



Catalog 2020 - 2021

1839 Watson Blvd.
Warner Robins, GA 31093
(478) 923-7007

Check us on the web: www.healthtechofga.com
Email us at: healthtechofgeorgia@gmail.com

Updated 10/8/20

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.

*Note. We no longer accept VA, due to massive paperwork.

Admission Requirements, Enrollment and Application 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. **We are closed for lunch from 1:30 – 3:00 PM.** Application and enrollment will be based on available space for each session. Tuition and application fee due at sign up. Payment plans are available if unable to pay out class tuition. Deposit for payment plans must be paid at sign up. (Please make your payments before evenings class, so front staff are able to leave on time.)

Credit for Previous Education/Training: Students will be given a tuition credit for prerequisite courses successfully completed at another school (you will need to provide certificate or transcript). These classes can then be exempted from their program if not more than three years.

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 for documented medical emergencies. Class work that is missed, due to absences 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. Some programs require off-site clinical practice. Clinical skills, attendance, and attitude are evaluated as excellent, satisfactory, or needs improvement. **Missed Clinical hours are an automatic class failure.** Transcripts are available upon request, for a \$5.00 fee.

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. This includes weapons on campus (without a permit, which MUST be on file at HTG), vulgar language or assaults of any kind. If you have a permit, guns are permitted with a copy of gun license. MUST BE ON FILE.

Dress Code: Students are required to wear ceil blue or navy uniforms and closed toe shoes to all classes. If 'out-of-uniform', pay at the front office a \$2.00 fine. (Donated to charity.) Thursdays are a 'free dress' day.

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 counties 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 on our website, [healthtechofga.com/Job Forms](http://healthtechofga.com/JobForms).

Resource Materials: Health Tech of Georgia has a huge library available with additional resources for every class taught at HTG. These are in every classroom pertaining to each subject. Discussed on first day during orientation.

Grievance Policy: Any grievance against Health Tech may addressed to the Director, Alicia Laidlaw, CEO or Susan Sykes, MSN, RN, Director of Education. Just call 478-923-7007 and ask for an appointment.

If the problem is not resolved, contact the Nonpublic Postsecondary Education Commission (NPEC) of Georgia by mail at: 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305, by phone (770) 414-3300 or Website: www.gnpec.org.

Classes are conducted Monday through Thursday. School is closed every Friday, Saturday and Sunday. Holidays we recognize and are closed. (Dates will be announced.) Labor Day, Halloween, Thanksgiving, Christmas, Valentine's Day, New Year's Day, Martin Luther King Day, Memorial Day, Independence Day and Houston County Spring Break Week.

Course Schedule

(Schedule Revised 10/8/20)

Regular Class Offered	Time of Class	Days Offered	Start/End Dates	Tuition and Fees
ECG / EKG (44 hours) (11 Weeks)	9 AM – 1 PM or 6 PM – 10 PM	Wednesday Only	04/22/20 - 07/01/20 07/22/20 – 09/30/20 10/14/20 – 12/30/20 (includes Thanksgiving Holiday) 01/13/21 - 03/24/21 04/07/21 – 06/16/21 06/23/21 – 09/08/21 09/15/21 – 12/01/21	Tuition 629.00 Application Fee: \$100.00 Lab fee: \$40 Insurance: \$25 Payment Breakdown: \$629+\$100+\$40+\$25= \$794.00 (add \$63.52 if financed) -T- \$857.52
Certified Nursing Assistant (140 hours) (14 Weeks)	9 AM – 1 PM or 6 PM – 10 PM	Tues & Thurs	04/14/20 – 07/16/20 07/28/20 – 10/29/20 11/03/20 – 02/16/21 (includes Thanksgiving, Christmas, New Year Holidays) 03/02/21 - 06/10/21 (Spring Break Holiday 03/30/21- 04/01/21) 06/22/21 – 09/30/21 10/05/21 – 01/18/22	Tuition \$ 629.00 Application Fee: \$100.00 Insurance: \$25.00 Lab Fee: \$40.00 Payment Breakdown: \$589+\$100+\$40+\$25= \$794.00 (add \$63.52 if financed) – T- \$857.52
Phlebotomy Technician (96 hours) (12 Weeks)	9 AM – 1 PM or 6 PM – 10 PM	Tues & Thurs	05/12/20 – 07/30/20 08/11/20 – 10/29/20 11/10/20 – 02/09/21 (includes Thanksgiving and New Year Holiday) 02/16/21 - 05/13/21 05/25/21 – 08/24/21 08/31/21 – 11/18/21 11/30/21 – 02/24/22	Tuition \$ 689.00 Application Fee: \$100.00 Insurance: \$25 Lab Fee: \$40.00 Payment Breakdown: \$629+\$100+\$40+\$25= \$854 (add \$68.32 if financed) T- \$922.32
Medical Terminology (44 hours) (11 Weeks)	9 AM – 1 PM or 6 PM – 10 PM	Wednesday Only	04/15/20 –06/24/20 07/01/20 - 09/02/20 09/23/20 –12/09/20 (includes Thanksgiving Holiday) 01/06/21 – 03/17/21 04/07/21 – 06/16/21 06/23/21 – 09/08/21 09/15/21 – 12/01/21 (includes Thanksgiving Holiday)	Tuition \$ 239.00 Total due at sign up.

Advanced Class Schedule

(continued on following page)

Administrative Front Office, (40 hours) (10 Weeks)	9 AM –1 PM or 6 PM – 10 PM	Monday Only	06/22/20 -08/24/20 09/14/20 -11/16/20 11/30/20 – 02/08/21 02/22/21 – 05/03/21 05/17/21 – 08/02/21 08/16/21 – 10/25/21 11/08/21 – 01/10/22	Tuition \$ 329.00 Application Fee: \$100.00 Insurance: \$25 Payment Breakdown \$329+\$100 +\$25 = \$454
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Advanced Class Offered	Time of Class	Days Offered	Start/End Dates	Tuition and Fees
Patient Care Associate (PCA) (324 hours) (48 Weeks) <u>Includes:</u> Med. Term, ECG, Nursing Assistant, & Phlebotomy <i>(included in cost of tuition)</i>			See individual course program for start and end dates.	Tuition \$ 1589.00 Application Fee: \$100.00 Insurance: \$25 Lab Fees \$120 (ECG, PHLE, CNA) Payment Breakdown: \$1589+\$100+\$25+\$120= \$1,834.00 (add \$146.72 if financed) T -\$1980.72
Medical Billing (88 hours) (22 weeks) <u>Med. Term. required</u> <i>(included in cost of tuition)</i>	6 PM – 10 PM	Thursdays	04/16/20 – 09/10/20 10/08/20 - 03/25/21 (includes Thanksgiving, Christmas, New Year, Holiday) 04/08/21 – 09/16/21 09/30/21 – 03/17/22	Tuition \$ 694.50 Application Fee: \$ 100.00 Insurance: \$ 25 Payment Breakdown: \$694 +100 + \$25= \$819.50 (add \$60.56 if financed) T- \$880.06
Medical Coding (88 hours) (22 Weeks) <u>Med. Term. required</u> <i>(included in cost of tuition)</i>	6 PM – 10 PM	Tuesday	04/14/20 – 09/08/20 10/06/20 – 03/22/21 (includes Thanksgiving, Christmas, New Year, Holiday) 04/06/21 – 08/31/21 09/28/21 – 02/22/22	Tuition \$ 694.50 Application Fee: \$100.00 Insurance: \$25 Payment Breakdown: \$694.50 +100 + 25=\$819.50 (add \$60.56 if financed) T- \$880.06
Med Billing & Coding together <u>Med. Term. required</u> <i>(included in cost of tuition)</i>	<u>See dates above</u>			Tuition \$1389.00 Application \$100 Insurance: \$25 + = \$1514. (if finance add \$121.12 = T.\$1635.12)
Medical Assistant Back Office (BO) (272 hours) (24 Weeks) Clinical (80 Hours) <u>Pre-requites for BO</u> Med.Term, Phlebotomy and ECG Admin Front Office, (FO) <i>(included in cost of tuition)</i> See individual programs for start and end dates	9 AM – 1 PM or 6 PM – 10 PM	Tues & Thurs	05/12/20 – 10/22/20 11/03/20 - 05/04/21 05/25/21 – 11/04/21 11/16/21 – 05/02/22 (includes Thanksgiving Holiday)	Tuition \$ 2289.00 Application Fee: \$100.00 Insurance: \$25.00 Lab Fees \$120.00 (ECG, Phleb, Back Office) Payment Breakdown: \$2289+100+25+125= \$2534.00 (add \$202.72 if financed) T-\$2736.72 To Add Nursing Assistant to MA program \$2736.00
Medical Office Specialist (MOS) (496 hours) (62 Weeks) <u>Includes:</u> - Med. Term., Billing & Coding, and Administrative Front Office			See individual program start and end dates.	Tuition \$1789.00 Application Fee: \$100.00 Insurance: \$25 Payment Breakdown: \$1789+100 + 25 = \$1914.00 (add \$153.12 if financed) T-\$2067.12

Tuition and Payments

Class	Application Fee / insurance	Cost of Program	Interest 8%	Weekly Payments
ECG / EKG Technician	\$100 / \$25	\$629.00	\$63.52	\$50 per week till balance paid in full
Certified Nursing Assistant	\$100 / \$25	\$629.00	\$63.52	\$50 per week till balance paid in full
Phlebotomy Technician	\$100 / \$25	\$689.00	\$68.32	\$50 per week till balance paid in full
Medical Terminology		\$239.00		Must pay class in full
Medical Billing and Coding	\$100 / \$25	\$1,389.00	\$121.12	\$50 per week till balance paid in full
Medical Billing or Coding as a separate course	\$100 / \$25	\$819.50	\$60.56	\$50 per week till balance paid in full
Medical Assistant	\$100 / \$25	\$2,289.00	\$202.72	\$50 per week till balance paid in full
Patient Care Associate	\$100 / \$25	\$1,589.00	\$146.72	\$50 per week till balance paid in full
Medical Office Specialist	\$100 / \$25	\$1,914.00	\$153.12	\$50 per week till balance paid in full
Administrative Front Office	\$100 / \$25	\$329.00	\$26.32	\$50 per week till balance paid in full

Textbooks must be purchased by student prior to the first-class session. Textbook can be used, however workbooks if used cannot be marked in.

Weekly Payment Plans are due by *Thursday* of each week. You may also set up Bi-weekly or Monthly payment plans. There will be a \$10.00 fee added to all late payments. **NO CHECKS WILL BE ACCEPTED**. All payments must be current before students will be allowed to take final exam or attend clinicals. We except payments in **Cash, Debit or Credit Card**.

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. Withdrawal form **MUST** be completed. 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 date of withdrawal as signed by student. No withdrawal fee is assessed.

COURSE DESCRIPTIONS

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, 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-ischemia and myocardial infarction. Course concludes with identification of basic cardiovascular medications. Hands on experience in our own clinical setting. Student will be eligible for National Exam upon successful completion of course. **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. Student will be eligible for National Exam upon successful completion of course. **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, phlebotomy, Administrative Front Office 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. Student will be eligible for National Exam upon successful completion of course. **Twenty-four-week course. Eighty hours of clinical practice is required.**

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, Phlebotomy, EKG, and State Certification as Nursing Assistant. Student will be eligible for National Exam upon successful completion of course.

Forty-eight-week course.

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 ICD10-CM manuals. Medical Terminology course required. Student will be eligible for National Exam upon successful completion of course.

Twenty-two-week course.

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 Front Office is required. Student will be eligible for National Exam upon successful completion of course. **Forty-three-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.**

Administrative Front Office: This 10-week course is designed to give students basic office/organizational skills and prepare student for careers in hospitals, physicians offices, and other healthcare settings. This course integrates computer skills, customer service, time management, and the use of proper behavior in the healthcare setting. Managing organization, safety, and legal issues are emphasized throughout the course. This course stresses scheduling, phone etiquette, chart assembly, filing, basic bookkeeping, and limited claims submission. Also includes the personal characteristics and interpersonal skills necessary for a successful career.

National Certification Examinations:

(NHA) and Med CA, Administered on site for the following:

Phlebotomy Technician, ECG Technician, Patient Care Associate, Medical Billing and Coding, Administrative Front Office and Clinical Medical Assistant.

ASCP – For Phlebotomy Top Students Only. Requires more clinical hours offsite.

Faculty and Staff

Executive Staff:

Olexandr Smolensky, MD
Medical Director

Alicia W. Laidlaw, RHE, CET (Owner)
Administrator
ECG / EKG/ Monitor Tech, Administrative Front Office Instructor

Susan Sykes, MSN, RN
Director of Education
Medical Assistant, Nursing Assistant, Medical Terminology Instructor

Instructors:

Tammie Stephenson, CCS, CDIP, ACPAR, CBCS
Billing and Coding Instructor

Sonja Tukes, CPC, CCP
Billing and Coding Instructor

Velice English, CPT, CNA
ECG, Monitor Tech, and,
Administrative Front Office
Phlebotomy Instructor

Tamu Waller, LPN, GN
Nursing Assistant Instructor

Tammie Cochran, LPN
Medical Terminology Instructor

Administrative Office Staff:

Danice Edge, CBCS
Administrative Secretary

Helen Becker, RN (CNA Program Manager)
Nursing Assistant Program Manager

Independent Contractors:

Carin and Stan Decker
Web Designer / DB Report Specialist

Prestige Computer Solutions
IT Support and Maintenance

Vince Green
AHA CPR Instructor, 478-542-0167 (call To Schedule)

6/24/2020 awl