



Catalog 2021 - 2022

Health Tech of Georgia, Inc.
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 4/6/21

Mission Statement: 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.

Our Facility: 5500 sq.ft. facility including six classrooms, four clinical rooms, two student lounges, one breakroom, restrooms and ample parking.

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.

Admission Requirements, Enrollment and Registration Procedures: Students in all programs, must be 18 years of age and be in good health. High school diploma or GED required for all programs except CNA. 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. Payment plans are available at 8% interest. Deposit for payment plans must be paid at sign up. Orientation will be held the first part of each new class to acquaint students with rules and policies, HIPAA “Do’s and Don’ts”, HIPAA Acknowledgement Form, NPEC State of Georgia Student Disclosure Form, and Health Tech of Georgia faculty and their roles. The school does not currently offer any sort of financial aid or scholarships.

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 exempt from their programs if not taken more than three years ago. Health Tech of Georgia is not an accredited institution. Credits earned at Health Tech of Georgia are not guaranteed to be accepted for transfer to another institution.

Attendance Policies: Students enrolled in prerequisite and basic courses may miss only two class sessions. 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 next class available (doctors note is required). All money paid to the date of withdrawal will be credited to that program for documented medical emergencies. Class work that is missed is student's responsibility.

Grading System: A minimum 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 at least a 75% on the final exam to pass the course. Students not achieving passing marks are encouraged to repeat the next class. A restart fee may apply. Some programs require off-site clinical practice. Clinical skills, attendance, and attitude are evaluated as excellent, satisfactory, or needs improvement. Clinical hours may not be missed. Student transcripts may be requested at front office and will be ready that day or know later than the following school day.

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.

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

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 in their career. This training must be completed by all students. The school does not guarantee a job to graduates, however, we maintain 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 requested to notify the school when they accept employment, and forms are provided on our website, healthtechofga.com/contactus.htm. Please complete this form once you are employed.

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

Grievance Policy: Any grievance against Health Tech may be addressed to Alicia Laidlaw, CEO within two weeks. She will address your grievance within one week. If you do not agree with that decision, you will have two weeks to contact Carin Decker, Director, who will address your concerns and have an answer within one week. If you feel the problem is not resolved, you may contact Nonpublic Postsecondary Education Commission (NPEC) of Georgia: 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305, (770) 414-3300 or Website: www.gnpec.ga.gov

Classes are conducted Monday through Thursday. School is closed every Friday, Saturday, and Sunday.

Class times: Day classes are 9AM to 1PM Night classes are 6PM to 10PM

Holidays we are closed are as follows: *New Year's Day, Valentine's Day, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving, Christmas Eve thru year end*

Course Schedule

Regular Classes	Time of Class	Days	Start/End Dates	Tuition and Fees
ECG / EKG (48 hours) (12 Weeks)	9 AM – 1 PM or 6 PM – 10 PM	Wednesday Only	01/13/21 – 03/31/21 04/07/21 – 06/23/21 06/30/21 – 09/15/21 09/22/21 – 12/15/21 12/22/21 – 03/09/22 03/16/22 – 06/01/22 06/08/22 – 08/24/22 08/31/22 – 11/16/22	Tuition 689.00 Application Fee: \$100 Lab fee: \$50 Insurance: \$25 Payment Breakdown: \$689+\$100+\$50+\$25.= \$864.00 (add \$69.12 if financed) -T \$933.12
Certified Nursing Assistant (136 hours) (14 Weeks)	9 AM – 1 PM or 6 PM – 10 PM	Tues & Thurs	03/02/21 – 06/03/21 06/15/21 – 09/16/21 09/28/21 – 01/11/22 01/25/22 – 04/28/22 05/10/22 – 08/11/22 08/23/22 – 11/29/22	Tuition \$ 689.00 Application Fee: \$100 Insurance: \$25 Lab Fee: \$50 Payment Breakdown: \$689+\$100+\$50+\$25= \$864.00 (add \$69.12 if financed) – T \$933.12
Phlebotomy Technician (96 hours) (12 Weeks)	9 AM – 1 PM or 6 PM – 10 PM	Tues & Thurs	02/16/21 – 05/13/21 05/25/21 – 08/24/21 08/31/21 – 11/18/21 11/30/21 – 02/24/22 03/08/22 – 05/26/22 06/07/22 – 08/25/22 09/06/22 – 11/29/22 12/06/22 – 03/07/23	Tuition \$ 729.00 Application Fee: \$100 Insurance: \$25 Lab Fee: \$50 Payment Breakdown: \$729+\$100+\$50+\$25= \$904.00 (add \$72.32 if financed) T \$976.32
Medical Terminology (48 hours) (12 Weeks)	9 AM – 1 PM or 6 PM – 10 PM	Wednesday Only	01/06/21 – 03/17/21 04/07/21 – 06/23/21 06/30/21 – 09/15/21 09/29/21 – 12/22/21 01/05/22 – 03/23/22 04/06/22 – 06/22/22 07/06/22 – 09/21/22 09/28/22 – 12/21/22	Tuition \$ 339.00 Application Fee: \$100 Payment Breakdown: \$339+\$100= \$439.00 (add \$35.12 if financed) T \$474.12

Advanced Class Schedule

Administrative Front Office (48 hours) (12 Weeks)	9 AM –1 PM or 6 PM – 10 PM	Monday Only	03/08/21 – 05/24/21 06/07/21 – 08/30/21 09/13/21 – 11/29/21 12/06/21 – 03/07/22 03/14/22 – 06/06/22 06/13/22 – 09/12/22 09/19/22 – 12/12/22	Tuition \$ 389.00 Application Fee: \$100 Insurance: \$25 Lab fee: \$50 Payment Breakdown \$389+\$100 +\$25+\$50 = \$564 (add \$45.12 if financed) \$609.12
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(Advance class schedule, continued following page)

Advanced Classes	Time of Class	Days Offered	Start/End Dates	Tuition and Fees
Patient Care Associate (PCA) (334 hours) (50 Weeks) <i>Includes:</i> Med. Term, ECG, Nursing Assistant, & Phlebotomy (included in cost of tuition)			See individual course program for start and end dates.	Tuition \$2,100.00 Application Fee: \$100 Insurance: \$25 Lab Fees \$150 (ECG, PHL, CNA) Payment Breakdown: \$2,100+\$100+\$25+\$150 = <u>\$2,375.00</u> (add \$190.00 if financed) T \$2,565.00
Medical Billing & Coding <i>Med. Term. required</i> (included in cost of tuition) (176 hours) (22 weeks)			<i>See dates below</i>	Tuition \$1389.00 Application \$100 Insurance: \$25 = \$1514. (if finance add \$121.12 = T \$1635.12)
Medical Billing	6 PM – 10 PM	Thursday	10/08/20 – 03/18/21 04/08/21 – 09/02/21 09/16/21 – 02/24/22 03/03/22 – 07/28/22 08/11/22 – 01/19/23	
Medical Coding	6 PM – 10 PM	Tuesday	10/06/20 – 03/16/21 04/06/21 – 08/31/21 09/14/21 – 02/15/22 03/01/22 – 07/26/22 08/09/22 – 01/10/23	
Medical Assistant Back Office (272 hours) Clinical (80 Hours) (24 Weeks) <i>Pre-requisites for BO</i> Med.Term, Phlebotomy, ECG,& Admin Front Office (included in cost of tuition) <i>See individual programs for start and end dates</i>	9 AM – 1 PM or 6 PM – 10 PM	Tues & Thurs	11/03/20 – 05/04/21 05/24/21 – 11/04/21 (M–Th) 05/25/21 – 11/04/21 11/16/21 – 05/05/22 05/17/22 – 10/27/22 11/08/22 – 05/04/23 05/16/23 – 11/07/23	Tuition \$2,589.00 Application Fee: \$100 Insurance: \$25 Lab Fees \$200 (ECG, Phleb, Back Office) Payment Breakdown: \$2,589+100+25+200 = <u>\$2,914.00</u> (add \$233.12 if financed) T \$3,147.12 To Add Nursing Assistant to MA program \$3,647.12
Medical Office Specialist (MOS) (272 hours) (68 Weeks) <i>Includes:-</i> Med. Term., Billing & Coding, and Administrative Front Office			See individual program start and end dates.	Tuition \$1,789.00 Application Fee: \$100 Lab Fee-\$50 Insurance: \$25 Payment Breakdown: \$1,789+100+25+50 = <u>\$1,964.00</u> (add \$157.12 if financed) T \$2,121.12

Tuition and Payments

Class	Application / Insurance / Lab fees	Cost of Program	Interest 8%	Payments
ECG / EKG Technician	\$100 / \$25 / \$50	\$689.00	63.52	Minimum \$65 per week till balance paid in full
Certified Nursing Assistant	\$100 / \$25 / \$50	\$689.00	63.52	Minimum \$65 per week till balance paid in full
Phlebotomy Technician	\$100 / \$25 / \$50	\$729.00	68.32	Minimum \$65 per week till balance paid in full
Medical Terminology	\$100 / x / x	\$339.00	35.12	Minimum \$65 per week till balance paid in full
Medical Billing and Coding	\$100 / \$25 / x	\$1,389.00	121.12	Minimum \$65 per week till balance paid in full
Medical Assistant	\$100 / \$25 / \$200	\$2,589.00	233.12	Minimum \$65 per week till balance paid in full
Patient Care Associate	\$100 / \$25 / \$150	\$2,100.00	190.00	Minimum \$65 per week till balance paid in full
Medical Office Specialist	\$100 / \$25 / \$50	\$1,789.00	157.12	Minimum \$65 per week till balance paid in full
Administrative Front Office	\$100 / \$25 / \$50	\$389.00	45.12	Minimum \$65 per week till balance paid in full

Textbooks must be purchased by student. They may be digital or printed versions. Textbooks can be used, however, workbooks, if used, cannot be marked in. A current booklist is available. Textbook editions change periodically, so it is recommended not to purchase too far in advance.

Payment Plans: Weekly or biweekly payment plans are available. There will be a \$10 fee per week added to all late payments. Checks are not 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, however, debit and credit cards may be assessed a bank processing fee.

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, a full refund will be paid. 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. In case a student has a prolonged illness, an exception will be made for one additional absence per class. Student must present a physician's note. If a program is canceled or delayed, students may enroll in next class available or request a refund.

COURSE DESCRIPTIONS

Certified Nursing Assistant: Provides knowledge and skills for care of the elderly, ill and disabled in private homes, long term care facilities, hospitals, and personal care homes. The course includes training in areas of communication, 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 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 successful completion of this course.

Fourteen-week course (136 hours with 24 hours. of clinicals). 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 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.

Twelve-week course (48 hours)

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 medical terminology, anatomy and physiology with an understanding of laboratory tests and their clinical correlation. Proper collection techniques 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 (96 hours)**

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 presents 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, minor office surgery, pharmacology and drug calculations, administration of medications, understanding and performing laboratory procedures. Empathy, compassion, confidentiality, ethical and legal standards and professionalism are emphasized throughout the course. Training includes general office duties, management, communication, medical records, and computer skills. Student will be eligible for National Exam upon successful completion of course. **Twenty-four-week course (272 hours and 80 hours of clinical are 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 Nursing Assistant. Student will be eligible for CNA and/or PCA national exams upon successful completion of course. **Fifty-week course (334 hours)**

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 (176 hours)**

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). Student will be eligible for National Exam upon successful completion of course. **Forty-six -week course (272 hours)**

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 and many frequently used medical abbreviations. **Twelve-week course (48 hours)**

Administrative Front Office: This 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 and includes the personal characteristics and interpersonal skills necessary for a successful career. **Twelve-week course (48 hours)**

National Certification Examinations:

National Healthcareer Association (NHA) exams administered on site for the following:
Phlebotomy Technician, ECG Technician, Patient Care Associate, Medical Office Specialist,
Medical Billing and Coding, Administrative Front Office, and Medical Assistant

Faculty and Staff

Executive Staff:

Charles Scott Edenfield, MD

Medical Director

Alicia W. Laidlaw, CEO

Carin Decker, Director

Susan Sykes, MSN, RN

Director of Education

Medical Assistant, Nursing Assistant and Medical Terminology Instructor

Instructors

Velice English, CPT, CNA

ECG/EKG, Monitor Tech, Administrative Front Office
and Phlebotomy Instructor

Tamu Waller, LPN, GN

Nursing Assistant Instructor

Tammie Stephenson, CCS, CDIP, ACPAR, CBCS

Billing and Coding Instructor

Sonja Tukes, CPC, CCP

Billing and Coding Instructor

Administrative Office Staff

Danice Edge, CBCS

Administrative Secretary

Helen Becker, RN (CNA Program Manager)

Nursing Assistant Program Manager

Shirley Toliver

Administrative Secretary

Independent Contractors

DoubleDecker2000

Web Designer / Database Specialist

Prestige Computer Solutions

IT Support and Maintenance

Vince Green

AHA CPR Instructor, 478-542-0167

(call to Schedule)