and pediatric care. Advanced clinical practice introduces sterile procedures and minor office surgery, pharmacology and drug calculations, administration of oral and parenteral medications and understanding and performing laboratory procedures. Empathy, compassion, confidentiality, ethical and legal standards and professionalism are emphasized throughout the course. Training concludes with general office duties, management, communication, medical records, computer skills and insurance processing. **Forty-four week course. Includes eighty hours clinical practice.**

Patient Care Associate (PCA): Skills acquired in this course will prepare students to practice in hospitals as a multi-skilled allied health care professional. Curriculum will include medical terminology, certificates in Phlebotomy, EKG, and State Certification as Nursing Assistant. **Thirty-six week course.**

Pharmacy Technician: Prepares students to assist pharmacists in independent pharmacies and hospitals with technical tasks such as filling prescriptions and other distributive duties. Primary emphasis is on a wide knowledge of drugs and accuracy in dispensing. Students will learn medical terminology, drug calculation, correct dosage forms, basic pharmacology (drug actions, interactions, and side effects), and the assistants role in the medical profession. Clinical practice will be conducted in local pharmacies and hospitals. Medical Terminology, Basic Math, Anatomy and Physiology courses required.

Fifty-two week course. Includes forty hours clinical practice. Lab coat required.

Medical Billing and Coding: Introduces the basic principles and application of CPT (Current Procedural Terminology) and ICD-10-CM (International Classification of Diseases) to prepare students for a career in medical billing and coding in a variety of healthcare settings. This system converts uniform descriptions of medical, surgical and diagnostic services into five-digit numeric codes. Insurance reimbursement is then based on the codes submitted. Patient morbidity and mortality is classified for indexing and storage of hospital records. Understanding of Evaluation and Management Services will be emphasized and the student will become familiar with the most current CPT and ICD-10-CM manuals. Medical Terminology and Anatomy and Physiology courses required. **Fifty-two week course. Includes forty-eight hour Internship.**

Medical Office Specialist (MOS): A comprehensive program of instruction for a career in the business and administrative areas of physician's offices and hospitals. Students will acquire the knowledge to convert diagnoses and medical services to codes for reimbursement (Medical Billing and Coding). Also includes computer skills, patient scheduling, records management and accounting practices (Administrative Front Office). Medical Terminology and Anatomy and Physiology are required. **Sixty-two week course.**

Anatomy and Physiology: Offers fundamental information on the structure, function and major pathophysiology of all body systems. Primarily designed for students in health related professions. A pre-requisite for several programs. **Eleven week course.**

Medical Terminology: Introduces the student to a large vocabulary of medical language and develops skills in understanding and remembering new words. Describes word origins, pronunciations and definitions and provides examples of how the terms are used. Also includes a basic knowledge of anatomy and terms pertaining to each body system, as well as, many frequently used medical abbreviations. **Eleven week course.**

Basic Math: Provides a review of the basic fundamentals of mathematics with emphasis on fractions and decimals. Prepares students to calculate medication dosages, analyze laboratory specimens and other mathematical skills required in the medical professions. **Eleven week course. Materials provided by instructor.**

English Grammar for Health Professionals: A communication and writing skills course that integrates grammar, sentence construction, spelling and abbreviations to provide a foundation for both English language and medical language. **Eleven week course.**

Basic Computer Skills: Teaches essential skills for operating a Windows-based computer. Classes are directed toward computer literacy in the healthcare field, particularly for Pharmacy Technician and Medical Assistant students. The course is optional and available to any student and the public. **Other computer classes include Microsoft Word, Excel & Power Point. Textbook and materials provided by instructor.**

National Certification Examinations (NHA) administered on site for the following:
Phlebotomy Technician, ECG Technician, Patient Care Associate, Pharmacy Technician, Medical Billing and Coding, Medical Administrative Assistant, and Clinical Medical Assistant.

Faculty and Staff

(Owner)

Rita M. Crader, RN, Director

Medical Assistant, Pharmacy Technician Instructor

Peggy Davis, CCT, CPCT

Assistant Director

Electrocardiography Instructor

Susan Sykes, MSN, RN

Educational Program Supervisor

Medical Assistant, Medical Terminology Instructor

Linda Willis, RN

Nursing Assistant Program Manager

Rosa Smith, RN

Nursing Assistant Instructor

Tammie Stephenson, CCS

Medical Billing and Coding Instructor

Brenda Bozard, CPC, CCP

Administrative Front Office, Medical Terminology Instructor

Christy Norman, RN

Medical Assistant Instructor

Belinda Privett, LPN

Nursing Assistant, Anatomy and Physiology Instructor

Kristin Hume, BS, CPhT

Pharmacy Technician Instructor

Vincent Green

American Heart Association

BLS for Healthcare Providers (CPR), First Aid Instructor