

*H*HEALTHCARE

*T*RAINING

*I*NSTITUTE

Student Handbook

[2022 – 2023]



# Healthcare Training Institute



2023 - 2024

## *STUDENT CATALOG*



Effective Date: **July 31, 2023**

1969 MORRIS AVE, UNION, NJ 07083  
Tel: (908) 851-7711 \* Fax: (908) 851-4599 [www.htinj.edu](http://www.htinj.edu)



## Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Healthcare Training Institute Mission</b>	<b>3</b>
<b>Administration and Instructors</b>	<b>5-6</b>
<b>School Calendar</b>	<b>7</b>
<b>Program Starting Dates</b>	<b>10</b>
<b>School Policies</b>	<b>12-39</b>
Admission Requirements	<b>12-13</b>
Financial Aid Eligibility	<b>15-16</b>
Leave of Absence Policy	<b>17-18</b>
Code of Conduct, Conditions for Dismissal	<b>18-19</b>
Sexual Harassment Policy	<b>20</b>
Drug Free Policy/Crime Report	<b>20</b>
Grading System	<b>22</b>
Satisfactory Academic Progress Policy	<b>24-39</b>
Attendance/ Absences Policy	<b>25</b>
Class Cuts	<b>25-26</b>
Make-up Work	<b>26</b>
Tardiness	<b>27</b>
Incomplete Grades	<b>27</b>
Reentry Policy	<b>28</b>
Graduation Requirements	<b>29-30</b>
Academic Probation, Repeated Courses and Dismissal	<b>28-31</b>
Clock Hours/Academic Credits	<b>31</b>
Waiver of Liability, Section/Module System	<b>32</b>
Externship Policy	<b>32-39</b>
<b>Withdrawal from School</b>	<b>39</b>
<b>Student Records</b>	<b>39-40</b>
<b>Tuition and Textbook</b>	<b>40-41</b>
<b>Additional Costs</b>	<b>40-41</b>
<b>Refund Policy</b>	<b>41-44</b>
<b>Return of Title IV</b>	<b>44</b>
<b>Reimbursement/Refund Policy</b>	<b>43-44</b>
<b>HIPPA Regulation</b>	<b>45-50</b>
<b>Programs Offered</b>	<b>52-79</b>
<b>Credit Disclaimer Statement</b>	<b>80</b>
<b>Facilities/Equipment</b>	<b>80</b>
<b>Student Services</b>	<b>81-84</b>
<b>Student Complaint/Grievance/concern Process</b>	<b>85</b>

## MISSION

It is the mission of the Healthcare Training Institute to provide quality education for our students. We specialize in training healthcare careers such as Patient Assistant Technician, Diagnostic Medical Sonography, Patient Care Technician, Medical Assistant Technician, Medical Billing/Coding Specialist, and Certified Nurse Aide. General basic computer training is also taught as it relates and complements each healthcare discipline area.

We offer quality training on current equipment and are committed to offering our students the training available. Our professionals promote strongly effective skills in communication, leadership, professionalism, and ethics as they do for teaching competencies in the hardcore materials. We also cover basic knowledge in medical jurisprudence as it relates to the healthcare environment. We are very eager to accomplish our mission in the most effective manner.

Disclaimer: Please take note that the school does not represent itself with statements such as, but not limited to, its equipment is state-of-the-art or employment related to the course of study is guaranteed upon course completion. Any suggestions or promises to the contrary should be brought immediately to the attention of Shehta Abudalal, Administration Director or Joy Crowley, Operations Manager. Failure to voice any such concerns within three business days subsequent to signing the contractual agreement will be summarily dismissed.





### *School History*

*The Healthcare Training Institute was established at 1961 Morris Avenue, Union, NJ in 1997 by Dr. Shehta Abudalal and Dr. Bashir Mohammad. Original programs offered were: Medical Assistant Technician, Diagnostic Medical Sonographer, EKG Technician, Phlebotomy Technician, and EKG/Phlebotomy Technician (COMBO). Due to the school's success and growth over the years, the institution moved three buildings down from its original location in September 2000, in order to accommodate additional/future growth, accredited by the ACCSC in May 2003 and also approved by the US Department of Education. The institute expanded its student lounge to accommodate the students population and increase comfort, food space, in January 2016 located at 1967 Morris Ave.*

## ADMINISTRATORS & STAFF

The Healthcare Training Institute is operated by Dr. Shehta D. Abudalal and by Dr. Bashir Mohammad, dedicated leaders in adult education at all levels and co-founders of Healthcare Training Institute.

School Administration & Staff	
Name	Position
Administration	
Shehta Abudalal, MD.	Administration Director
Bashir Mohammad, MD.	Director of Education
Staff	
Ms. Joy Crowley	Operations Manager
Ms. Nevine Soliman	Director of Admission
Ms. JoAnn Carlson	DMS Program Director
Mr. Qazi M.Haq	Bursar
Ms. Laura Batista	Financial Aid Counselor
Ms. Evelyn Garcia	Registrar
Ms. Rachelle Lydzustre	Receptionist
Ms. Lynn Melidor	Ultrasound Clinical Coordinator
Mr. Yousif Abudalal	Assistant to Office
Mr. Asaf Mohammad	Assistant to Office
Ms. Erica Ronchetti	Media Network Director

Instructors		
Name	Medical Biller Instructors	Subject
Ms. Jackie Fernandez	CMB/MBC.	Medical Billing and Coding Specialist
Name	Lead Instructors	Subject
Dr. M. Attiq Rahman	M.D.	MA/ PCT/MBCS/EKG/Phlebotomy/Rx
Ms. Vickie Robinson	RDMS	Diagnostic Medical Sonography
Name	Senior Instructors	Subject
Dr. A. Gabr	M.D.	MA/ PCT/MBCS/EKG/Phlebotomy/Rx
Dr. Q. Azhar	M.D.	MA/ PCT/MBCS/EKG/Phlebotomy/Rx
Dr. Sulafa Edani	M.D.	MA/ PCT/MBCS/EKG/Phlebotomy/Rx
Name	Junior Instructors	Subject
Dr. Mirza N. Mohammad	M.D.	MA/ PCT/MBCS/EKG/Phlebotomy/Rx
Dr. Tanvir Mostafa	MD/RDMS	Diagnostic Medical Sonography
Dr. Abdul Majeed Khan	M.D.	MA/ PCT/MBCS/EKG/Phlebotomy/Rx
Name	Ultrasound Lab Instructor Instructors	Subject
Mr. Dennis Mansour	DMS/Lab	Diagnostic Medical Sonography

## SCHOOL CALENDAR:

### School Holidays

Holiday	Dates	Holiday	Dates
New Year's Day	January 01, 2024	Independence Day	July 04, 2024
Martin Luther King Day	January 15, 2024	Labor Day	September 02, 2023
President's Day	February 19, 2024	Columbus Holiday	October 14, 2023
Memorial Day	May 27, 2024	Thanksgiving Day	November 28, 2023
Juneteenth	June 19, 2024	Christmas	December 25, 2023
Christmas Break	Dec 23, 2023 to 31 02,2023*	Summer Break	July 24 to Aug 06, 2023*

**\*Summer and Winter Breaks do not apply to externship students**

## TERM START DATES

**Summer Term: March-July 2023**

**Fall Term: September 2023**

**Winter: January 2024**



## PROGRAMS OFFERED

### Long-term Programs (Clock Hours)

Program	Clock Hours
Medical Billing & Coding Specialist	900 Hours
Medical Assistant Technician	900 Hours
Patient Care Technician	900 Hours

### Long-term Program (Credit Hours)

Program	Clock Hours	Outside work Clock Hours	Semester Academic Credit Hours
Diagnostic Medical Sonography	2250	150	75.5

### Short-term Program (Clock Hours)

Program	Clock Hours
Certified Nurse Aide	90 Hours



## CLASS SCHEDULES

### Daytime Classes

Monday – Thursday (Friday): 8:15 am - 2:45 pm

Break: 10:20 am - 10:40 am & 12:40 pm - 1:00 pm

### Evening Classes

Monday - Thursday: 6:00 pm - 9:30 pm

Breaks: 7:40 pm - 8:00 pm

### Friday/Saturday Classes:

9:00 am - 3:00 pm

Breaks: 10:20 am - 10:40 am & 12:40 pm - 1:00 pm

## PROGRAM START/END DATES

<b>MEDICAL ASSISTANT TECHNICIAN</b>	MON, TUE, WED, THU & FRI	8:15AM – 2:45PM	September 11,2023	July 19,2024
<b>MEDICAL ASSISTANT TECHNICIAN</b>	MON, TUE, WED & THU	6PM – 9:30PM	September 11,2023	April 18,2025
<b>PATIENT CARE TECHNICIAN</b>	MON, TUE, WED, THU & FRI	8:15AM – 2:45PM	September 11,2023	July 19,2024
<b>PATIENT CARE TECHNICIAN</b>	MON, TUE, WED, THU & FRI	8:15AM – 2:45PM	September 18,2023	July 29,2024
<b>PATIENT CARE TECHNICIAN</b>	MON, TUE, WED & THU	6PM – 9:30PM	September 11,2023	April 18,2025
<b>DIAGNOSTIC MEDICAL SONOGRAPHY</b>	MON, TUE, WED & THU	8:15AM – 2:45PM	October 11,2023	October 11 2025
<b>MEDICAL BILLING &amp; CODING SPECIALIST</b>	MON, TUE, WED & THU	8:15AM – 2:45PM	September 11,2023	July 19,2024
<b>MEDICAL BILLING &amp; CODING SPECIALIST</b>	MON, TUE, WED & THU	6PM – 9:30PM	September 11,2023	April 18,2025
<b>CERTIFIED NURSE AIDE</b>	FRI, SAT	9:00am-3:00pm	September 11,2023	October 19,2023

## NOTES ON PROGRAM COMPLETION PERIODS

### Program Completion Time

	Normal Length in Months				
Program	AM *	PM	AM**	F/S	AM***
Medical Billing & Coding Specialist	10	19	13.5	-	15
Medical Assistant Technician	10	19	13.5	-	15
Certified Nurse Aide *(1)	2	3	-	3	-
Patient Care Technician	10	19	13.5	-	15
Diagnostic Medical Sonography	24	38	-	-	

\*Under certain circumstances, program completion may be extended by as much as 50% more than the normal program length.

(1) Subject to schedule provided by clinical site.

\* Each program/course may vary in length depending on the course. Observed holidays may cause program completion dates to vary. Each school day is 6.5 instructional hours in length for morning classes, and 3.5 hours for evening classes.

Note: Break is not included in Certified Nurse Aide Program

AM\*-Programs Didactic offered Monday through Friday-New Schedule

AM\*\*-Programs Didactic offered Monday through Friday-Old Schedule

AM\*\*\*-Programs Didactic offered Monday through Thursday-Old Schedule

PM-Programs Didactic offered Monday through Thursday only.

F/S- (Friday/Saturday) Classes  
Each school day is 6 instructional hours in length.

	Maximum Time Frame in Months				
Program	AM *	PM	AM**	F/S	AM***
Medical Billing & Coding Specialist	15	28.5	20.25	-	22.5
Medical Assistant Technician	15	28.5	20.25	-	22.5
Certified Nurse Aide *(1)	3	28.5	-	4.5	-
Patient Care Technician	15	28.5	20.25	-	22.5
Diagnostic Medical Sonography	36	57	-	-	

## POLICIES & PROCEDURES

### School Policies

#### Admission Requirements/Procedures:

Students may register for courses 9:30 AM – 7:00 PM Monday through Thursday and 9:00 AM – 2:00 PM Fridays & Saturdays. Applicants can register by mail or in person as long as they bring the following required documents to the admission representative before class start:

- A. All students must be at least eighteen (18) year of age before the first day of class.
- B. Identification (driver's license or birth certificate or passport or social security card)
- C. All students must have ONE of the following credentials; either High School Diploma or GED, or higher. Where some programs (DMS, and CNA) require more credential(s) or document(s) to enter into that specific program at the HTI (please refer to Requirements).
- D. Original Foreign High School Documents must be translated into English and certified as the equivalent of high school diploma in United States by outside evaluating agency.
- E. The admissions requirements for Hybrid applicants are identical to those for residential applicants.
- F. A Media Assessment Test will be given to prospective students in order to determine if they have the necessary media skills for hybrid program, unless they have taken any of their required prerequisites admission courses through an online platform.

Please read this table carefully:

Program	Credential Requirement(s)	Documentation(s) requirement(s)
Medical Billing /Coding Specialist	High School Diploma or GED	Not required
Patient Care Technician	High School Diploma or GED	Not required
Certified Nurse Aide	High School Diploma or GED	2 Step Mantoux PPD administered and read before the first day of class
Medical Assistant Technician	High School Diploma or GED	Not required
Program	Credential Requirements	Documentation(s) requirement(s)
Diagnostic Medical Sonography	High School Diploma Or GED	Required transcripts prior to concentration; College level Algebra, Statistics or higher mathematics course AND College level English or communications AND General college level physics and/or radiographic physics AND Human Anatomy and Physiology I and II.

- G. All individuals interested in attending the school are required to meet with an authorized representative of the institution for a personal interview. At that time, the enrolling student will complete all required forms, tour the facilities and pay the \$25 application fee. The \$75 registration fee will be paid once the applicant meets all prerequisites of the applicable program. The school will determine an applicant's eligibility on the basis of educational background and personal interview.
- H. All applicants must meet with Operations Manager for 2<sup>nd</sup> Interview after the initial interview with admissions rep.
- I. All DMS Applicants must be interviewed by DMS program Director before they are accepted into DMS program.

**Late Admissions:**

Students may be accepted for entrance into the new classes for a period of two-weeks following the start of all classes except for DMS class at the discretion of the School Director. Students, however, must make up the missed lessons with his/her instructor or an assigned instructor before next module start.

**ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAM:**

- A. The admissions requirements for Hybrid applicants are identical to those for residential applicants.
- B. Media Assessment Test will be taken by admitted students in order have the skills how to use the media for hybrid program.
- C. Admitted student must have with a bandwidth speed of at least 1 Mbps upload speed and download speed. Students may test their bandwidth speed using <http://speedtest.net>.
- D. Admitted students must have his/her own computer or device with a web browser that is compatible of accessing the following website: [www.htinj.edu](http://www.htinj.edu).
- E. For each hybrid course, instructor and students will have real-time live throughout the scheduled day through media
- F. Students experiencing technical difficulties can email to [info@htinj.edu](mailto:info@htinj.edu) and HTI team will resolve any technical issues.
- G. The admissions standard for hybrid applicants is same as the residential program admission and is stated in the School Catalog.
- H. Once a student is enrolled to the MAT or PCT or MBCS or DMS Program, the student is provided with a secure email address such as [xx@htinj.edu](mailto:xx@htinj.edu). A hybrid student is also provided with a secure ID and password to access canvas.
- I. The tuition for hybrid courses is identical to that of residential courses.
- J. The Hybrid student is required to use a computer or mobile phone (either at school or home) connected to the Internet to access Canvas. Canvas will work with any device or hardware with the following web browsers:
  - Latest Microsoft Internet Explorer
  - Latest Apple Safari
  - Latest Chrome from Google
- K. Both Hybrid and residential students have access to online research databases, such as LIRN to conduct online research

**DELIVERY METHODS:**

Admitted student has a choice to attend the program as one of following choices:

**Face-to-Face (In-Person/Residential):** Both student and faculty member are meeting at school premises for the didactic and lab session.

**Hybrid:** This method includes both face-to-face (residential) and online instructional delivery. HTI use the Learning Management System called Canvas for online instruction.

## Advanced Status/Transfer Clocks (Credits) Hours from Others Agencies:

Healthcare Training Institute can accept previous educational clock hours (credits) from an accredited school or state approved institution or college towards an appropriate program after review by Healthcare Training Institute's administrative staff. Previous educational training must meet Healthcare Training Institute's course/program curriculum requirements, comparability, applicability, and prerequisites. Accordingly, a prospective student must request an official transcript be sent to the school before the start of the program. If the transcript is approved for the section(s) of course/program, the student will not need to attend the specific section(s) of course/program and the transferred credits will be converted into clock hours per formula one semester credit hour is equal to 45 units. The section(s) will be listed as transfer clock hours (TCH) only on the student transcript and the timeframe in which to complete the course will be shortened. Since these courses will not carry grades, they will not be included in the GPA calculation. These courses will only be applied toward graduation requirements. The transfer student can transfer maximum number of the credit hours to the current program from the other school or institution with a minimum of a C (2.0 GPA) or better for the transferable credits according to Transfer of Credits chart below. For example, if a transfer student wishes to attend the Medical Assistant Technician program of 900 clock hours at HTI, the student can transfer up to maximum of 165 clock hours provided they carry at least a 2.0 GPA. The additional 735 clock hours will be earned at HTI. Please refer to Transfer of Credits Chart for details. Additional documentation such as course descriptions, syllabi, and academic catalogs may be necessary to evaluate whether the transferred course is equivalent to the course(s) required for the completion of the current program. Re-entry students will be awarded credit for prior successfully completed section of the student's program, which must be documented by grade and attendance. **However a HTI graduate can apply all credits of didactic section(s), earned at HTI, toward another program within five years from the date of completion, where the credits earned from hands-on need to be reevaluated within two years after the date of completion in order to apply. Any credit earned over five years old must be evaluated through written exam.**

**NOTE: Advanced Status/transfer clocks (credits) hours from others agencies do not apply to Diagnostic Medical Sonography program. However if a prospective student has already earned their ARDMS SPI certification within the last three years or, is a current RDMS in Abdominal or OB/GYN, they will be exempt from DMS 230 Ultrasound Physics' didactic classes. DMS 230 Physics' lab attendance is mandatory.**

## DEFINITION OF A CREDIT HOUR

### Scale of conversion

1 Clock Hour Didactic = 2 units

1 Clock Hour Externship = 1 units

1 Clock Hour Supervised Lab = 1.5 units

1 Clock Hour Outside Work = 0.5 units

**Outside Work:** Students are required to complete work outside of scheduled school hours. These assignments will include, but not limited to, the Project Presentation, Reading Assignments, research assignments, Portfolio, Flash card, writing Assignments, and Preparation for the Final Review, and SDMS Journal Case Studies. These assignments are mandatory and must be completed in a timely manner to meet the program objectives and received full credit for the course. . All outside classroom work will be assessed and graded as to complete course and program objectives.

Transfer of Clock hours/Credits chart (Maximum Transfer of Clock hours/Credits to Programs Table)	
Maximum Transfer Credit Hours	To Applied Program
Up to 18% (165 Clock Hours)	Patient Care Technician (900 clock hours)
Up to 20% (165 Clock Hours)	Medical Assistant Technician (900 clock hours)
Up to 25% (165Clock Hours)	Medical Billing and Coding Specialist (900 clock hours)

Note: Transfer credits do not apply to CNA and DMS Programs.

Note: HTI does not award credit based on assessment of an incoming student's learning experience.

## Financial Aid Eligibility

In order for students to be eligible for and to receive Financial Aid, they must abide by certain policies. Students are cautioned; however, since federal regulations and statutes change frequently, these policies are subject to change without notice.

In general, students may be eligible for or continue to receive Federal Aid if he or she:

1. Is accepted into one of the financial aid eligible programs (MA, PCT, MBCS, DMS)
2. Is a citizen of the United States or eligible non-citizen, such as permanent residents of the U.S. (possessing an alien registration, Form I-551). Other individuals who may be eligible for aid are those possessing a conditional permanent residency (I-551C) or an I-94 Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service showing any one of the following designations: "Refugee," "Asylum Granted," "Indefinite Parole, or Cuban-Haitian Entrant." Students with an F1 or F2 student visa, or J2 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations) are, by definition, in this country on a temporary basis and are not eligible to receive any assistance. Documentation of permanent residency status may be required in order to receive financial aid.
3. Is making continual satisfactory progress in his or her course of study and maintains both a passing grade and a continual 80% attendance rate. \* N/A to DMS
4. Is not in default on a prior federal loan.
5. Is not in arrears with respect to a refund or repayment to any student aid program.
6. Is registered, if required, with the Selective Service Administration.
7. Has not been convicted of any offense involving the sale or possession of a controlled substance.

\*In the DMS program 100 % of course hours must be complete prior to the start of the next course.

Students who do not meet the requirements stated in section 3 (above) will be placed on Financial Aid Probation. Continued dereliction will result in the student being placed on Financial Aid Suspension and thus ineligible for any future financial aid consideration.

## Applying for Financial Aid

In order to apply for student financial aid such as grants and loans from the federal government, eligible students are required to submit a Free Application for Federal Student Aid (FAFSA). You must submit the FAFSA (or the shorter Renewal FAFSA) every year that you will be seeking financial aid.

While the FAFSA is available in both paper and electronic formats, it is highly recommended that you complete the on-line version at <http://www.fafsa.ed.gov>, or by scheduling an appointment with the financial aid personnel who can also provide you with the paper version. The electronic version is generally more accurate thereby enabling you to receive your Student Aid Report (SAR) quicker provided you supply a valid e-mail address. It is recommended that, prior to completing the FAFSA, both you and your parents (if you are a dependent) obtain individual U.S. Department of Education Personal Identification Numbers (PINs) at <http://www.pin.ed.gov>. PINs are required in order to electronically "sign" the FAFSA. In order for your financial aid information to be provided to Healthcare Training Institute, you must identify HTI by utilizing Title IV School Code 038033.

Upon receipt of the SAR, you should review it carefully, provide any requested information or documentation and make any necessary corrections in accordance with the instructions. The financial aid officer can assist you in submitting the changes to the federal processor. Remember to retain a copy of the SAR for your records. After your file has been reviewed and financial aid eligibility (if any) determined, the financial aid representative will provide you with estimated offer of financial aid.



## Verification Requirements

All students that are selected by the Department of Education or the school for verification will be required to provide additional documentation which demonstrates the accuracy of the data which was previously submitted on the financial aid application. Students will be allowed 10 days to provide the information once it is requested. Failure to complete the verification process will result in the cancellation of financial aid which has been awarded.

For additional information for financial aid programs or questions, please contact the financial aid office at (908) 851-7711 Ext. 108.

## Possesses one of the following:

- 1) A High School Diploma, 2) a General Educational Development Certificate (GED), 3) a State certificate received by a student after the student has passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma, 4) an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree, or, 5) the student has completed a secondary school education in a home school setting that is treated as a home school or private school under State law and has obtained a home school completion credential, or, if State law does not require a home school student to obtain a home school credential, the student has completed a secondary school education in a home school setting that qualifies as an exemption from compulsory school attendance requirements under State law.

## Notice for Credit Hour Offering:

As of November 9, 2015, Healthcare Training Institute adopted a clock hour format for Medical Assistant Technician, Patient Care Technician, Medical Billing and Coding Specialist, Diagnostic Medical Sonography, and the Medical Billing Specialist programs.

As of May 18, 2016, Diagnostic Medical Ultrasound Technologist is offered in Semester Credit Hours.

As of effective May 20, 2019, Medical Assistant Technician, Patient Care Technician, Medical Billing and Coding Specialist, will be offered with 180 Hours of Externship.

As of June 16, 2017, Diagnostic Medical Ultrasound Technologist name changed to Diagnostic Medical Sonography.

**Notification of post withdrawal disbursement is sent to student/parent when this situation occurs. If there is no response within the 14 days, the loans will be returned to DOE.**

**Credit Balances created on student accounts are refunded to the student within 14 days of the date the credit was created.**

## Leave Of Absence Policy (LOA) for PCT, MAT, and MBCS Programs

A student will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. A written request for a leave of absence must be submitted to the Registrar or DOE.
2. The request must have the date that the student will begin the leave of absence, and the expected date of return to class. No LOA may exceed 180(one hundred eighty) days within any 12 month period or one academic year or (September 2022 – August 2023). This will extend the completion and graduation date.
3. The Twelve months period referenced in these provisions starts on the first day of the first leave.

Leaves of absence will be honored within any consecutive twelve-month period or one academic year or (September 2021 – August 2022). Should a leave extend beyond the mandatory twelve-month period; the student may be permitted to re-enter under a new contract. If the student is unable to re-enter within the stipulated twelve-month period and fails to contact the school, their contract will be terminated, Students who are terminated by the school remain fully responsible for any remaining balances after any applicable refund and/or return calculations have been finalized.

4. Re-entry to class depends upon the program schedule. Upon returning to the class, a student may be required to repeat portion(s) or section (s) of the program if those portion(s) are interrupted by LOA. This will extend the official anticipated graduation date.
5. Student must be in good academic standing and up to date with his/her payments with School at the time of taking LOA.

If the student does not return on stated date of end of LOA, or not contacted the school on or before the return date on LOA, the student will be considered either dismissed or withdrawn as of the start date of the LOA, and any refund will be calculated from that date. The determination date of the withdrawal date is the end date of the LOA or the date the student notifies school that he/she will not be returning, whichever is earlier. This policy may affect any grace periods relative to federal student loan repayments.

**Note:** Each individual situation will be handled privately. The school will make every effort to help students meet their education goals. It is the student's responsibility to make payment in full or make payment arrangements for the outstanding balance tuition owed to the school at time of leave. A payment plan can be made to suite the student's situation so that the financial burden is not too much upon return to school. Because tuition costs and syllabi may change with each new term, it will be necessary to meet with the administration before returning to class. It is noted that a student may be granted more than one LOA if unforeseen circumstances arise such as:

- ◆ Documented medical emergencies affecting the student or a member of the student's immediate family or extreme financial hardship for student or family.
- ◆ Military service requirements or jury duty.
- ◆ *These conditions are provided that the LOA does not exceed 180 days within a 12-month period of time or one academic year or (September 2022 – August 2023).*

**Leave Of Absence Policy (LOA) for DMS Program only:**

- 1- A written request for a leave of absence must be submitted to the Registrar or DOE.
- 2- Student must be in good academic standing and up to date with his/her payments with School at the time of taking LOA.
- 3- As a DMS student, you are expected to start and end with the same cohort within an allotted time period. In an instance where a DMS student is absent for an extended period that may hinder the student from graduating with their cohort, the student will be required to withdraw from the program and apply for re-entry with another cohort.
- 4- A thirty day leave of absence may be granted due to pregnancy or illness, and will be determined on a case to case basis.
- 5- If the student does not return on stated date of LOA after 14 school-scheduled consecutive days, or not contacted the school on or before the return date on LOA, the student will be considered either dismissed or withdrawn as of the start of the LOA, and any refund will be calculated from that date. This policy may affect any grace periods relative to federal student loan repayments.

**Note:** *Each individual situation will be handled privately. The school will make every effort to help students meet their education goals. It is the student 's responsibility to make payment in full or make payment arrangements for the outstanding balance tuition owed to the school at time of leave. A payment plan can be made to suit the student's situation so that the financial burden is not too much upon return to school. Because tuition costs and syllabi may change with each new term, it will be necessary to meet with the administration before returning to class.*

**Note:** Leave Of Absence Policy (LOA) is not applicable to Certified Nurse Aide program due to its short duration.

**Code of Conduct**

The following list identifies unacceptable conduct that will not be tolerated at the school. A student who engages in such misconduct is subjected to up to one-week class suspension or termination from the program at the sole discretion of the school. Examples of misconducts include:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery or alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.

8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.
9. Attending school under the influence of alcohol or illegal drugs.
10. Insubordination or other disrespectful conduct.

## Conditions for Dismissal

A student may be dismissed from HTI for any of the following reasons:

1. Failure to meet his/her financial responsibility to HTI in a timely manner.
2. Failure to adhere to HTI's rules, regulations, policies and code of conduct.
3. Failure to attend 90% of scheduled hours of PCT, MA, & MBSP program, where C.N.A and DMS require 100% attendance.
4. Failure to maintain the minimum GPA of 2.0 (70%) in PCT, MA, & MBSP program, where minimum GPA for C.N.A is 75%. GPA for DMS is 80% at the mid-way of each course and at the end of each course.
5. Failure to achieve passing grades prior to the end of a Financial Aid Warning or probationary period.
6. Providing false information to a school representative in connection with enrollment and/or attendance at HTI.
7. Intentionally damaging school property or equipment.
8. Fighting or inciting violence on school property/Excessive abuse of profanity
9. Receiving an unsatisfactory evaluation on weekly time sheets, from the clinical site.
10. Providing false information to the New Jersey Department of Health and Senior Services with respect to the Criminal Background Investigation will be grounds for immediate termination from the CNA program. However, the student will remain responsible for payment of tuition.
11. Failure to achieve passing satisfactory grade (evaluation) upon completion the externship clinical rotation.
12. Dismissed by externship site for second time due to poor SAP, violation of code of conduct or clinical site code of conduct.
13. **HTI Hybrid Program Conduct Code** – Each Student will complete his/her own assignment and not plagiarize when submitting written answers or assignments. Students will NOT share their username and password information to the Learning Management System. If a student is found violating any of this Hybrid Program Conduct Code, he/she may be terminated from the course immediately and fail the course.

NOTE: Any student who is terminated by HTI is obligated for tuition and fees in accordance with the refund policy as of the last day of attendance.

**HTI Hybrid Program Conduct Code and Acknowledgement**

I \_\_\_\_\_ (Print Student Name) understand the HTI Hybrid Program Conduct Code and this entire HTI Hybrid Policy and Student Acknowledgement. In addition, I will obey all the following rules:

1. I understand that the Distance Education courses require great discipline and proactive participation in order to successfully complete the course.
2. I understand that technical difficulties will not be allowed as an excuse for incomplete assignment or course.
3. I will complete my own assignment and not plagiarize when submitting written answers or assignments.
4. I will use proper citation and references when copying content from other resources such as websites or books.
5. I will NOT share my username and password information to the Learning Management System.
6. I will log-in to Canvas on a weekly basis to review and complete weekly assignments on time.
7. I understand that HTI may monitor my activities online which can include audio and video monitoring for specific assignments.
8. If I am found violating any of this Hybrid Program Conduct Code, I will fail the course and may be terminated from the HTI immediately.
9. Students must comply with all Standards of Conduct and Academic Honesty as described in the School Catalog.

Signature: \_\_\_\_\_, Date: \_\_\_\_\_

**Sexual Harassment:**

Healthcare Training Institute believes it should foster a safe and supportive academic environment that is free of sexual harassment. The definition of sexual harassment is any unwelcomed sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature that is sufficiently severe as to alter a student's educational performance or that creates an intimidating, hostile or offensive educational environment. Students concerned with acts of Sexual Harassment are encouraged to meet with the appropriate administration, Office Manager, Director of Education, or Administration Director.

**Anti-Discrimination Statement:** Healthcare Training Institute does not discriminate on the basis of race, color, religion, nationality/ethnic origin, gender and/or sexual orientation in the implementation of all educational policies, admissions, and loan programs. All students are granted equal rights and privileges as they pertain to the available training programs.

**Drug Free Policy:**

Healthcare Training Institute maintains an active zero tolerance policy with regard to the use, sale, manufacture, possession or conveyance of illicit drugs, marijuana or substances and/or alcoholic beverages on school premises. Any person deemed to be in violation of school policy in this matter will be subject to disciplinary action up to and including dismissal. Additionally, all unlawful incidents will be reported to the appropriate law enforcement authorities for prosecution. Further, any students receiving Federal Aid must annually attest to their compliance with this policy. Failing this, students will forfeit any eligibility for aid.

**Crime Report:**

Prior to October 1 each year Healthcare Training Institute, in compliance with the “Clery Act,” publishes and distributes an annual campus security report which is broken down by specified types of crimes and campus disciplinary referrals.

Additionally, the School, in a timely fashion, will convey to the campus community notice of those crimes considered to represent a threat to students and/or employees. Examples include such crimes as arson, aggravated assault, homicide, robbery and sex offenses. Please see the display of campus crime and security report survey posted in the main office and student lounge.

**ADA Policy:****Americans with Disabilities Act Policy**

Healthcare Training Institute welcomes students with disabilities. In accordance with the ADA , HTI is committed to making reasonable, appropriate , and effective modifications in policies, practices and procedures for all qualified individuals. These modifications may include, but are not limited to, tutoring, delivery modifications and examination schedules

All students must meet HTI’s entrance requirements as well as the technical standards of their program’s profession, and an interview with the Program Director.

For more information on requesting ADA accommodations please contact the Student Services Office or the Director of Education.

As per the Americans with Disabilities Act (ADA), graduates must be able to perform certain specific skills in order to care for patients safely and perform all the procedures that would be required in the work force

## GRADING SYSTEM

The competencies taught in the programs/courses offered at Healthcare Training Institute will be evaluated by both written examinations and practical application tests. The minimal accumulative grade acceptable for graduation is 70%. Students who achieve lower than 70%, but who have not failed the program/course may participate in private tutoring or independent study in order to increase their grade point average or standards of 'hands-on' training set by the Director. Grading is based on daily performance in class with question/answer periods, quizzes, tests, lab and assignments, projects, homework, outside work, clinical work and attendance

### GRADING SYSTEM for MAT, PCT, and MBCS Programs

Cumulative Grade Point Average (GPA)		
Letter Grade	Number Grade	GPA
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	76-79	2.5
C	70-75	2.0
D+	65-69	1.5
D	60-64	1.0
F	59 or below	0.0
ESC	70-79	2.0
ESB	80-89	3.0
ESA	90-100	4.0
EUS	Unsatisfactory	0.0
I	Incomplete	
W	Withdraw	
AU	Audit	
S	Satisfactory	
R	Repeat	

#### \*Externship Grading

(ESC=satisfactory, ESB= satisfactory with good, ESA= satisfactory with Excellency.

Student must have an overall cumulative average of 70 %(C)Or with a cumulative Grade Point of Average of at least 2.00 to meet the graduation requirements. Unsatisfactory Grade (EUS) in externship rotation section is grounds for dismissal from the program, even though you may have a GPA of 2.0 or 70%. You cannot graduate from program with Unsatisfactory Grade (EUS); however, the school will make all the effort to help you. Grade point average is determined by dividing the total points earned in courses by the total number of credits attempted (GPA Hours). When a course is repeated, only the highest grade earned is counted in the computation of GPA.

**GRADING POLICY PERCENT BREAKDOWN FOR MAT, PCT, MBBS PROGRAMS**

Quizzes/Exams	25%
Assignments/Outside Work Preparation	10%
Final Written	35%
Final Practical	25%
Attendance	5%

NOTE: A student who does not complete a significant portion of the coursework is likely to fail even with a passing performance on the final writing portfolio; therefore, it is important to complete all assignments, quizzes, final practical and attendance.

**GRADING SYSTEM for DMS program only**

Cumulative Grade Point Average (GPA)		
Letter Grade	Number Grade	GPA
A	93-100	4.0
B	86-92	3.0
C	80-85	2.0
F	79.5 or below	1.5
ESC	80-85	2.0
ESB	86-92	3.0
ESA	93-100	4.0
EUS	79.5 or Below	0.0
I	Incomplete	
W	Withdraw	
AU	Audit	
S	Satisfactory	
R	Repeat	

\*For DMS, a course average of 80% or better is mandatory at the mid - way of each course and at the end of each course.

Note: Patient Care Integrated Clinical (DMS121) is Pass or Fail with no grade point value.

**GRADING POLICY/PERCENT BREAKDOWN:**

Quizzes / Study Guides	20%
Assignments / Discussion Forum/Case Presentations	10%
*Practical	25%
**Final / Midterm Exams	45%



\*If no practical is required, the 25% will be disbursed among other tests. Quizzes will be weighted at 25 % and the final at 65%. \*\* All final/ midterm exams will be given on campus as they will be proctored. The numerical criteria for grading are as follows:

**GPA 4.0 A = 93-100 GPA 3.0 B = 86- 92 GPA 2.0 C = 80-85 F= below 80**

NOTE: A student who does not complete a significant portion of the coursework is likely to fail even with a passing performance on the final writing portfolio; therefore, it is important to complete all assignments, quizzes, final practical.

### **GRADING SYSTEM for CNA program only**

Cumulative Grade Point Average (GPA)		
Letter Grade	Number Grade	GPA
A	90-100	4.0
B	86-92	3.0
C	75-80 or below	2.0
I	Incomplete	
W	Withdraw	
AU	Audit	
S	Satisfactory	
R	Repeat	

### **Clock Hour Definition**

The school defines a clock hour of instruction as 50 minutes with a 10-minute break.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress (“SAP”) is a student’s successful completion of coursework towards a certificate. This policy has been developed in accordance with Federal financial aid statutes and regulations governing student eligibility. Students who receive financial aid must demonstrate financial need and make satisfactory academic progress as determined by Healthcare Training Institute.

Financial aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their program requirements for each payment period in which they are enrolled. Satisfactory academic progress for financial aid recipients as described below is evaluated at the end of each payment period. Failure to maintain satisfactory academic progress may result in loss of financial aid eligibility, and the student may have to repay any funds already received.

### **Minimum Standards for Maintaining SAP \***

Healthcare Training Institute's minimum requirements all programs for SAP are as follows:

For PCT, MAT and MBCS programs, the Minimum Cumulative Grade point average (GPA) is 2.0 or 70%

For DMS (GPA) is 2.0 or 80% and for CNA is 2.0 or 75%

Minimum completion rate: (67%)

Maximum timeframe to complete the program:

150 percent of the published length of the educational program, measured by clock hours attempted. Transfer clock hours are counted as clock hours attempted and clock hours completed. (In 900-hour program students must complete the program after attempting a maximum of 1350 clock hours).

### Example

#### GPA and Successfully Completion percentage Rate Calculation

Course	Letter Grade		Numerical Grade
MMT 01	B		84
MAP 02	C		73
MBHT 03	A		94
MBAP 04	F		58
Total GPA			<b>77</b>

$$\% \text{ successfully completion rate} = \frac{\text{Total Hours Earned}}{\text{Total Hours Attempted}} \times 100 = \frac{309}{400} = 77.25\%$$

Students who have graduated from one program at Healthcare Training Institute and then enroll in a second eligible program or students who transfer from one program to another should contact the Financial Aid Office to determine their SAP status under their new program of study.

Academic progress of financial aid recipients is tracked from the first date of enrollment at the school, whether or not financial aid was received.

After one Payment period of not meeting SAP, a student will be issued a warning. The student may continue to receive financial aid funds for the next payment period. At the end of the payment period of warning, if the student fails to meet SAP the student will no longer be eligible for Federal financial aid. Students will be notified by letter sent to their permanent address on file or by email.

### **Attendance/Absence Policy:**

#### **For PCT, MAT, DAT, and MBCS as follow:**

Graduation requirements stipulate that the student must be in attendance at least 90% of the instructional time. Students do not need to make up excused or unexcused absences of up to 10% of the section of the course/ program. However if the attendance falls below 90%, the student must meet with instructor/administration to make the missed class work within the reasonable time frame. Unexcused absences, however, may lower the grade for that particular section. Unexcused absenteeism below 90% for more than 20 percent of the total course time constitutes cause for dismissal. Excused absenteeism below 90% must have supportive documentation such as illness, family emergencies, court, inoperable car and any unavoidable circumstances and must be made up with reasonable time frame. In instances where a student is

absent from a training section for more than ten days, a leave of absence must be requested in writing, and if approved, the LOA will be granted by the Administration. Students are encouraged to call HTI office if s/he expects to be absent or excessively tardy. If HTI does not hear from the student, HTI reserves the right to call the absent student at the telephone numbers given/email to HTI by the student. If a student has accumulated four (4) consecutive absences, the student must see the Administration Office prior to returning to class.

For DMS as follow:

Graduation requirements stipulate that the student must be in attendance at least 100% of the instructional time. Any missed time must be made prior to the start of the next course. Absences with excuse must have supportive documentation such as illness, family emergencies, court, inoperable car and any unavoidable circumstances and must be made up. In instances where a student is absent from a training section for more than ten days, a leave of absence must be requested in writing, and if approved, the LOA will be granted by the Administration. Please refer to applicable DMS and CNA's LOA policy on page #. 17

\*\* As a DMS student, you are expected to start and end with the same cohort within an allotted time period. In an instance where a DMS student is absent for an extended period that may hinder the student from graduating with their cohort, the student will be required to withdraw from the program and apply for re-entry with another cohort.

\*A thirty day leave of absence may be granted due to pregnancy or illness, and will be determined on a case to case basis

\*100 % of course hours must be complete prior to the start of the next course

For CNA as follow:

Graduation requirements stipulate that the student must be in attendance at least 100% of the instructional time.

### **Class Cut Policy**

Each instructional day is 6.5 hours in length for morning classes, and 3.5 hours for evening classes and 6.0 hours in length on Saturday. Hours lost due to cutting class will be recorded as unexcused absences over 10% per section; therefore, the student is responsible for making up time lost, class work, and assignments. Time and **lessons missed must be made up with his/her instructor before the end of section** (grading period) in order to meet the minimal attendance and graduation requirements. Students will need to meet with the administration before returning to class.

### **Make-up Work**

In order for a student to meet his/her educational goals, he/she should receive instruction in all aspects of the program/section. If work is missed due to absence with excuse or a leave of absence, then the student will be offered: 1) private instruction, or 2) the opportunity to join another class when the missed lessons are being taught, \* N/A to DMS 3) or given assignment(s) to complete on missed lesson(s). Private instruction that is scheduled within the normal instructional day is offered as part of the tuition package. If a student needs additional help, he/she may either place an instructor request for individualized tutorial assistance or just attend the HTI tutoring Sessions in their respective classrooms, which are held between 3:00 p.m. and 6:00 p.m. and on Saturday between 9:00 a.m. and 3:00 p.m. A student, who misses an exam for an absence with excuse, must contact the instructor/Registrar to arrange for a "make-up exam" date within two weeks of the examination. Should the student desire to wait until the lesson is offered in another class, he/she should be aware that this will impact the program completion date. \* N/A to DMS In any event, this must be accomplished within the 150% formula. The instructor has the right to redesign the test as long as the test

covers the same subject matter. If the student does not take advantage of this make up test policy, he or she will receive a grade of "0" for that particular test. If a student is habitually absent on test day without excused documented absence, he/she will receive a "0" for that particular test excluding final exam. If student misses an exam for unexcused reason, the maximum grade for taking the test will not exceed 90%. **All the missed work must be made up with his /her instructor before the end of grading period.**

Note: The instructor reserves the right to offer the make-up test at a different time if the instructor feels it is in the best interest of the student.

### Re-Take Test

A retake test is available to a student who has failed a regularly scheduled test. The maximum grade for a retake test should not exceed 90%, and the student can take only two (2) retake tests per section (module) of the program.

### Treatment of W, I, AU, F, S, P, G Grades, No Grade Reported, Repeated Course Work, Remedial courses, and Transfer Credits

- Course withdrawals (W) after the drop/add period are not included in the GPA calculation, but are considered a non-completion of attempted coursework.
- Incomplete (I) grades are not included in the GPA calculation but are considered a non-completion of attempted coursework until the grade is replaced with a permanent grade and academic progress can be re-evaluated.
- Audit (AU) grades are not considered attempted coursework and are not included in completion rate determinations.
- Failure (F) grades are treated as attempted credits that were not earned, and will be included both in the calculation of the GPA and minimum completion rate.
- Satisfactory grades (S) and Passing grades (P) are treated as attempted credits, which are earned but not included in calculation of the GPA.
- If a Grade Pending (G) or no grade is assigned, for any reason, the credits will not be included in the GPA calculation and will be considered a non-completion of attempted coursework until a grade is assigned and academic progress can be re-evaluated.
- Each repeated course attempt will be included in the completion rate and maximum time-frame determinations.
- Non-Credit Remedial Courses are not counted in credits attempted in calculating SAP.
- Transfer credits are counted as attempted and completed credits for the calculation of completion rate and maximum time-frame but will not affect the student's GPA calculation.

### Tardiness

Developing good work ethics is an important part of the training at Healthcare Training Institute. Students arriving late for class are interrupting the instructor and other students. The following system will be used for recording tardiness.

☐ 1 to 15 minutes late will be counted as 15 minutes late

☐ 16 to 30 minutes late will be counted as 30 minutes late

☐ 31 to 60 minutes late will be counted as 1 hour late

Since tardiness is recorded as a partial absence, it is the responsibility of the student to make up lost time and classroom instruction. Healthcare Training Institute encourages students to plan to arrive at the school at least 10 minutes before the start of class.

**Incomplete Grades**

Incomplete grades are given if a student is unable to complete a program/course because of illness, other serious problems, or if student's progress warrants an extension of time to complete a subject's requirement. If the absence is excusable, the student will be given an incomplete (I). Results of the "make-up exam" will replace the incomplete (I) grade. If the absence is not excusable or if the student does not contact the instructor, an incomplete grade will not be awarded. Instructors must file an incomplete grade form with the Registrar's Office for documentation. Students are given four weeks to make up missed examinations. Work and examinations that are still incomplete, at the end of the four-weeks deadline, incomplete grade(I) will be assigned a grade of (F) and students will be required to repeat the failed course/section. It is the student's responsibility to contact his/her instructor about completing the course work, taking examinations or if necessary, extending the deadline by contacting the Administration. Attention: After completion of a specific class section student can ask for a letter of completion for that course/section of the long-term program, while attending the Healthcare Training Institute in order to help in job search.

**Satisfactory /Passing Grade:****For PCT, MAT and MBCS, as follow:**

Students at the Healthcare Training Institute are required to make satisfactory progress toward the completion of their program. Academic progress standards apply to all students. The minimum passing grade of 70% or C (2.0) is required for successful completion of any program offered by the institution. However, each course has its own method of calculating various components which constitute the final grade. To maintain satisfactory academic progress, a student must achieve an overall passing grade, in compliance with attendance policies, with school policies regarding professionalism, and be up-to-date with all financial obligations. Each program/course has its own academic and "HANDS ON "standards which must be met. At a minimum, students will be tested at the 25%, 50% and program completion intervals with a minimum of a 1.0, 1.5 and 2.0 Grade Average required at those testing points respectively. Maximum completion time is measured at 150% times the length of each program, excluding an official leave of absence.

**For DMS as follow:**

The minimum passing grade of 80% or C (2.0) is required for successful completion of the DMS program offered by the institution.

**For C.N.A as follow:**

The minimum passing grade of 75% or C (2.0) is required for successful completion of the CNA program offered by the institution.

**Reentry Policy**

Students that have been dismissed from the Institute and wish to re-enter must submit a written request to the Institute Director. Depending on the reason for dismissal, the student may be permitted to reapply to the Institute for readmission. In cases where the student was dismissed for unexcused absences or financial concerns it may be possible to reenter within the same school term. Conditionally reentry may include academic probation or in cases where the student was dismissed due to failure to maintain the minimum grade point average (2.0), it may be possible for the student to obtain private tutoring and then reenter the program. In cases where the student was dismissed due to unacceptable conduct, the student will be required to meet with an appeal panel before reentering the Institute. A student who reenters within 180 days is treated as if s/he did not cease attendance and will retain her or his original eligibility within the same program. If the student returns within 180 days to his or her original program, while an official leave was not

granted and the provisions of return regulations will be applied, upon the student's return, the student may be treated as though s/he had been on an approved leave of absence. The decision of the appeal panel will be final and the student will receive a letter from the School Director stating the decision of the appeal panel. Re-entry students will be awarded credits for previous training which must have been documented by grade and attendance records.

All withdrawn students must meet with administration before being considered for re-admission back into the original program. However, school cannot guarantee if the method of delivery will be same as the student started originally. After 180 days, the withdrawn student must sign a new Enrollment Agreement applying all current changes of pricing, policies, rules and regulations plus prerequisites since the withdraw date. Note: DMS students must begin with the next cohort if program director approves it.

**Note: Reentry Policy does not apply DMS and CNA programs.**

### **Course/Section Repetition**

A student must repeat any course/section within a program in which a final grade of "F" is earned in order to meet the graduation requirements.

### **STUDENTS' OP-OUT POLICY**

HTI ensures voluntary and prudent use of students as patients for non-clinical scanning or practical lab procedures such as scanning each other, venipuncture procedure, physical examination and EKG practicing procedure on each other.

Students' grades and evaluations will not be affected by participation or non-participation.

### **Academic Probation, Repeated Courses, and Dismissal for PCT, MAT, DAT, and MBCS**

**PCT, MAT, DAT and MBCS** programs require a minimum of 70% or "C" or "(2.0)" grade point average. All sections of the academic as well as the clinical requirements of any program must be passed or satisfied to meet graduation requirements. A class that is failed must therefore be repeated. **There is a charge of repeating a class.** A student who fails a class is placed on academic probation. All sections and course works must be passed and satisfied before the student can enter clinical rotation of program, if applicable. The period of academic probation ends when the section/course is successfully satisfied. If a student retakes an entire section/course, he or she is responsible for completing the entire program in a time span, not to exceed 150% of the normal length. Probationary student's progress will be measured according to the individual education plan and they must also ultimately earn 70% (2.0) cumulative grade average.

For DMS as follow:

**DMS** programs require a minimum of 80% or "C" or "(2.0)" grade point average. Student will be placed on probation if he/she fails to maintain the Minimum Cumulative Grade point average (GPA): 2.0 or 80%.

For CNA as follow:

Minimum cumulative grade point average (GPA): 2.0 or 75%. Student will be placed on probation if he/she fails to maintain the Minimum Cumulative Grade point average (GPA): 2.0 or 75%.

The student is placed on academic probation for one or more of the following 3 reasons:

#### **1. Academic Probations for Below Average Grade**

**For PCT, MAT and MBCS**

Students who have fallen below the minimum grade point average for graduation will need to enter a probation period. The student will be able to take advantage of in school tutoring without additional tuition costs. The probation period will be two weeks (10 days). If the student still has not met the required grade of **70%** after two weeks of probationary period, the student will be terminated. Other than the tutoring services offered by the school, no remedial courses are offered.

**For DMS as follow:**

Grade evaluations are done mid-way through each course. Any concerns for probationary status will be presented; however, the program director has the right to address this concern prior to and after this time-period. If probation ensues, an action plan will be developed for the student. The student will be offered tutoring to help get their grade above an 80%.

If the student does not successfully pass the course they will be dismissed and must apply to join another cohort.

If a student falls below the 80% during the course they will be placed on academic probation. The student will be offered tutoring to help get their grade above an 80%. If the student does not successfully pass the course they will have to withdraw and apply to join another cohort.

**2. Academic Probations for Attendance \* N/A to DMS**

If any student who misses more than 10% of the length of the program, he or she will be placed on academic warning. If a student misses 16- 20% in either the long or short programs, he or she will be placed on probation. Students missing more than 20% will be dismissed.

**For DMS as follow:**

\*Student must complete 100 % of course hours prior to the start of the next course

**3. Academic Probations for Tardiness**

If a student is habitually late to class, she/he could be placed on academic probation. If further tardiness is observed after probation, student is subject to dismissal.

**Graduation Requirements**

In order to graduate from the Healthcare Training Institute's programs, students must meet all academic, as well as "hands-on" and attendance requirements; complete and successfully pass all required course work in the length of time specified for the course/program (not to exceed 1.5 times the normal duration of the program), meet all standards of professionalism; and fulfill all financial obligations to the Healthcare Training Institute. Fulfillment of financial obligations must be completely satisfied before sitting for the final exam and before a student is assigned to a clinical site for training at any one of the Healthcare Training Institute's affiliate hospitals or medical establishments. Students attending clinical sites must submit/fax weekly Clinical timesheets to maintain attendance. Students must have an overall cumulative grade average of **2.0** to satisfy the graduation requirements. Please refer to Grading Scale system on page # 22-24

Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

**Academic Warning/Financial Aid Warning**



Students who do not meet SAP at the end of a payment period are placed on academic warning/financial aid warning for the next payment period but may continue to receive financial aid funds. At the end of the payment period of warning, if student achieves SAP, the student will continue the financial aid eligibility and will be removed from academic warning/financial aid warning. In case where the student fails to meet SAP, the student will no longer be eligible for Federal financial aid. Students will be notified by letter sent to their permanent address on file or by email. The student must appeal the determination through appeal process.

**Academic Probation**

1. Non-Financial aid students are placed on Academic Probation after not meeting SAP at the end of the academic warning term.
2. Financial aid students who do not meet SAP at the end of financial aid warning and are granted an appeal will be on Academic probation and continue Financial Aid Eligibility. At the end of academic probation, if a student achieves SAP, the student will continue the financial aid eligibility and will be removed from academic probation. In case where the student fails to meet SAP, the student will be withdrawn from the program. Students will be notified by letter sent to their permanent address on file or by email.

**Academic Withdrawal**

A student, who does not achieve SAP at the end of an academic probation term, will be subject to withdraw from Healthcare Training Institute.

**Academic Dismissal:**

A student, who readmits after the academic withdrawal and fails to meet the requirements of academic probation, will be dismissed from Healthcare Training Institute. Student is no longer eligible for reentry or readmission to Healthcare Training Institute.

**Reinstatement of Aid Policy**

Reinstatement of financial aid after a student loses eligibility for failing SAP may be reinstated in one of the following ways:

1. The student submits a written letter of appeal to the Administration, if the appeal is granted. The student is placed on Financial Aid Probation for the following semester and eligibility for aid is reinstated. At the end of that probationary semester the student's SAP status will be reevaluated. The student must meet all SAP requirements at the end of that semester or they will lose eligibility for Federal financial aid.
2. The student attends Healthcare Training Institute, pays for tuition and fees without the help of financial aid, and does well enough in the coursework to satisfy all the satisfactory academic progress standards. The student regains aid eligibility.
3. Students who are beyond the maximum timeframe cannot regain financial aid eligibility except on a semester-by-semester basis through the appeal process.

A student may appeal ineligibility for Federal financial aid by following the appeal procedures outlined below. No financial aid will be disbursed to the student unless the student has made an appeal and the appeal is granted, and Healthcare Training Institute determines that the student should be able to make SAP during the subsequent payment period. Alternately Healthcare Training Institute will develop an academic plan for the



student and the student may continue to receive financial aid for subsequent payment periods if the student meets the requirements of the academic plan.

Students who do not earn their certificate within the maximum timeframe to completion, will no longer be eligible for Federal financial aid. No financial aid will be disbursed to the student during subsequent semesters/periods of enrollment unless the student has appealed and the appeal is granted.

### **Appeal Process**

The student submits a written appeal of loss of eligibility before the deadline to the Academic Department. The appeal must include documentation of the circumstance that led to failing to meet SAP standards and what has changed in the student's situation that will allow the student to make SAP by the next evaluation. Circumstances that may be considered include death of a family member, unexpected injury or illness of the student, or other circumstances as supported with documentation.

The student's appeal will go to the Financial Aid Appeals Committee who will review the appeal and notify the student in writing of their decision after the Appeals Committee makes its determination. Appeals will not be granted unless the student's proposed enrollment in the upcoming semester would be adequate to reestablish their progress under these standards or the Academic Department develops an academic plan for the student. The student may receive financial aid for subsequent payment periods if the student meets the requirements of the academic plan.

All decisions of the Financial Aid Appeals Committee are final.

### **Clock Hours**

For all programs, the school defines a clock hour of instruction as 50 minutes with a 10-minute break. Clock Hours for programs at the Healthcare Training Institute is measured in clock hours only. Clock Hours earned at the HTI are utilized for determining progress toward program completion only, and they are not generally transferable to another school, college, institution, or university.

### **Transfer of Clock Hours/Academic Credits Earned**

Programs at Healthcare Training Institute are designed with the objective of preparing graduates for entry-level employment related to their field of interest/training. A student who desires to further his/her education at another educational institution after the completion of training at Healthcare Training Institute is advised that acceptance, comparability, appropriateness and applicability of transfer credit (if any) is at the discretion and evaluation of the subsequent institution. **It should not be assumed that clock hours/academic credits for any course or program offered by Healthcare Training Institute can be transferred to, or accepted by another institution. Students are advised to meet with a representative of the prospective school(s) in order to gain an understanding of each institution's credit acceptance policies.**

### **Financial Aid Students**

The school's Financial Aid Representative also evaluates credits for financial aid purposes only. The formula utilized is: 30 hours of instruction equals one credit before July 01 2011. For example, a 900-hour program, when divided by 30 hours, would be equivalent to 30 financial aid credits and 37.5 hours of instruction equals one credit after July 01 2011. For example, a 900-hour program, when divided by 37.5 hours, would be equivalent to 24 financial aid credits. This is done solely to determine a student's eligibility for financial aid. Financial aid credits are not transferable to another school, college, institution, or university

**WAIVER OF LIABILITY DURING THE HEALTHCARE TRAINING INSTITUTE PRACTICAL TRAINING PROGRAMS:**

I acknowledge that HTI will not be held liable for any negligence or injury that I may have sustained due to an invasive or non-invasive procedure voluntarily performed in my program (Medical Billing and Coding Specialist, Medical Assistant Technician, Diagnostic Medical Sonography, Patient Assistant Technician, or Certified Nurse Aide). As a prospective student of HTI, I have been informed of HTI's hands-on practical training prior to class commencing. By signing the Student Enrollment Contract, I agree to waive any liability on the part of HTI.

**Section (Module) System:**

In rare cases class section (modules) and start dates may be delayed or rescheduled up to six weeks due to unforeseen circumstances. If this delay should occur, all students must stay on schedule with their original financial schedule with the understanding that the entire program must be completed within 1.5 times the normal duration of the program.

## Diagnostic Medical Sonography (DMS) Clinical Externship Policy:

A. Below, please find Healthcare Training Institute's official policy with specific regard to the Diagnostic Medical Sonography (DMS) Program.

1. Available externship sites will be offered only to individuals who meet all of HTI's externship requirements.
  - a. Successful completion of all class assignments, tests, quizzes, etc.
  - b. Clearance is required by the Academic Instructor, Lab instructor and Program Director for any academic requirements and the Administration clear the students in all other aspects (i.e. Tuition should be paid in full).
2. All externship programming will be monitored by the DMS Program Director and Clinical Coordinator to ensure that the externship student is following the prescribed outline.
3. Any externship site that is proposed by the student, such as with an employer or acquaintance, must be directed to the Program Director, so that the necessary paperwork is completed, and to ensure that all proper protocol is followed by site clinical supervisory personnel.
4. Those students who successfully complete their didactic training and receive the approval of the DMS Program Director will be placed at a local hospital, imaging center or medical private practice. Toward this end the school provides comprehensive liability insurance.
5. Externship hours are arranged in accordance with the provisions of the externship policy as agreed to by all parties including the student. Students participating in clinical externships must follow the externship guidelines and conditions provided in The DMS Student Handbook. Students must pass their clinical examination and provide all documentation including a completed clearance sheet, completed physical forms with lab reports, and a satisfactory criminal background investigation (if applicable) to the Clinical Coordinator. After providing the above-mentioned documents, the student must enter the externship site. If the student fails to provide the above-mentioned documents or fails to enter into the designated externship site within the stated time period, the student may be dismissed from the program. **Only daytime externships are offered (Monday through Friday between 8:00 am to 5:00 pm).**
6. Students are not permitted to contact any of the HTI Affiliate Clinical Externship Sites without written permission from HTI Administration.
7. All students are supervised by their respective site clinical supervisory personnel. Students are not assigned as, and may not substitute for, site clinical personnel.
8. Students are solely responsible for providing the school with a weekly clinical hours time-sheet signed by one of the site's clinical supervisory personnel which documents the clinical hours completed for the week no later than Monday of the following week (forms are available at HTI).
9. Students must adhere to all site protocols and complete any and all tasks assigned by their clinical instructors. The student is never to reveal any confidential information regarding patients. The student's ability to complete the clinical externship at a clinical site is, and remains at, the sole discretion of the site's clinical supervisory personnel. The site's clinical supervisor may at any time, for any reason, request that the school remove, or relocate, the student. Students that have been asked to leave the externship site by the clinical

supervisor may have to wait until another clinical rotation becomes available to in order to resume their clinical program.

10. Students who decline two sites will be dismissed from the program.
11. The clinical site radius from HTI may reach up to 75 miles, so therefore student must arrange transportation to reach to clinical rotation site on time. HTI is not responsible for any expenses associated with commuting to and from either externship clinical sites, or while at the site, examples being food, beverages, parking, etc.
12. Dismissed by externship site for second time due to poor SAP or Code of conducts or Code of Clinical Site.
13. Dismissed by school due to falsifying time sheet or cheating on time sheet.
14. Students must adhere to the clinical externship code of conduct. As student, you will be bound by all applicable rules and regulations of the clinical externship site. (i.e. Hospital, Imaging center, Mobile company, Doctor 'office). Students must be punctual, conduct themselves professionally, and comply with the dress and safety codes of the site they are attending.
15. Students are expected to demonstrate the utmost integrity and honesty while on clinical externship and represent the school appropriately. Students who provided inaccurate data to the school regarding clinical attendance or performance will be liable to dismissal from the school. Any students who lack the required clinical externship hours are solely responsible for completing those hours and must make arrangements with clinical site supervisory personnel to make-up the missed hours. The appropriate site supervisory personnel must attest to the student's completion of the required attendance. Failing this, the student will be considered not to have fulfilled the requirements for course completion.
16. Students will be expected to:
  - Move and manipulate various ultrasound equipment, including the transporting of mobile ultrasound machines weighing up to 500 pounds
  - Transport, move, lift and transfer patients who may be disabled from wheelchairs and stretchers onto and off the ultrasound table as the situation dictates.
  - Possess emotional and physical health sufficient to meet the demands of the position
  - Lift more than 50 pounds routinely
  - Bend and stoop routinely
  - Have full ability to use both hands, wrists and shoulders for prolonged scanning
  - Distinguish audible sounds
  - Work standing on their feet 80% of the time
  - Adequately view sonograms, including color distinctions
  - Communicate effectively with patients and other health care professionals
  - Organize and accurately perform the individual steps of a sonographic procedure in the proper sequence

17. Externship is part of the course curriculum (DMS). It is a learning process which must be completed satisfactorily before graduation. **Unsatisfactorily completion of externship evaluation is ground for dismissal from Diagnostic Medical Sonography program regardless of the higher GPA in the rest of the sections. Students will not, and should not expect to be, paid or compensated for their externships.**
18. Students who are receiving financial aid and who have begun their externship and have accumulated 300 hours of the externship must meet with Financial Aid Personnel in order to release the next disbursement for his/her tuition. Should the student neglect to do so and subsequently complete his/her hours before s/he sees the Financial Aid Officer, then the student will be personally and fully responsible for, and obligated to pay, the third disbursement.
19. Since externship involves exposure to an actual practice, as well as observation and experience with available patients, HTI cannot guarantee any participant student will receive a proportionate distribution of clinical exams at one clinical site. The overall volume of exams/ procedures in which the students participate throughout their clinical will include a minimum of 30 % abdominal procedures and a minimum of 30 % OB/GYN procedures. The remaining 40% can be a mix of abdomen, small parts, OB/GYN, MSK, vascular, pediatrics or ultrasound guided procedures. If the student is not getting enough exposure to any one specialty category they will be placed in an additional facility.
20. Some clinical affiliates require a criminal background investigation for students who wish to perform their externship at that facility. In such situations, the student is required to have passed his/her criminal background investigation before they can be accepted into that particular site for externship. Any expenses arising from the criminal background investigation will be solely the student's responsibility.
21. Any student who fails to provide timesheets to the Registrar or Financial Aid Office for the last disbursement will be responsible for the remainder of the final payment.
22. Once the student has satisfied all requirements for externship, HTI shall submit to the affiliate site for its approval a schedule of student assignments at least thirty (30) days prior to the commencement of said assignments. Planning schedules will be accomplished in consultation with personnel. During this period, students will be afforded the opportunity to maintain and update their skills.
23. The School's winter and summer breaks do not apply to externship students
24. Clinical Coordinator will choose clinical site for each student who meets the externship requirements from the list provided below. Site availability also poses the potential for a student to be assigned to more than one site. It is to be clearly understood that the list is provided solely for the purpose of clinical externship assignment. Any potential outcomes of the externship, such as employment, are beyond the scope and control of Healthcare Training Institute.
25. Return or reinstated students must validate their clinical skills with program director or clinical coordinator before assign to the externship site. If necessary to achieve the program outcomes, some section(s) must be repeated per program director or clinical coordinator recommendation.
26. Student's signature on [Enrollment Agreement](#) binds the student to agree to exclude him/his from the affiliation site when the student is unacceptable to affiliation site for reasons of health, inappropriate behavior, or other reasonable causes. The school or affiliation site reserves the right, in its sole

discretion, to remove, at any time, any student whose acts or omissions are unsatisfactory for (1) non-adherence to the following: (i) dress code, (ii) behavior standards; (iii) administrative and medical policies; or (2) cannot provide safe care due to physical or mental illness; or (3) violates a law, rule, regulation, policy or procedure or that jeopardizes the well-being of the affiliation site's patients, employees or visitors; or (4) disrupts the business or operations of affiliation site; or (5) fails to comply with the direction of affiliation site's staff; then the student will immediately cease the clinical experience at affiliation site, and School will notify student's liaison of such discipline or removal.

#### **Ultrasound Clinical Externship Affiliations**

Centrastate Healthcare System  
901 West Main St.  
Freehold, NJ 07728

Newark Beth Israel  
201 Lyons Ave.  
Newark, NJ 07112  
St. Mary's Hospital Passaic, NJ  
350 Boulevard, Passaic, NJ 07065

Raritan Bay Medical Center Perth Amboy, NJ/ Old Bridge, NJ  
530 New Brunswick Ave  
Perth Amboy, NJ 08861  
Raritan Bay Medical Center, Old Bridge  
One Hospital Plaza, Old Bridge, NJ 08857

Robert Wood Johnson University Hospital New Brunswick  
One Robert Wood Johnson Place  
New Brunswick, NJ 08901

Robert Wood Johnson University Hospital, Hamilton  
One Hamilton Health Place, Hamilton, NJ

Robert Wood Johnson University Hospital Somerset  
110 Rehill Rd. Somerville. NJ

St Joseph's Regional Medical Center (OB)  
703 Main Street  
Paterson N.J. 07503

Mountainside Hospital  
I Bay Ave, Montclair, NJ 07042

Monmouth Medical Center  
300 2<sup>nd</sup> Ave, Long Branch, NJ 07740

RWJMS/Rutgers Division of OB/GYN  
125 Patterson St. New Brunswick, NJ 08901

Williamsburg Imaging  
762 Bedford Ave #1  
Brooklyn, NY 11205

#### **Clinical Externship Policy for MAT, PCT and MBCS Programs**

Below, please find Healthcare Training Institute's official policy with specific regards to the Medical Assistant Technician (MAT), Medical Billing and Coding Specialist (MBCS), and Patient Care Technician (PCT) programs.

Available externship sites will be offered only to individuals who meet all of HTI's externship requirements.

1. The student must pass the skills test within one (1) week after completion of the didactic portion of the program. In addition to passing the skills test, he/she will complete the externship prerequisite requirements, such as complete physical examination documentation, a completed clearance sheet, etc.) If the student fails the skills test within one (1) week timeframe, the student will be summarily dismissed from the program.
2. Students must successfully demonstrate that they have mastered the skills required to check vital signs, perform phlebotomy/EKG procedures, urinalysis and injection simulation as well as billing procedures.
3. Externship hours are arranged according to the school's clinical externship policy. Students participating in clinical externships must follow the externship guidelines and conditions provided by the school. Students must provide all paperwork such as: a completed clearance sheet, completed physical forms (with associated lab work) signed Externship Agreement with the school which includes a detailed list of rules and procedures, terms and conditions. Also, a satisfactory criminal background investigation (if applicable) to the Placement Director no later than 30 days after providing the above-mentioned documents, student must enter the designated externship site within 30 days. If the student fails to provide the above-mentioned documents or does not enter into the designated externship site, then the student will be dismissed from the program. **Only daytime externships are offered (Monday through Friday, between 8:00am to 5:00pm).**
4. Externship is part of the course curriculum (MAT, MBCS and PCT) and is a learning process which must be completed satisfactorily prior to graduation. Unsatisfactorily completion is grounds for dismissal from MA, MBCS and PCT program regardless of the higher GPA in rest of the sections. **Unsatisfactorily completion of externship evaluation is grounds for dismissal from MAT/PCT/MBCS program regardless of the higher GPA in the rest of the sections. Students will not, and should not expect, to be paid or compensated for it.**
5. Students are expected to demonstrate the utmost integrity and honesty while on clinical externship and represent the school appropriately. A student who provides inaccurate data to the school regarding clinical attendance or performance will be subject to dismissal from the school.
6. Students who decline two sites will be dismissed from the program.
7. The clinical site radius from HTI may reach up to 75 miles, so therefore student must arrange transportation to reach to clinical rotation site on time. HTI is not responsible for any expenses associated with commuting to and from either externship clinical sites, or while at the site, examples being food, beverages, parking, etc.
8. Dismissed by externship site for second time due to poor SAP, Code of conducts or Code for Clinical Site.
9. Dismissed by school due to falsifying time sheet or cheating on time sheet.
10. HTI will not be responsible for any expenses associated with commuting to externship clinical sites, nor any ancillary expenses such as parking.



11. Students must adhere to the clinical externship code of conduct. Students must be punctual, conduct themselves professionally and comply with the dress and safety codes of the site they are attending.
12. Students must adhere to site protocols and complete any and all assignments assigned by clinical instructors. The student is never to reveal any confidential information regarding patients. The student's ability to complete his or her clinical externship at a clinical site is at the sole discretion of the clinical site supervisor. The clinical site supervisor may at any time, for any reason, request that the school remove the student. Students that have been asked to leave the externship site by the clinical supervisor may have to wait until another clinical rotation becomes available to undertake their clinical program.
13. The student is solely responsible to provide the school with a weekly clinical hours timesheet signed by the clinical site supervisor which documents the clinical hours completed for the week no later than Monday of the following week (forms are available at HTI).
14. Since externship is an exposure to an actual medical practice, complete with observation and experience with available patients, HTI cannot guarantee to the participant student a proportionate distribution of clinical externship hours with regard to different sections at the clinical site.
15. Some clinical affiliated sites require a satisfactory criminal background investigation for any student who wishes to perform his/her externship at that institution. In such situations the student will be required to satisfactorily complete the criminal background investigation prior to being accepted into that affiliation for externship rotation. Any expenses arising with respect to the criminal background investigation are solely the student's responsibility.
16. Any student who fails to provide timesheets to the Registrar or Financial Aid Officer for the last disbursement will be solely responsible for the remainder of the final payment.
17. Students are expected to demonstrate the utmost integrity and honesty while on clinical externship and represent the school appropriately. Students who provide inaccurate data to the school regarding clinical attendance or performance will be liable to dismissal from the school.
18. Once the student has satisfied all requirements for externship, HTI shall submit to the affiliate site for its approval a schedule of student assignments at least four to eight weeks prior to the commencement of said assignments. Planning schedules will be accomplished in consultation with personnel. During this period, students will be afforded the opportunity to maintain and update their skills.
19. Students must adhere to the clinical externship code of conduct. As student, you will be bound by all applicable rules and regulations of the clinical externship site. (i.e. Hospital, Imaging center, Mobile company, Doctor's office). Students must be punctual, conduct themselves professionally, and comply with the dress and safety codes of the site they are attending.
20. The school's winter/summer breaks do not apply to students while on externship.
21. Return or reinstated students must validate their clinical skills with program director or clinical coordinator before assign to the externship site. If necessary to achieve the program outcomes, some section(s) must be repeated per program director or clinical coordinator recommendation.
22. Student's signature on Enrollment Agreement binds the student to agree to exclude him/his from the affiliation site when the student is unacceptable to affiliation site for reasons of health,



inappropriate behavior, or other reasonable causes. The school or affiliation site reserves the right, in its sole discretion, to remove, at any time, any student whose acts or omissions are unsatisfactory for (1) non-adherence to the following: (i) dress code, (ii) behavior standards; (iii) administrative and medical policies; or (2) cannot provide safe care due to physical or mental illness; or (3) violates a law, rule, regulation, policy or procedure or that jeopardizes the well-being of the affiliation site's patients, employees or visitors; or (4) disrupts the business or operations of affiliation site; or (5) fails to comply with the direction of affiliation site's staff; then the student will immediately cease the clinical experience at affiliation site, and School will notify student's liaison of such discipline or removal.

### Withdrawal from School

Students who withdraw from Healthcare Training Institute before the midpoint of the term (30 days) will be given a grade of WD (withdrawal) for the course. Withdrawal after the midpoint of the course will result in a grade of WP (withdrawal Passing) or a WU (withdrawal Unsatisfactory). To withdraw, a student must file the appropriate form with the Registrar. It is the student's responsibility to withdrawal officially from the school. Failure to withdrawal formally may result in failing grades, dismissal and additional financial obligations.

### Student Record

The permanent educational record and necessary financial records for each student will be maintained by the school indefinitely.

Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The following records will be maintained by the school for five years:

1. Academic Progress report, grades and transcript
2. Financial records and Placement data
3. The Enrollment Agreement and a copy of the graduation certificate
4. Record of meetings, appeals, disciplinary actions and dismissals

**After five years, the permanent records the school will keep are as follows:**

1. The enrollment Agreement and Financial Records
2. Transcript and copy of certificate

Student records are maintained by the school Registrar and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes or changes in financial aid, as soon as possible. All records are private and are handled with confidentiality. Once the student has completed the academic parts of the program, academic papers such as exams, tests, quizzes, evaluations, and attendance will be shredded after three months. Once the student has graduated the program, paper works belong to the externship such as clearance letter, physical exam, time sheets, clinical evaluation competencies, and externship evaluations will be shredded after three months.

No personal or academic information will be released to a third party without the student's signed written consent. To receive an additional official transcript/ original duplicate certificate, a written request must be sent to the school along with a \$6.00 fee for a transcript and \$15 fee for a duplicate certificate. The school, however, reserves the right not to release any documents or copies of records if the student has not fully satisfied his/her financial obligation to the school.

**The school reserves the right to release the records without the graduate's/student's written consent to the following:**

- Officials of another school where the student seeks admission
- Representatives of the US Department of Education and DOE & DOL of New Jersey

- The financial aid service where financial aid eligibility will be determined
- State officials if required by state statute.
- The accrediting agency carrying out accrediting functions and to organizations conducting studies for educational purpose only
- The parents of a dependent student
- Compliance with a judicial order or subpoena

\*All disclosed information requested by the above agencies or organizations will be recorded in the graduate's file.

### Program Costs

Since each program/course varies in length, the equipment, lab fees, materials, etc., vary in cost. These expenses are reflected in the following Cost Lists charts:

**Long-Term Programs Cost Chart**  
**Healthcare Training Institute Program Cost List**

Program	Program Length In Hours & Months	Tuition	Reg. & App Fee	Books	Supplies & Physical Exam	Total	Weekly	Bi weekly	Monthly	Deposit Required
Medical Assistant Technician**	900 Hours Day: 15 M Eve: 21 M WE: 37 M	\$16,000	\$100	\$411	\$440	\$16,951	\$225	\$450	\$900	\$3,200
Medical Billing & Coding Specialist**	900 Hours Day: 15 M Eve: 21 M WE: 37 M	\$15,000	\$100	\$746	\$440	\$16,286	\$200	\$400	\$800	\$3,000
Patient Care Technician**	900 Hours Day: 15 M Eve: 21 M WE: 37 M	\$16,500	\$100	\$376	\$470	\$17,522	\$174	\$348	\$695	\$3,100
Diagnostic Medical Sonography**	2250 Hours Plus 150 outside work hours Day: 28 M Eve: 38 M	\$30,500	\$225	\$796	\$1635	\$33,156	\$330	\$660	\$1,320	\$6,100

\*\* Balance due prior to Final Exam

### Returned Check Charge;

\$35 Fee will be charged to student's account for a returned check.

### Expenses Associated with Externship Rotation:

Any and all expenses associated with externship, examples being commutation, parking fees and criminal background investigations will be solely the responsibility of the student.

**Course/Section Repetition:**

The student will be charged 50% of the regular tuition for each course/section that is repeated.

**Short-Term Programs Cost Chart****Healthcare Training Institute Program Cost List**

Program	Program Length In Hours & Months	Tuition	Reg. & \$25 Application Fee	Books	Lab Coat ID/Supplies	Total	Weekly	Bi-weekly	Monthly	Deposit Required
Certified Nurse Aide	90 Hours D: 2Months E: 3Months F/S: 3Months	\$1,500	100	40	156	\$1,796	192	383	766	383

- Balance due before Final Exam.
- There is an application fee of \$25.00, and a registration fee of \$75.00 that must be paid to reserve a seat in the program.

The application and registration fee are non-refundable three business days after signing the enrollment agreement. All payments are due on the date agreed upon and as stated in the Payment Plan as described in the student's enrollment contract. If, for any reason, the student is unable to make a payment on its due date, payment must be made on the day the student returns to school.

Students are liable to pay for any damage they cause to the school instruments or properties; any damage caused by a student will be discussed with the Administration and the School Director. The student will be required to pay the cost of the repair or replacement in order that it functions as designed. Certificate of completion or Transcript shall not be issued until this condition is met.

**CANCELLATION AND REFUND POLICY:**

Should this Student Enrollment Contract be terminated or should the Student withdraw for any of the following reasons, all refunds will be made according to the refund policy.

**A. Termination by Student:**

A student may cancel or voluntarily terminate this Student Enrollment Contract at any time. Refunds, if any, will be calculated as per the policy stated in this Student Enrollment Contract and published in the Student Catalog. The student shall notify the Registrar in writing within five (5) business days of the intended date of withdrawal.

**B. Termination by the School:**

A student may be dismissed from HTI for any of the following reasons:

1. Failure to meet his/her financial responsibility to HTI in a timely manner.
2. Failure to adhere to HTI's rules, regulations, policies and code of conduct.
3. Failure to attend 90% of scheduled hours of PCT, MA, & MBSP program, where C.N.A and DMS require 100% attendance.

4. Failure to maintain the minimum GPA of 2.0 (70%) in PCT, MA, & MBSP program, where minimum GPA for C.N.A is 75%. GPA for DMS is 80% at the mid-way of each course and at the end of each course.
5. Failure to achieve passing grades prior to the end of a Financial Aid Warning or probationary period.
6. Providing false information to a school representative in connection with enrollment and/or attendance at HTI.
7. Intentionally damaging school property or equipment.
8. Fighting or inciting violence on school property/Excessive abuse of profanity
9. Receiving an unsatisfactory evaluation on weekly time sheets, from the clinical site.
10. Providing false information to the New Jersey Department of Health and Senior Services with respect to the Criminal Background Investigation will be grounds for immediate termination from the CNA program. However, the student will remain responsible for payment of tuition.
11. Failure to achieve passing satisfactory grade (evaluation) upon completion the externship clinical rotation.
12. Dismissed by externship site for second time due to poor SAP, violation of code of conduct or clinical site code of conduct.
13. **HTI Hybrid Program Conduct Code** – Each Student will complete his/her own assignment and not plagiarize when submitting written answers or assignments. Students will NOT share their username and password information to the Learning Management System. If a student is found violating any of this Hybrid Program Conduct Code, he/she may be terminated from the course immediately and fail the course.

NOTE: Any student who is terminated by HTI is obligated for tuition and fees in accordance with the refund policy as of the last day of attendance.

#### **C. Reinstatement Policy:**

All withdrawn students must meet with administration before being considered for re-admission back into the original program. However, school cannot guarantee if the method of delivery will be same as the student started originally. After 180 days, the withdrawn student must sign a new Enrollment Agreement applying all current changes of pricing, policies, rules and regulations plus prerequisites since the withdraw date. Note: DMS students must begin with the next cohort if program director approves it.

#### **D. Termination Date:**

If Student is absent for more than fourteen (14) didactic calendar consecutive days, HTI reserves the right to terminate Student's attendance, unless earlier written notice is received. In such instances refunds will be calculated per the policy outlined in this Student Enrollment Contract. Example: If a student is scheduled two days a week for externship, only two days will be counted as "scheduled days" toward the fourteen day period. In such instances refunds will be calculated per the policy outlined in this Student Enrollment Contract.

#### **E. Cancellation Policy:**

If a prospective student is declined admission or cancels within three business days after the Student Enrollment Contract is signed, all monies will be refunded, as it will be for certain applicants who did not visit the school prior to enrollment. The latter will be permitted to withdraw without penalty within three business days after either attending the regularly scheduled orientation or touring/inspecting the

facilities and training equipment. Any cancellations requested after the third business day and prior to the first day of class will result in a refund less any application and registration fees - to a maximum charge of 15% of the contracted amount - not to exceed \$100.

Cancellations must be written, dated, (specifying date of withdrawal) signed and received by email addressed to [registrar@htinj.edu](mailto:registrar@htinj.edu), and delivered or sent to the Registrar by certified mail within five business days of the date of withdrawal. Any withdrawal by a student or termination by HTI once attendance has been undertaken will result in the application of the following refund policy:

#### **F. Refunds/Reimbursement Policy:**

For programs of 300 hours or less, HTI may retain the application and registration fee plus a pro-rata portion of the tuition, calculated on a weekly basis.

For full-time attendance in programs exceeding 300 hours in length, HTI may retain the application and registration fee plus:

- a) Ten percent of the total tuition if withdrawal occurs in the first week.
- b) Twenty percent of the total tuition if withdrawal occurs in the second or third week.
- c) Forty five percent of the total tuition if withdrawal occurs after the third week but before completion of 25% of the program.
- d) Seventy percent of the total tuition if withdrawal occurs after 25%, but no more than 50% of the program has been completed.
- e) One hundred percent of the total tuition if withdrawal takes place after the completion of more than 50% of the program.

For part-time attendance in programs over 300 hours in length, calculation of the amount HTI may retain in addition to the application and registration fee shall be:

- a) Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance.
- b) Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance.
- c) Forty five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the program.
- d) Seventy percent of the total tuition if withdrawal occurs after 25% but not more than 50% of the program has been completed.
- e) One hundred percent of the total tuition if withdrawal takes place after completion of more than 50% of the program.

#### **G. RETURN OF TITLE IV:**

Any student participating in the Federal Direct Loan Program or the Federal Direct Student Loan Program who withdraws from the program or is terminated by HTI is required to pay back their student loans(s) even though they may not have completed their program of study. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for Federal Aid recalculated based on the percentage of the term completed – which is calculated as follows:

For Credit Hours Program/For Clock Hours Program

Number of calendar days completed in the period OR Hours scheduled to complete

Total number of calendar days in the period                      Total hours in period

This calculation may subsequently change the amount the student owes HTI.

In conformance with the federal regulation, it is the policy of HTI to distribute the proceeds of the Return to Title IV calculation to the origination source in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Aid
8. Other Federal, State, Private or Institutional Aid
9. The Student

All refunds or return of any unearned Title IV funds shall be processed and sent no later than forty five (45) calendar days after the date of institution's determination that the student withdrew.

#### **H. PRIVATE LOAN RECIPIENTS:**

Any student who has received loans to assist with their educational financing and who either withdrew or are terminated by HTI must provide a signed, written notification to all their lenders/creditors of this change of status. The letter must state the same withdrawal date which was provided to HTI as well as the student's Social Security number.

It should be noted that student loans with the FSA or NJ Class loan or any loan institution must be satisfied without regard to the success of the student. Students are obligated to repay all their student loans regardless of the student's outcome of their enrollment at HTI. Any refunds due the student will be reimbursed in accordance with HTI's established refund policy. Students who withdraw from or are terminated by HTI remain fully responsible for any remaining balances after any applicable refund and/or return calculations have been finalized.

Credit Balances created on student accounts are refunded to the student within 14 days of the date the credit was created.

#### **CHANGE IN STARTING DATE:**

All course schedules are subject to changes in starting dates, and HTI reserves the right to decide not to offer a scheduled program. In such cases, all monies will be refunded. Any monies paid to HTI in excess of the sum due to HTI by a student who cancels, withdraws, or discontinues training, will be refunded within forty five (45) calendar days of date of determination. Change of start date requests by students must be in writing. Application and Registration fees may only be carried over for the next class start. Subsequent to that start date, application and registration fees are required.

#### **PLACEMENT ASSISTANCE SERVICE:**

While placement assistance service may be provided, it is understood that HTI cannot promise or guarantee employment to any student or graduate. I also understand that the school does not guarantee employment for any specific minimum starting wage or salary.

#### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

PHI (protected health information) means any past, present or future physical or mental condition of an individual, the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual must be protected.

EPHI Means any PHI transmitted in electronic format must be protected.

Students must comply at all times with facility HIPAA policy and procedures according to state and federal laws. 45 CFR 164.38

#### **Who must follow this law?**

- Most doctors, nurses, pharmacies, hospitals, clinics, nursing homes, and many other health care providers
- Health insurance companies, HMOs, and most employer group health plans
- Certain government programs that pay for health care such as Medicare and Medicaid

Communication of healthcare information has an essential role in ensuring that individuals receive prompt and effective healthcare. HIPAA establishes provisions to encourage electronic transactions with new safeguards in order to protect the security and confidentiality of health information.

### **What information is protected by the federal law?**

- Information doctors, nurses, and other health care providers put in the medical record of an individual
- Conversations that a healthcare provider has about a patient's care or treatment with nurses or others
- Information about an individual in the health insurer's computer system
- Billing information at a clinic or other agency
- All medical records and other individually identifiable health information, whether communicated electronically, on paper, or orally

In this presentation, the following key sections of the law will be reviewed:

1. Consumer control over health information
2. Boundaries on medical record use and release
3. Ensuring the security of personal health information
4. Establishing accountability for medical records use and release
5. Balancing public responsibility with privacy protections

### **Consumer Control over Health Information:**

With HIPAA regulations, patients have significant new rights to understand and control how their health information is used. Healthcare providers and health plans are required to give patients a clear written explanation of how a provider or plan will use, keep, and disclose information. The explanation involves a written document that is often labeled as "Notice of Privacy Practices" (NPP). It must tell the individual how the healthcare provider will use personal information and how it will be protected. In most cases, this is provided on an individual's first visit to a healthcare provider or is sent by mail from the health insurer. For hospitals, it is given to the patient upon admission. Patients generally will be asked to sign, initial, or



otherwise acknowledge that they received this notice. NPP also provides information identifying how patients can get access to their medication information.

The patient may ask for and receive a copy of his/her medical record and other health information. Health plans, doctors, hospital, clinics, nursing homes, and other agencies should provide access to these records within 30 days. The individual may be required to pay for the cost of copying and mailing the information. If the person finds an error in the record or wishes to have additional information included, he/she has the right to ask for the correction or addition. For example, if a patient and hospital agree that the file has the wrong result for a test, the hospital must change it. Even if the hospital believes that test result is correct, the individual still has the right to have the disagreement noted in the file. One exception to this rule is if either the patient or someone else may be harmed by the disclosures. An example of this would be domestic violence situations.

Under the privacy rule, patients can request that their doctors, health plans, and other covered agencies take reasonable steps to ensure that their communications with the patient are confidential. An example of a request for confidential communications would be a patient who asks a doctor to call his or her office rather than home. The doctor's office should comply with the request if it can be reasonably accommodated.

#### **Boundaries on Medical Records Use and Release:**

The HIPAA Privacy Rule sets limits on how health plans and covered healthcare providers may use individually identifiable health information. To promote the best quality care for patients, the rule does not restrict the ability of doctors, nurses, and other providers to share information needed to treat their patients. Personal health information generally may not be used for purposes unrelated to healthcare. Agencies and healthcare providers may use or share only the minimum amount of protected information needed for a particular purpose. In addition, the patient would have to sign a specific authorization before his/her medical information could be released to a life insurer, a bank, a marketing firm, or another outside business for purposes not related to their health care.

There are new restrictions and limits on the use of patient information for marketing purposes. Pharmacies, health plans, and healthcare providers must first obtain an individuals' specific authorization before disclosing their patient information for marketing. At the same time, the rule permits doctors and other healthcare providers to communicate freely with patients about treatment options and other health-related information, including disease-management programs. For example, a health insurer is providing prescription coverage for an individual to receive a medication to control hypertension. The health insurer may send the individual information concerning a low sodium diet and other related healthcare information.

HIPAA also allows for the flow of information among covered entities for the purpose of treatment, payment, and health care operations (TPO). TPO is defined as activities in support of treatment and payment and for which protected health information (PHI) could be used or disclosed without individual authorization.

All hospitals keep a facility directory that lists daily the individuals who are currently receiving in-patient treatment. The location and general condition (i.e. good, stable, and fair) of a patient will be listed in the facility directory unless a patient chooses not to be listed. When a patient chooses not to be listed, no



information regarding the patient can be disclosed. This includes whether the individual is currently hospitalized.

### **Ensuring the Security of Personal Health Information:**

Communication of health care information requires that reasonable safeguards be implemented. Many health care providers and professionals have long made it a practice to ensure reasonable safeguards for individuals' health information. Examples include:

- Speaking quietly when discussing a patient's condition with family members in a waiting room or other public area;
- Avoiding using patients' names in public hallways and elevators, and posting signs to remind employees to protect patient confidentiality;
- Isolating or locking file cabinets or record rooms; or
- Providing additional security, such as passwords on computers that maintain personal information.

It is important that a healthcare provider is allowed to have access to patients' medical records if needed, but when such access is not necessary, the information should be protected and accessed should be denied. For example, an X-ray technician needs access to Patient X's file to determine if he/she can stand for a chest x-ray or if a portable x-ray will be needed. It is necessary for the technician to know this information so he/she can determine which technique to use. However, the same x-ray technician should not have access to Patient X's chart just because he/she is a neighbor of the technician; in this instance, such access is not medically necessary and therefore is prohibited by HIPPA. An incidental use or disclosure of personal health information, such as another worker overhearing a conversation about a patient, would also be a violation of the Privacy Rule.

PHI is any information created or received by a healthcare provider, health plan, employer or healthcare clearinghouse. This includes information that relates to a person's present or future physical or mental health condition. PHI is any written or verbal communication that directly identifies the patient (i.e. name, address, social security number, admission date, telephone number, etc.). PHI also includes any written or verbal communication of information that is sufficiently specific so that the person can be identified.

Healthcare providers, health insurers, and healthcare agencies must develop written privacy procedures. These procedures must include who has access to protected information, how it will be used within the agency, and when the information would or would not be disclosed to others. Steps must also be taken to ensure that business associates protect the privacy of health information.

For most disclosures, such as information submitted with bills, covered agencies and healthcare providers are required to send only the minimum information needed for the purpose of the disclosure. According to the Minimum Necessary rule, when PHI is used, disclosed, or requested, reasonable efforts must be taken to determine how much information will be sufficient to serve the intended purposes. To assist with treatment, providers are able to transmit comprehensive information. For example, an elderly person develops chest pain while vacationing in Illinois. The individual's private physician would be able to transmit detailed medical information about previous cardiac treatments to assist in the care of this individual. The private doctor

would not be able to transmit information that was not related to the current health care situation such as previous treatment for depression, however. Healthcare providers have full discretion in determining what personal health information to include when sending patients' medical records to other providers for treatment purposes. The standards specify procedures for electronic transmission and authentication of signatures.

### **Establishing Accountability For Medical Records Use and Release:**

Agencies and healthcare providers must train their employees in their privacy procedures and must designate an individual to be responsible for ensuring that the procedures are followed. If an employee fails to follow these procedures, appropriate disciplinary action must be taken.

If an individual believes that his/her information was used or shared in a way that is not allowed under the privacy law, or if an individual is prevented from exercising his/her rights, he/she can file a complaint with the healthcare provider or health insurer. The privacy notice given to the patient by the healthcare provider explains how to file a complaint. A complaint may also be filed with the U.S. Government. Information related to filing a complaint with the federal government is found at: [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/)

Penalties for covered entities that misuse personal health information are provided in HIPAA. Health plans, providers, and other agencies that violate HIPAA standards would be subject to civil liability. Civil money penalties are \$100 per incident, up to \$25,000 per person, per year, per standard. There are also federal criminal penalties for health plans, healthcare providers, and other agencies that knowingly and improperly disclose information or obtain information under false pretenses. Willful disclosure of PHI can result in personal fines of \$50,000 and a prison term of one year. Penalties are even higher for actions designed to generate money from the disclosure of PHI. Penalties include monetary fines and/or imprisonment for up to ten years.

### **Balancing Public Responsibility with Privacy Protections:**

Under the law, health care information may be used and shared for particular reasons. Examples of when it is acceptable to share healthcare information include monitoring the quality of healthcare given by physicians, making sure nursing homes are clean and safe, reporting when the flu is in a particular area, or making required reports to the police, such as reporting gunshot wounds. An individual can ask for and get a list of who has received his/her health information along with the reasons for disclosures. All individuals can receive this report free, once a year.

In limited circumstances, healthcare providers may disclose health information for specific public responsibilities. These permitted disclosures of health information include:

- Emergency circumstances
- Identification of the body of a deceased person or cause of death
- Research with proper patient authorization
- Public health needs (i.e. mandatory reporting of syphilis)

- Judicial and administrative proceedings (i.e. determining if a specific type of breast implant causes harm to the patient)
- Limited law enforcement activities (i.e. if a doctor is being investigated for providing harmful drugs to many patients)
- Activities related to national defense and security (i.e. possible exposure to anthrax)

Direct Application to Student/Faculty Nurses:

### **How does HIPAA impact you, the nursing student/faculty?**

Everyone working in a healthcare agency must always be aware of the release, use, storage, and disposal of PHI. As a student/faculty nurse, you are considered to be a healthcare provider, and therefore, you **MUST** comply with the HIPAA regulations. In addition, you need to be aware of how the agency where you are providing direct patient care complies with the HIPAA regulations. Of critical importance is the protection of patient healthcare information. Charts and medical records should not be open to the general public, including computer screens. Medical records and PHI should not be disposed of in the trash. Instead, these papers are placed in a confidential disposal bin, the contents of which are shredded at a later time. When using speakerphone, close the door to the room so that others are unable to hear the conference. Fax transmittals should include a coversheet and the coversheet should include a confidentiality notice. A fax machine receiving PHI should be in a secured area so that information is not readily accessible. Computer applications should not be left open when unattended. Computer IDs should be kept where no one else can find them. IDs and passwords should never be shared with anyone. Printers receiving confidential information should not be left unattended during printing. Discussion regarding patient information must be conducted in a location where it cannot be overheard.

Conversations regarding patients should be avoided in elevators and cafeterias. When working on the telephone, never leave PHI on voice mail. Be very careful when talking to family members in a waiting room.

In the learning situation, you may have full access to patient information, but only if you are correctly identified with an ID badge. The medical records may be accessed and read, but information cannot be shared outside of the learning environment. For example, it is acceptable to discuss information in a conference setting with fellow students/faculty and your instructor, but it is not acceptable to discuss this information away from the conference (i.e. telling your husband about your patient).

Another serious concern is pre-planning. All instructors will expect that you have read the medical records of assigned patient(s) and are prepared to present/discuss the clinical situation. This requires that you take notes so you can review the information in your textbook. However, these notes must be strictly guarded. Identifying information such as a patient's name or room number must not be included. You may **NOT** make photocopies of laboratory values, medication profiles, or any other medical record papers/documentation for your use or review. When providing care, all notes that you have made should be kept strictly private and carried in your pocket so that other individuals cannot read the information. All discussions of a clinical nature (i.e., why Ms. X, who has congestive heart failure, is experiencing renal failure) must take place in a private location and with a tone of voice that cannot be overheard by individuals not involved in the direct care of the individual. Certainly, all information that would allow someone listening to

the conversation to identify the individual being discussed is strictly prohibited and would be a serious violation of HIPAA rules.

**For Diagnostic Medical Sonography students only:**

One of the purposes of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) is to “promote and support the education of competent and compassionate allied health professionals who will provide the highest quality of care for their patients.” This purpose of providing the highest quality of care for patients extends to students, faculty, and staff in CAAHEP-accredited programs, especially students, faculty, and staff who are engaged in clinical experiences (including Capstone Field Internships) that bring them into contact with patients and other health professionals. As a programmatic accrediting body of health science programs recognized as such by the Council for Higher Education Accreditation (CHEA), CAAHEP is committed to adopting and enforcing standards for its accredited programs that not only foster the provision of high-quality education in the health sciences, but also protect students, faculty, staff, other professionals, and patients from illness and injury. Note the following from the CAAHEP Standards Template (2021): V. Fair Practices .....

C. Safeguards The health and safety of patients/clients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. The Commission on Accreditation of Allied Health Education Program acknowledges the scientific findings of governmental bodies—such as the United States Centers for Disease Control and Prevention and the United States Food and Drug Administration—that the COVID19 vaccines available in the United States are effective in preventing infections by the COVID-19 virus and lessening the deleterious health consequences from COVID-19 infections. CAAHEP also recognizes the overwhelming weight of scientific evidence that COVID-19 vaccines are safe and do not pose a statistically significant risk of morbidity or mortality to recipients of the vaccines. Therefore, CAAHEP strongly recommends that all students and faculty and staff in all CAAHEP accredited programs be vaccinated, especially when clinical facilities and Capstone Field Internship sites require it in order to participate in the patient care experience and progress in their programs. Students in health care professions programs come into close contact with the public, particularly in clinical and prehospital settings. Thus, the vaccine helps protect both health care students, staff, and their patients by reducing the spread of the disease and preventing deaths. In addition, people who are unvaccinated—including students, faculty, staff, and patients—remain the most vulnerable to COVID-19. Therefore, the CDC urges that in order to end this pandemic, all people should get vaccinated. CAAHEP affirms that students, faculty, and staff, with appropriate exemptions required by federal and/or state law, may be exempted from receiving the COVID-19 vaccines. One category of appropriate exemptions is for students who have a qualifying disability under Titles II or III of the Americans with Disabilities Act (ADA) and the attendant regulations of the United States Department of Justice, or under similar state statutes and regulations. Another category of appropriate exemptions is for students who have a sincerely held religious belief, practice, or observance under the First or Fourteenth Amendments of the United States Constitution, and under applicable federal statutes and regulations that protect students from unlawful discrimination on the basis of religion. Protection from religious discrimination is also provided by state laws, some of which offer protections that go beyond those of federal law. CAAHEP also strongly recommends students and prospective students be notified in writing, with a signed statement by each student that she/he has read the notice and understands its consequences, to the effect that students who are not fully vaccinated against COVID-19— regardless of the reasons for their declination of being vaccinated, and even if such declination is predicated upon a legally-cognizable disability or a sincerely held religious belief—the student may not be able to: (1) participate in an externship/practicum/Capstone Field Internship experience; (2) complete the

requirements and graduate from the program; (3) sit for any licensing or certification examinations in the profession; and (4) be employed in the profession.

In addition to receiving the COVID-19 vaccine, CAAHEP acknowledges adopting additional prevention practices continues to be the best defense for protection. According to the CDC, this includes:

- Wear a mask
- Stay 6 feet away from others
- Avoid crowds and poorly ventilated spaces
- Wash your hands often
- Cover coughs and sneezes
- Clean and disinfect surfaces
- Monitor your health daily.

I have read the above notice and understand the consequences of the effects of not being fully vaccinated against Covid – 19.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date



---

ong-term Training Programs at:

Healthcare Training Institute

The Healthcare Training Institute

## Program Description

The Medical Billing and Coding Specialist programs have been combined due to major recent changes, with more expected in the future. The MBCS program is a hybrid program, all of the didactic classes will be delivered through our LMS "Canvas", labs will be taught in school and clinical externship will be provided at one of our affiliated sites. This program has been designed to provide basic training and knowledge in the fundamental areas of medical billing and medical coding. At Healthcare Training Institute the program is designed to provide the student/participant with the skills and knowledge necessary to prepare the program graduate to apply for entry-level Medical Billing Specialist and Medical Coding Specialist, EHR Specialist, Medical Office Administration, Unit Clerk, Pharmacy Biller, and DME billing, Processor/Data Entry, Third Party Billing Representative, Certified Medical Biller, Medical Billing/Payment Poster, Certified Coding Specialist Associate, Billing Clerk, Outpatient Medical Coder-Non Certified, Documentation Specialist, Inpatient Medical Coder-Certified, Ambulatory Registrar, Medical Office Assistant, Call Center Service Associate, Account Representative, Staff Assistant, Bookkeeper, Patient Access Representative, Care Coordinator, Patient Scheduler, Receptionist Patient Account Representative, Data Entry, Coding Reviewer Specialist Preauthorization, Dental Biller/Receptionist, Ophthalmic Technician/Optometric Technician, Medical Records Field Technician, Clinical Compliance Specialist, Administrative Assistant for Malpractice Office, Medical Charge Entry Specialist.

The Medical Billing curriculum section has been tailored in such a way as to allow the student to gain a full understanding of expectations, job knowledge, and mastery of skills needed for job performance. This is acquired through acquaintance and learning of Anatomy and Physiology, Medical Terminology, Insurance Terminology, CPT, ICD9, HCFA 1500, UB-92 Hospital Billing Form, General Office Procedures and practical knowledge of computerized medical billing or claims processing systems.

The Medical Coding curriculum encompasses far more than assigning numbers to services and diagnosis. The medical coding curriculum has been tailored in such way to allow the student to abstract information from the patient's record and combine it with their knowledge of reimbursement and coding guidelines to optimize payments to physicians and hospitals.

A certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

## Medical Billing & Coding Specialist

SECTION	COURSE	SECTION CODE	HOURS
Section -I	Anatomy & Physiology &Medical Terminology – Part-I	MAP 01	90
Section -II	Anatomy & Physiology &Medical Terminology – Part-II	MAP 02	90
Section -III	The Administration & Professional Setting	MAS 03	90
Section -IV	Electronic Health Records	HER 04	90
Section -V	Medical Coding	MC 05	180
Section -VI	Computerized Medical Office	MBCO 06	90
Section -VII	Medical Insurance Principle	MIP 07	90
Section -VIII	Externship	MBEX 08	180
TOTAL HOURS:			900

## COURSE SCHEDULE

**Monday through Thursday: AM Classes: 8:15 – 2:45 PM**

**Monday through Friday: AM Classes: 8:15 – 2:45 PM**

**Monday through Thursday PM Classes: 6:00 – 9:30 PM (only Didactic Portion)**

**For course description see pages 59-74**

**Note:** The Medical Billing and Coding Specialist Program are taught in a range of fifteen (15) months to twenty two and half (22.5) months in the AM Monday through Thursday, and in range of nineteen (19) months to twenty eight and half (28.5) months in the PM on Monday through Thursday, and in range of ten (10) to fifteen and half (15) months on Monday through Friday. The program is taught in a series of seven sections of comprehensive medical billing and coding theory, and practical study sections inclusive of random order of presentation. Students must keep in mind that although course enrollment is continuous, occasional specified up to four weeks delays of the next section's start may occur between course sections due to unforeseen circumstances. Under certain circumstances, program completion may be extended by as much as fifty percent more than the normal program length.

**Note:** Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.



### Program Description

The Medical Assistant Program is designed to prepare the Medical Assistant (a vital member of the healthcare team) who is expected to perform clinical and administrative duties in a medical office. The MAT program is a hybrid program, all of the didactic classes will be delivered through our LMS "Canvas", labs will be taught in school and clinical externship will be provided at one of our affiliated sites. At Healthcare Training Institute, the objective of this program is to prepare the graduate to apply for entry-level Medical Assistant positions including: Medical Assistant Technician, Medical Office Clerk, Medical Receptionist, Medical office manager, EKG Tech, Front Desk, Medical Secretary, Medical Office Assistant, and EHR Specialist positions, Unit Clerk, Clinical Assistant, Administrative Assistant, Medical Biller, Phlebotomist, Certified Medical Assistant, Services Assistant Patient Services, Patient Account Representative, Pharmacy Technician Phlebotomist/Lab Assistant, Medical Records Clerk Insurance Authorizations/Secretary, Intake Coordinator, Patient Intake Representative, Rehabilitation Aide Processor/Data Entry, Optometric Assistant/Tech, Staff Assistant Chiropractic Assistant. The Medical Assistant is trained to carry out clinical procedures, conduct routine office-lab procedures, assist in minor surgery procedures, perform routine office diagnostic procedures, medical billing procedures, EKGs, preparing the patient for physical exams, and taking patient vital signs. The Medical Assistant can demonstrate knowledge of Medical Terminology, Anatomy & Physiology, Clinical & Administrative, Medical Billing, EKG, phlebotomy procedures, pharmaceutical procedures, and infection control procedures. The Medical Assistant is expected to handle administrative office procedures including computer operation, filing and data filling, billing, writing reports, preparing patient protocol, scheduling, and insurance claims.

A certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

## Medical Assistant Technician

SECTION	COURSE	SECTION CODE	HOURS
Section -I	Anatomy & Physiology & Medical Terminology – Part-I	MAP 01	90
Section -II	Anatomy & Physiology & Medical Terminology – Part-II	MAP 02	90
Section -III	The Administration & Professional Setting	MAS03	90
Section -IV	Electronic Health Records	HER 04	90
Section V	Phlebotomy	MPL 05	90
Section -VI	EKG/Pharmacy	MEG 06	90
Section -VII	Clinical Procedures	MPH 07	90
Section VIII	Medical Insurance Principle	MIP08	90
Section -IX	Externship	MAES 09	180
TOTAL HOURS:			<b>900</b>

### COURSE SCHEDULE

**Monday through Friday: AM Classes: 8:15 – 2:45 PM**

**Monday through Thursday: PM Classes: 6:00 – 9:30 PM (only Didactic portion only)**

**For course description see pages 60-76**

The Medical Assistant Program is taught in a range of ten (10) to fifteen (15) months in the AM on Monday through Friday, and in range of nineteen (19) months to twenty eight and half (28.5) months in the PM on Monday through Thursday, and in range of thirteen and half (13.5) to twenty and quarter (20.25) months on Monday through Friday. The program is taught in a series of nine (9) sections of comprehensive Medical Assistant theory and practical study, sections inclusive of random order of presentation with the exception of the Clinical Externship – which is performed at the completion of the nine course sections.

Students must keep in mind that although course enrollment is continuous, occasional specified up to four weeks delays of the next section's start may occur between course sections due to unforeseen circumstances. Under certain circumstances, program completion may be extended by as much as fifty percent more than the normal program length.

Note: Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

## Program Description

The Patient Care Technician program prepares vital members of the healthcare team who will be expected to perform clinical and administrative duties in a medical office, nursing home or hospital. The PCT program is a hybrid program, all of the didactic classes will be delivered through our LMS "Canvas", labs will be taught in school and clinical externship will be provided at one of our affiliated sites. At Healthcare Training Institute, the objective of this program will be to prepare the graduate to apply for entry-level Patient Care Technician positions including: Patient Care Technician, Medical Assistant, Care Assistant, Staff Assistant, C.N.A, Patient Activity Aide, EKG Technician, Restorative/Rehabilitation Aide, Private request for Home Care Aide to assume the responsibilities of an entry level trained caregiver. Emergency Room Care, Unit Clerk, Secretary, Receptionist, Phlebotomy Technician, Patient Services, Patient Intake Representative, Patient Observer, Rehabilitation Nurse Technician, Telemetry Technician, Pharmacy Tech, Allergy Technician, Care Giver, , Unit Clerk, Clinical Assistant, Front Desk, Administrative Assistant Rehabilitation Aide, Care Manager, Unlicensed Technical Associate, Chiropractic Assistant, Donor Technician/Phlebotomist.

The Patient Care Technician will be trained to carry out clinical procedures, conduct routine office/lab procedures, assist in minor surgical procedures, perform routine office diagnostic procedures and, EKGs, prepare patients for physical exams, take patient vital signs, provide long term care and administer injections. The Patient Care Technician will demonstrate knowledge of Medical Terminology, Anatomy & Physiology, clinical & administrative procedures, EKG, phlebotomy procedures, pharmaceutical procedures, infection control procedures, perform Nurse Aide duties in long Term Care facilities, and administer injections. The Patient Care Technician will be expected to handle administrative office procedures including, filing, writing reports, performing protocols, providing nursing skills for residents of long-term care facilities, and administering injections.

A certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

## Patient Care Technician

SECTION	COURSE	SECTION CODE	HOURS
Section -I	Anatomy & Physiology & Medical Terminology – Part-I	MAP 01	90
Section -II	Anatomy & Physiology & Medical Terminology – Part-II	MAP 02	90
Section -III	The Administration & Professional Setting	MAS 03	90
Section -IV	Electronic Health Records	HER 04	90
Section -V	Phlebotomy	MPL 05	90
Section -VI	EKG/Pharmacy	MEG 06	90
Section -VII	Clinical Procedures	MPH 07	90
Section -VIII	Nursing Assistant	PNA 08	90
Section -IX	Externship	MES 09	180
TOTAL HOURS:			<b>900</b>

### COURSE SCHEDULE

**Monday through Thursday: AM Classes: 8:15 – 2:45 PM**

**Monday through Friday: AM Classes: 8:15 – 2:45 PM**

**PM Classes: 6:00 – 9:30 PM (only Didactic portion only)**

**For course description see pages 60-76**

NOTE: The Patient Care Technician Program is taught in a range of ten (10) to fifteen (15) months in the AM on Monday through Friday, and in range of nineteen (19) months to twenty eight and half (28.5) months in the PM on Monday through Thursday, and in range of thirteen and half (13.5) to twenty and quarter (20.25) months on Monday through Friday. The program is taught in a series of nine(9) sections of comprehensive patient care technician theory, and practical study sections inclusive of random order of presentation, with the exception of the clinical externship (which is performed at the completion of the nine course sections). Students must keep in mind that although course enrollment is continuous, occasional specified up to four weeks delays of the next section's start may occur between course sections due to unforeseen circumstances. Under certain circumstances, program completion may be extended by as much as fifty percent more than normal program length.

**Note: Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship**



## Diagnostic Medical Sonography

Section Code	Course	Instructional Hours	Outside Work Clock Hours	Semester Credit Hours
DMS 100	Medical Terminology	45	0	2.00
DMS 110	Pathophysiology	120	10	5.00
DMS 120	Patient Care	100	5	4.00
DMS 121	Patient Care Integrated Clinical	50	0	1.00
DMS 230	Ultrasound Physics	200	15	8.50
DMS 240	Abdominal & Small Parts	430	60	18.00
DMS 241	Abdomen Observation Integrated Externship	45	0	1.00
DMS 250	OB/GYN	405	60	17.00
DMS 251	OB/GYN Observation Integrated Externship	45	0	1.00
DMS 260	Clinical Externship	810	0	18.00
Total Hours/Credit Hours		2250	150	75.5

### COURSE SCHEDULE

Monday – Thursday: AM Classes: 8:15 – 2:45 PM

Monday – Thursday: AM Classes: 6:00 PM -9:30 PM (only Didactic portion only)

**For course description see pages 60-76**

Note: Diagnostic Medical Sonography Program is taught in a series of twenty-four months in the AM and thirty-eight months in the PM on Monday through Thursday. The program is taught in a series of ten (10) sections of comprehensive diagnostic ultrasound theory and practical study, including integrated externships in the Patient Care, Abdominal and OB/GYN courses

*DMS Students'-Out Policy:*

*Note: HTI ensures voluntary and prudent use of DMS as patients for non-clinical scanning. Students' grade evaluation will not be affected by participation or non- participation.*

.....Continued on page 57

### Program Description

The Diagnostic Medical Sonography (DMS) program is designed to prepare competent, entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The students will acquire a basic knowledge of medical terminology, pathophysiology, sonographic physics and instrumentation and patient care. Sonographic identification, scanning techniques and protocols for Abdomen, Small parts, OB/GYN, MSK and pediatrics.

The program is focused on the general sonography concentration with complementary training in the vascular component. This allows graduates to better meet the needs of employers by having knowledge and/or experience in both general and vascular procedures.

The general concentration encompasses abdominal structures, obstetrical and gynecological scanning, in addition to knowledge of pediatrics and small parts scanning (neck, breast, scrotum, musculoskeletal), as well as interventional procedures. The supplemental vascular training involves procedures such as a carotid duplex for stroke evaluation and extremity venous studies to evaluate for deep vein thrombosis. Additional exams will also be included in the coursework. The vascular component of the program is mandatory and the student is required to also receive passing grades in all components.

A certificate of completion is awarded to a student who has successfully accomplished the program requirements.

.....Continued from page 56

### **ARDMS / ARRT Examination Disclosures**

- Graduates of the Diagnostic Medical Sonography program without a college degree can apply for the RDMS certification exam if they (1) have a High School Diploma and (2) complete a minimum of 12 months of full time clinical ultrasound/vascular paid work experience as defined by ARDMS (35 hours per week, at least 48 weeks per year) before applying for the RDMS examination.
- Graduates with an Associate's Degree can sit for the registry through ARRT.
- Graduates with a Bachelor's Degree can sit immediately for the registry through the ARDMS.
- For more information:

[www.ardms.org/files/downloads/PrerequisiteChart.pdf](http://www.ardms.org/files/downloads/PrerequisiteChart.pdf)

<https://www.art.org>

#### **Outside Work Clock Hours:**

An out-of-Class Work /Preparation assignments(s) is/are homework, which must be completed in order to receive the appropriate credit hours required for the credential. It is expected that the student complete all assignments in a timely manner. Points will be deducted every day a written/reading/-project/portfolio assignment is overdue. The student is advised to exercise caution, to budget their time, and to submit mandatory homework/projects/presentations as well as their portfolios and online assignments from publishers no later than their respective due dates. Students required to perform practical laboratory assignments must also complete them by the due date. Any submittals beyond the due date will result in a commensurate deduction of points.

Each student will be required to complete mandatory assignments outside of the classroom. These assignments s will include, but not limited to, the Project Presentation, Reading Assignments, Portfolio, Flash card, Writing Assignments, and Preparation for the Final Review, and SDMS Journal Case Studies.

**Note:** Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation form the externship site.

*...continued on Pg. 58*

**Important Note:** The Healthcare Training Institute provides training in the Ultrasound field to its participants so that they may graduate as Diagnostic Medical Sonographer. The HTI programs are approved by the State Department of Education.

Successful completion of this program prepares the graduate to apply for entry-level Diagnostic Medical Sonographer positions. HTI cannot control or predict future prerequisites changes dictated by the American Registry of Diagnostic Medical Sonographers (ARDMS), and cannot be liable or responsible in any way for changes made by any nationally recognized organization including ARDMS. It is each student's sole responsibility to do their research in order to meet ARDMS requirements for registry exam; therefore, the school cannot guarantee that graduates will be eligible to take certification or registry exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Please refer to pages thirty one through thirty five for Externship Conditions (all prospects or enrolled students must read them).

ARDMS (the American Registry of Diagnostic Medical Sonographers) requirements can be found at the follow link.

<http://www.ardms.org/Prerequisite%20Charts/generalprerequisites - 2014-2.pdf>

Continued from page 57

The American Registry of Diagnostic Medical Sonographers provides reasonable testing accommodations in compliance with the Americans with Disabilities Act (ADA). Under the ADA, a **disability** is a physical or mental impairment that substantially limits one or more major life activities. Having a diagnosed impairment does not necessarily mean that an individual is disabled as defined by the ADA, and not all disabilities require test accommodations.

Test accommodations are adjustments or modifications of standard testing conditions designed to allow candidates with disabilities to take the examination without compromising its validity, providing an unfair advantage to disabled candidates or imposing undue burdens on ARDMS.

If you are an Applicant seeking accommodation, you must submit, along with your completed **application**:

1. An original letter, dated within the past five years and typed on official letterhead, from a qualified physician or health provider who specializes in the disability. This letter must document the disability and its severity, describe the applicant's limitation due to the disability, and state exactly what accommodations are recommended. The letter must contain an original signature and the physician's or health professional's credentials;
2. An original, current, detailed, comprehensive medical evaluation/ report of the diagnosed disability from the physician or health professional, dated within the past five years; and
3. A completed **ARDMS Special Accommodations Questionnaire** which must be submitted each time you apply for examination.

**Review of applications containing a request to receive ADA accommodations may require an additional 30 days to be completed.**

Documentation submitted by an applicant in support of a request is reviewed by ARDMS and may be forwarded to an independent medical expert for impartial professional review.

ARDMS may request additional documentation to support the request. All information will be kept confidential and will be used only to determine what, if any, test accommodations will be made.

Approved accommodations will be included in the Examination Confirmation Letter, sent to you via email and also available through **MY ARDMS account**, under "My Examinations/Application Status" found under the "Application Center" tab. The email will include the test vendor's telephone number and you should call the test vendor to schedule an examination appointment with the approved accommodations.

## COURSE DESCRIPTIONS

### **SECTION I – ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY –Part -I (MAP 01)**

#### **90 Hours**

This area helps the participants to learn the basic medical terminology vocabulary used in the medical professional as well as the anatomy physiology. It also helps how to pronounce medical terms, prefix, suffix, and roots according to the medical terminology guideline. It further deals with Anatomy and Physiology and medical terminology regarding basic topics such as Cell Structures & Tissues, Terms Used for Body as a Whole, Diagnostic Procedures and Therapeutic Interventions, and systemic topics such as Musculoskeletal System, Blood, Circulatory System and Respiratory System and Immune system. This section also deals with how to pronounce a term correctly in the body systems.

Required Assignment: Each student will be assigned a project on the system.

### **SECTION II – ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY - Part -II (MAP 02)**

#### **90 Hours**

This area covers Anatomy and Physiology and Medical Terminology related to Digestive System, GIT, Nutrition and Metabolism, Urinary System & Fluid Compartments, The Reproductive System, Reproductive System, The Nervous System, Endocrine System and metabolism. This area helps the participants to learn the applied basic medical terminology vocabulary used in in above mentioned body systems. It also helps how to pronounce medical terms, prefix, suffix, and roots according to the medical terminology guideline. This section also deals with how to pronounce a term correctly in the body systems.

Required Assignment: Each student will be assigned a project on the system.

### **SECTION III – THE ADMINISTRATION AND PROFESSIONAL SETTING (MA 03)**

#### **90 Hours**

This section will also address patient and employee safety concerns, in the healthcare environment. Participants will learn how to apply quality control measures in health and safety policies and procedures, to prevent illness and injury. Topics taught and practiced in this section are First aid training, medical office emergency, CPR (adult, child, infant), OSHA, MSDS, and personal protective equipment among. Participants must obtain BLS for Healthcare Provider certification through the American Heart Association and also learn how to use AED.

Required Assignment: Each participant will be assigned a project on OSHA and CPR.

The participant is introduced to clinical requirements for the front office such as accounts receivable, accounts payable, written correspondence, telephone techniques, appointment scheduling and how to fill out health insurance claim forms for physician's offices. This portion including instruction in the areas generally described as "front-office", including appointment scheduling and patient reception, records management, fees and collections, accounting systems, computer applications, banking and health and accident insurance. An entirely new chapter on dictation and transcription has been added to this edition. Section IV includes extensive material on management responsibilities and the office environment.

Required Assignment: Each student will be assigned a project on insurance.

**COURSE DESCRIPTIONS (Cont'd)****SECTION IV– ELECTRONIC HEALTH RECORD (HER 04)****90 Hours**

This section will cover the duties of an electronic health record specialist and will include, but not limited to; assemble patient's health information to ensure information is complete and accurate. Enter demographic characteristics, history and extent of disease, diagnostic procedures, and treatment into computer, also assist with special studies and research for public health agencies. The participant will be able to manage data backups, such as retention of records, as well as maintain a variety of health record indexes, storage and retrieval systems. Course participant will be introduced to "Work National Database Registries," as a registrar, which contacts discharged patients, their families, and physicians to maintain registry with follow-up information, such as quality of life and length of survival of cancer patients. Participants will assist with the daily operations of the healthcare facilities such as, answering the phone, scheduling appointments and general reception area duties

**SECTION V – PHLEBOTOMY (MPL 05)****90 Hours**

This course is providing the student with basic knowledge of medical terminology, phlebotomist's role in the healthcare setting, professionalism, and comprehensive theory of the cardiovascular system, basic infection control techniques, phlebotomy procedures, venipuncture, capillary puncture, non-blood specimens and tests, special collection procedures as well as hands-on dummy arms.

**SECTION VI – EKG & PHARMACY (MEG 06)****90 Hours**

Students are introduced to basic knowledge of medical terminology related to EKG, cardiovascular system, and infection control. The participant will be able to operate the EKG machine, interpret and analyze EKG Strips. Theory and EKG Applications of Arrhythmia, conduction block, and myocardial infarction are taught in the course.

Students are also introduced to basic medical terminology related to pharmacy; basic math calculations related to drugs. Students get familiar with prescriptions, drug order forms, and drugs as well as parental applications. Participant will get introduction to basic pharmacology and their uses, inventory, clarification, effects of therapeutic drugs and principles of aseptic techniques, and legal issues.

**SECTION VII – CLINICAL PROCEDURE (MCP 07)****90 Hours**

The participant is introduced to how to properly take a medical history, how to write it in a medical chart and how to file this chart. The participant will learn aseptic techniques, various types of instruments, how to sterile procedure, and how to position and drape the patient for an examination with the physician. The proper procedures for hand washing, cleaning, and disinfecting instruments in the medical office will be covered with participants also receiving "hands on" experience in this course with actually taking his/her classmate's vital signs (blood pressure, pulse, respiration, and temperature). The participants learn how to operate and "hook up" a patient for and electrocardiogram, how to perform routine urinalysis on a urine sample, how to perform preparing of syringe for four types of injections, as well as bandaging. The participant will also learn how to look up medications in the physician's desk reference. The participants will learn the proper techniques for

**COURSE DESCRIPTIONS (Cont'd)**

venipuncture, finger stick, hematocrit and minor hematological procedures. The chapter sequence follows the logical progressing of training of the medical assistant, from the basic to the advanced level of learning and competency. Each chapter is an entire learning package and serves as a “learning loop” that ties to the previous chapter and to those that follow. Added every lesson is discussion on the medical assistant’s responsibilities concerning patient education and legal and ethical matters as they specifically relate to the content of that chapter. Highlights include Acquired Immune Deficiency Syndrome (AIDS), and updated material on nutrient, brief description of anatomy and physiology, and on surgery. In starting with the generic examination techniques and procedures, unit, and concluding with types of specific specialty examination. The medical assistant’s role in assessing the patient, which is specific to each type of examination, is described. Participants will also learn and demonstrate how to perform intramuscular, parental and subcutaneous injection simulations in class.

**SECTION VIII – MEDICAL INSURANCE PRINCIPLE (MIP08)****90 Hours**

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers ‘Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on ‘The development of the insurance claim’, and complete UB-04 / CMS-1500 claim forms.

**SECTION VII – NURSING ASSISTANT (PNA 08)****90 Hours**

This section introduces the student to the concept of long-term care. It helps students define the job duties of a nurse aide. It discusses the following:

The losses experienced by resident in being admitted to a long-term care facility.

Ways to promote resident rights.

Appropriate communication technique.

Ways of preventing the spread of infections.

Method of caring for the residents’ environment and equipment.

Proper ways of making medical beds.

Safety measures to prevent accidents like burns and falls.

Fire and disaster practices and emergency health care practices.

This section focuses on the psychosocial characteristics of resident living in long-term care facilities, wherein basic needs, individual responses to the aging process, emotional needs, and support of the resident are discussed. Ways of dealing with residents with abnormal behavior or cognitive impairment such as reminiscence, therapeutic use of touch and reality orientation will also be discussed.

In this section physical needs, and ways to meet these needs, will be discussed, demonstrated, and re-demonstrated. This includes the performance of the following procedures: lifting and moving techniques,



**COURSE DESCRIPTIONS (Cont'd)**

bathing, backrub, observing and reporting physical changes, positioning, incontinent care, prevention of pressure sores, dressing and undressing, provision of mouth care and denture care, feeding the resident, personal grooming, shaving and beard care, morning and evening care, provision of rest, measuring intake and output, taking vital signs, serving bedpan/urinal, weighing the resident, application of anti-embolic stockings, specimen collection and ambulating the resident who needs assistance. The student will also learn signs and symptoms of certain disorders like diabetes, thyroid disorders, urinary tract disorders, fractures, parkinsonism, stroke, and seizure disorders. It is in this section that sexuality in the elderly will be discussed.

**SECTION VI – COMPUTERIZED IN MEICAL OFFICE (MBCP 06)****90 Hours**

In this section, participants will be introduced to Medisoft patient billing and accounting software, and will gain the knowledge and practical skills to accomplish tasks, such as, entering patient information, working with cases, entering charge transactions and patient payments, creating claims, posting insurance payment, generate patient information statements, creating and printing reports. Participants will also learn how to use Medisoft software, to schedule patient appointment and assist, with collections procedures in the medical office.

Required Assignment: Participants will simulate a medical encounter and use Medisoft to do the following tasks: Set up an appointment, register patient, enter the transaction and print walk-out receipt.

**SECTION VII – MEDICAL CODING (MBCS07)****180 Hours**

**Part one:** In this section participants will be introduced to the actual coding process, the history of the International Classification of Diseases and the ICD-9- CM coding system and reporting guidelines, as well as, how to identify main terms, sub terms and coding pathways. Course participants will also be introduced to reimbursement, HIPAA, and compliance. Participants will learn the organization/steps to assign codes of the ICD-10-CM, compare and contrast this manual with the ICD-9-CM, as well as, reporting guidelines using ICD-10-CM for outpatient coding. Participants will be introduced to the CPT and LEVEL II national codes (HCPCS), evaluation and management (e/m) services and modifiers.

**Part two:** In this section participants will code diagnoses and procedures together, to work through a real-world coding situation. Participants will be integrating ICD-9-CM/ICD-10-CM and CPT Coding. Course participants will use CPT Coding manual to code Anesthesia procedures and will be introduced to surgery guidelines / general surgery. Participants will use CPT Coding manual to assign codes to procedures related to the different body systems, namely, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, urinary, male/ female genital, endocrine and nervous. Procedures pertaining to, and assign codes to hemic, lymphatic, mediastinum, and diaphragm, maternity care /delivery, eye, auditory, will also be covered in this section. Participants will also be introduced to, and assign codes to radiology, pathology/ laboratory, and medicine procedures, The CPT Coding manual and ICD-10-PCS will also be used to assign codes to inpatient services and procedures.

**COURSE DESCRIPTIONS (Cont'd)****SECTION VII – MEDICAL INSURANCE PRINCIPLE (MIP 07)****90 Hours**

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers 'Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on 'The development of the insurance claim', and complete UB-04 / CMS-1500 claim forms.

**SECTION IX – CLINICAL EXTERNSHIP (MAES 09)****180 Hours**

Participants will be sent for Clinical Externship at current Institute-affiliated hospitals, clinics, doctor's offices and will be participating in assisting doctors in routine physical examinations, taking vital signs, assisting in minor surgery, and performing administrative tasks. The student will observe all cases and perform the physical examinations with and without assistance under the supervision of assigned licensed practice of their respective department; maintain log of studies; schedule appointments; maintain medical records in office.

**SECTION IX – EXTERNSHIP (MBES-08)****180 Hours**

Upon successful completion of prerequisite course work, the section will introduce participant to direct hands-on at the externship site. Medical billing/ Coding Specialist externs, under the direct supervision of qualified personnel, will be assisting with processing insurance claims, using the ICD-9 /10-CM and CPT for coding diagnoses and procedures, utilizing computer software to maintain office systems, performing clerical functions, bookkeeping procedures, as well as familiarizing themselves with different types of medical reports- (triage reports, diagnostic reports, operative reports and medical histories), inventory of supplies, assisting with patient instruction.

**SECTION – XI EXTERNSHIP (MPES 09)****180 Hours**

Participants will be sent to clinical externship at current Institute-affiliated hospitals, clinics, or doctor's offices, and will participate in assisting doctors with routine physical examinations, taking vital signs, , as well as assisting with minor surgery, and performing administrative tasks. The student will observe all cases and perform the physical examinations with or without assistance under the designated supervisor, maintain a log of studies; schedule appointments and maintain medical records in the office.

In this section, the student will learn ways of meeting the spiritual, recreational and activity needs of the elderly. Types and value of activities will be discussed as well as helping residents and family how to cope with death and dying. The role of nurse aide in postmortem care will also be discussed/demonstrated.



**COURSE DESCRIPTIONS (Cont'd)****DMS 100 –MEDICAL TERMINOLOGY****2 Credits (45Instructional Clock Hours)**

This course helps the students to learn the anatomy in clinical terms pertaining to abdomen, small parts and OB/GYN as well as sonographic terminology. It also helps how to pronounce the medical terms' prefixes, suffixes according to the pronunciation guideline. This area will also cover how to build and spell the medical terms correctly.

**DMS 110– PATHOPHYSIOLOGY****5.00 Credits (120 Instructional Clock Hours plus 10 outside clock hours)**

This segment will present ultrasound pathology from a clinical perspective; it will cover various pathologies from the abdominal and pelvic cavities as well as small parts that may be related to a patient's clinical signs and symptoms.

**DMS 120– PATIENT CARE****4 Credits (150 Instructional Clock Hours plus 5 outside clock hours)**

This segment covers the basic scanning and preparation technique and methods, vital signs and medical history, infection control technique, Medical Ethics and Law, CPR and strategies and standard precaution methods. Electronic health record and medical billing and coding will also be covered.

**DMS 121-** (1 credit, 50 Hours) Patient Care Integrated Clinical Externship. Students will be placed in a medical facility where they can apply what they have learned about standards of care, communication with both medical staff and patients and patient transportation. The student will learn how to become part of a medical team as well as exposure to the procedures and policies of a medical facility. DMS 121 is a Pass or Fail course, with no grade point value.

**DMS 230– ULTRASOUND PHYSICS****8.50 Credits (200 Instructional Clock Hours plus15 outside clock hours)**

This combo theory lab course introduces the student to basic knowledge of Ultrasound Physics and knobology. It also instructs the student in standard precautions, bioethics, quality assurance, and bioeffects. The student will develop a working knowledge of basic mathematical and instrumentation of ultrasound such as the Pulse-Echo Principle, Propagation, Attenuation, Image generation, Artifacts and Doppler instrumentation. Also, static imaging and real-time principles, imaging recording devices.... storage media will also be covered. Once the student begins the hemodynamic section, they will have corresponding vascular labs. This curriculum will prepare students for their SPI exam.

Required Assignment: Each student will have to complete Physics' lab book

**COURSE DESCRIPTIONS (Cont'd)****DMS 240– ABDOMINAL & SMALL PARTS****18.00 Credits (430 Instructional Clock Hours plus 60 outside clock hours)**

This, Abdominal anatomy, physiology, and systems concentration, covers the anatomy and physiology sonographic interpretation and scan techniques of soft tissue spaces, and systems operating in Abdominal Cavity as well as Small Parts, Thyroid, Parathyroid, Neck, Breast, Scrotum, and Prostate Gland. Organs of Abdominal Cavity are intensively interrogated with emphasis on the Liver and Biliary Tree, Pancreas and associated ducts, Renal and Adrenal Gland, Vascularity of Abdomen (including Aorta and branches, Inferior Vena Cava and branches, Renal branches, Portal System), Spleen, Lymphatic Nodes, GI tract, Abdominal wall, and Retroperitoneal Structure.

This course will also cover the clinical laboratory tests, clinical sign and symptoms, and pathological state of each structure and organs in the Abdominopelvic area as well as the Small Parts to be evaluated. Also covered are Endorectal and Endoesophageal scanning techniques through the use of videos. Pathological state is presented as video tapes, slides and matrix film. This segment will cover case studies, basic scanning protocols, writing presentation and records

Included in this course is an introduction to musculoskeletal scanning of the shoulder, wrist and leg. Pediatric hip and spine will be covered as well.

Required Assignment: Each student must complete a the DMS 240 lab book

**DMS 241- Abdomen Observation Integrated Externship****1 credit (45 Hours of Abdominal Integrated Observation Clinical Externship)**

The students will be placed in an observation site for Abdomen and small parts. This will allow the students to observe normal and abnormal studies, giving them an opportunity to visually recognize different pathologies and anomalies, while correlating the patient's signs, symptoms and lab work results with the corresponding diseases. The students are required to present two case studies each week.

**DMS 250– OB/GYN SONOGRAPHY****17 Credits (405 Instructional Clock Hours plus 60 outside clock hours)**

This OB/ GYN combo lab/theory course covers anatomy, physiology and sonographic interpretations of female pelvis, both gravid and non-gravid. Topics include detailed interpretation, fertilization and reproductive organs and adnexal areas. Obstetrics covers menstruation, fertilization and embryonic development including genetic defects and anomalies. Fetal development is studied by trimester, incorporating maternal changes and complications. Pelvic and obstetrical Doppler is incorporated, as well as lectures on high-risk obstetrics and transvaginal techniques. This course will also cover Pediatric head, case studies, basic scanning protocols, writing presentations, records and copies.

Required Assignment: Complete a DMS 250 lab book

**COURSE DESCRIPTIONS (Cont'd)****DMS 251- Limited OB/GYN Integrated Clinical Externship****1 Credit (45 Hours Limited OB/GYN Integrated Clinical Externship)**

The students will be placed in an observation site for OB/GYN. This will allow the students to observe female transabdominal and transvaginal pelvic exams and apply their knowledge to recognize normal from abnormal sonographic findings. The student will also be placed to observe the different stages of normal fetal development as well as recognizing pathologies and anomalies.

**DMS 260—CLINICAL EXTERNSHIP****18 Credits (810 Instructional Clock Hours)**

Students will be placed on an externship at one of HTI's affiliated hospitals, imaging centers, or doctor's offices. The students will be expected to observe and record all cases and perform examinations following the facilities protocols with and without assistance under the supervision of the assigned Sonographers of their respective department \* They will maintain logs of studies performed and successfully complete unassisted protocols of the abdomen, small parts, carotids, lower extremities and OB/GYN. Student must comply with the rules and regulations of the externship stated in DMS Student Handbook.

\*Only "designated clinical instructors" with the appropriate credentials can perform clinical testing on DMS students.

**Note:** Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

## Hybrid Programs Outlines

### DIAGNOSTIC MEDICAL SONOGRAPHY HYBRID PROGRAM OUTLINE:

SECTION	SUBJECTS	SYNCHRONIZED HOURS	SUPERVISES LAB HOURS	ASYNCHRONIZED HOURS	Outside Work Clock Hours	EXTERNSHIP HOURS	Semester Credit Hours #11/#12
DMS 100	Medical Terminology	15	0	30	0	0	2.00
DMS 110	Pathophysiology	57	0	63	10	0	5.00
DMS 120	Patient Care	33	30	37	5	0	4.00
DMS 121	Patient Care Integrated Clinical	0	0	0	0	50	1.00
DMS 230	Ultrasound Physics	78	30	92	15	0	8.50
DMS 240	Abdominal & Small Parts	132	145	153	60	0	18.00
DMS 241	Abdomen Observation Integrated Externship	0	0	0	0	45	1.00
DMS 250	OB/GYN	120	145	140	60	0	17.00
DMS 251	OB/GYN Observation Integrated Externship	0	0	0	0	45	1.00
DMS 260	Clinical Externship	0	0	0	0	810	18.00
Total		435	350	515	150	950	75.5

TOTAL DIAGNOSTIC MEDICAL SONOGRAPHY COURSE HOURS/CREDITS HOURS: 2250 HRS/75.5 Semester Credit Hours

### MEDICAL ASSISTANT TECHNICIAN HYBRID PROGRAM OUTLINE:

SECTION	SUBJECTS	SYNCHRONIZED HOURS	SUPERVISES LAB HOURS	SYNCHRONIZED ONLINE LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS
SECTION I	ANATOMY & PHYSIOLOGY 1	75	15	0	0	90 HOURS
SECTION II	ANATOMY & PHYSIOLOGY 2	75	15	0	0	90 HOURS
SECTION III	ADMINISTRATION AND PROFESSIONAL SETTING	75	15	0	0	90 HOURS
SECTION IV	ELECTRONIC HEALTH RECORD	30	0	60	0	90 HOURS
SECTION V	PHLEBOTOMY	60	30	0		90 HOURS
SECTION VII	EKG & PHARMACY	60	30	0		90 HOURS
SECTION VII	MEDICAL INSURANCE PRINCIPLE	60	0	30	0	90 HOURS
SECTION VIII	CLINICAL PROCEDURE	60	30	0		90 HOURS
SECTION XI	CLINICAL EXTERNSHIP	495	135	90	180	180 HOURS

TOTAL MEDICAL ASSISTANT TRAINING COURSE HOURS: – 900 HRS.

**PATIENT CARE TECHNICIAN HYBRID PROGRAM OUTLINE:**

SECTION	SUBJECTS	SYNCHRONIZED HOURS	SUPERVISES LAB HOURS	SYNCHRONIZED ONLINE LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS
SECTION I	ANATOMY & PHYSIOLOGY 1	75	15	0	0	90 HOURS
SECTION II	ANATOMY & PHYSIOLOGY 2	75	15	0	0	90 HOURS
SECTION III	ADMINISTRATION AND PROFESSIONAL SETTING	75	15	0	0	90 HOURS
SECTION IV	ELECTRONIC HEALTH RECORD	30	0	60	0	90 HOURS
SECTION V	PHLEBOTOMY	60	30	0		90 HOURS
SECTION VII	EKG & PHARMACY	60	30	0		90 HOURS
SECTION VII	NURSING ASSISTANT	50	40		0	90 HOURS
SECTION VIII	CLINICAL PROCEDURE	60	30	0		90 HOURS
SECTION IX	CLINICAL EXTERNSHIP	485	175	60	180	180 HOURS

TOTAL PATIENT CARE TECHNICIAN TRAINING HRS. – 900 HR

**MEDICAL BILLING AND CODING SPECIALIST HYBRID PROGRAM OUTLINE**

SECTION	SUBJECTS	SYNCHRONIZED HOURS	SUPERVISES LAB HOURS	SYNCHRONIZED ONLINE LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS
SECTION I	Anatomy & Physiology & Medical Terminology – Part-I	75	15	0	0	90 Hours
SECTION II	Anatomy & Physiology & Medical Terminology – Part-II	75	15	0	0	90 Hours
SECTION III	The Administration & Professional Setting	75	15	0	0	90 Hours
SECTION IV	Electronic Health Records	30	0	60	0	90 Hours
Section V	Medical Insurance Principle	90	0	90	0	90 Hours
Section VI	Computerized in Medical Office	30	0	60	0	90 Hours
Section VII	Medical Coding	60	30	0	0	180 Hours
Section VIII	Externship				180	180 Hours
TOTAL MEDICAL BILLING AND CODING SPECIALIST TRAINING HOURS		435	75	210	180	900 Hours

TOTAL MEDICAL BILLING AND CODING SPECIALIST TRAINING HRS. – 900 HR

**HYBRID COURSE DESCRIPTIONS****DMS 100 –MEDICAL TERMINOLOGY**

**2.00 Credits (15 Hours of synchronous instructional online didactics and 30 hours of asynchronized independent studies)**

This course helps the students to learn the anatomy in clinical terms pertaining to abdomen, small parts and OB/GYN as well as sonographic terminology. It also helps how to pronounce the medical terms' prefixes, suffixes according to the pronunciation guideline. This area will also cover how to build and spell the medical terms correctly.

**DMS 110– PATHOPHYSIOLOGY**

**5.00 Credits (57 hours of synchronous instructional online didactics and 63 hours of asynchronized independent studies, plus 10 outside clock hours)**

This segment will present ultrasound pathology from a clinical perspective; it will cover various pathologies from the abdominal and pelvic cavities as well as small parts that may be related to a patient's clinical signs and symptoms.

**DMS 120– PATIENT CARE**

**4.00 Credits (33 hours of synchronous instructional online didactics, 37 hours of asynchronized independent studies, and in person hands - on lab plus 5 outside clock hours)**

This segment covers the basic scanning and preparation technique and methods, vital signs and medical history, infection control technique, Medical Ethics and Law, CPR and strategies and standard precaution methods. Electronic health record and medical billing and coding will also be covered.

**DMS 121-** (1 credit, 50 Hours) Patient Care Integrated Clinical Externship. Students will be placed in a medical facility where they can apply what they have learned about standards of care, communication with both medical staff and patients and patient transportation. The student will learn how to become part of a medical team as well as exposure to the procedures and policies of a medical facility. DMS 121 is a Pass or Fail course, with no grade point value.

**DMS 230– ULTRASOUND PHYSICS**

**8.50 Credits ( 78 of synchronous online Instructional Hours, 92 hours of asynchronized independent studies and 30 hours of in person hands - on lab plus 15 outside clock hours)**

This combo theory lab course introduces the student to basic knowledge of Ultrasound Physics and knobology. It also instructs the student in standard precautions, bioethics, quality assurance, and bioeffects. The student will develop a working knowledge of basic mathematical and instrumentation of ultrasound such as the Pulse-Echo Principle, Propagation, Attenuation, Image generation, Artifacts and Doppler instrumentation. Also, static imaging and real-time principles, imaging recording devices.... storage media will also be covered. Once the student begins the hemodynamic section, they will have corresponding vascular labs. This curriculum will prepare students for their SPI exam.

Required Assignment: Each student will have to complete Physics' lab book

**HYBRID COURSE DESCRIPTIONS (Cont'd)****DMS 240– ABDOMINAL & SMALL PARTS**

**18.00 Credits (132 hours synchronous instructional hours, 140 hours of asynchronized independent studies, and 145 hours of in person hands - on lab, plus 60 outside clock hours)**

This, Abdominal anatomy, physiology, and systems concentration, covers the anatomy and physiology sonographic interpretation and scan techniques of soft tissue spaces, and systems operating in Abdominal Cavity as well as Small Parts, Thyroid, Parathyroid, Neck, Breast, Scrotum, and Prostate Gland. Organs of Abdominal Cavity are intensively interrogated with emphasis on the Liver and Biliary Tree, Pancreas and associated ducts, Renal and Adrenal Gland, Vascularity of Abdomen (including Aorta and branches, Inferior Vena Cava and branches, Renal branches, Portal System), Spleen, Lymphatic Nodes, GI tract, Abdominal wall, and Retroperitoneal Structure.

This course will also cover the clinical laboratory tests, clinical sign and symptoms, and pathological state of each structure and organs in the Abdominopelvic area as well as the Small Parts to be evaluated. Also covered are Endorectal and Endoesophageal scanning techniques through the use of videos. Pathological state is presented as video tapes, slides and matrix film. This segment will cover case studies, basic scanning protocols, writing presentation and records

Included in this course is an introduction to musculoskeletal scanning of the shoulder, wrist and leg. Pediatric hip and spine will be covered as well.

Required Assignment: Each student must complete a the DMS 240 lab book

**DMS 241- Abdomen Observation Integrated Externship****1 credit (45 Hours of Abdominal Integrated Observation Clinical Externship)**

The students will be placed in an observation site for Abdomen and small parts. This will allow the students to observe normal and abnormal studies, giving them an opportunity to visually recognize different pathologies and anomalies, while correlating the patient's signs, symptoms and lab work results with the corresponding diseases. The students are required to present two case studies each week.

**DMS 250– OB/GYN SONOGRAPHY**

**17 Credits (120 synchronous instructional hours online didactics, 140 hours of asynchronized independent studies, 145 hours of in person hands- on, plus 60 outside clock hours)**

This OB/ GYN combo lab/theory course covers anatomy, physiology and sonographic interpretations of female pelvis, both gravid and non-gravid. Topics include detailed interpretation, fertilization and reproductive organs and adnexal areas. Obstetrics covers menstruation, fertilization and embryonic development including genetic defects and anomalies. Fetal development is studied by trimester, incorporating maternal changes and complications. Pelvic and obstetrical Doppler is incorporated, as well as lectures on high-risk obstetrics and transvaginal techniques. This course will also cover Pediatric head, case studies, basic scanning protocols, writing presentations, records and copies.

Required Assignment: Complete a DMS 250 lab book

**HYBRID COURSE DESCRIPTIONS (Cont'd)****DMS 251- Limited OB/GYN Integrated Clinical Externship****1 Credit (45 Hours Limited OB/GYN Integrated Clinical Externship)**

The students will be placed in an observation site for OB/GYN. This will allow the students to observe female transabdominal and transvaginal pelvic exams and apply their knowledge to recognize normal from abnormal sonographic findings. The student will also be placed to observe the different stages of normal fetal development as well as recognizing pathologies and anomalies.

**DMS 260—CLINICAL EXTERNSHIP****18 Credits (810 Instructional Clock Hours)**

Students will be placed on an externship at one of HTI's affiliated hospitals, imaging centers, or doctor's offices. The students will be expected to observe and record all cases and perform examinations following the facilities protocols with and without assistance under the supervision of the assigned Sonographers of their respective department \* They will maintain logs of studies performed and successfully complete unassisted protocols of the abdomen, small parts, carotids, lower extremities and OB/GYN. Student must comply with the rules and regulations of the externship stated in DMS Student Handbook.

\*Only "designated clinical instructors" with the appropriate credentials can perform clinical testing on DMS students.

**Note:** Student does not meet graduation requirement if he/she receives an unsatisfactory grade on skills evaluation upon completion of the externship clinical rotation from the externship site.

**SECTION I – ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY – Part -I (MAP 01) - This is a combined course with 75 synchronous instructional hours Online Didactics( and 15 hours of in person Lab**

This area helps the participants to learn the basic medical terminology vocabulary used in the medical professional as well as the anatomy physiology. It also helps how to pronounce medical terms, prefix, suffix, and roots according to the medical terminology guideline. It further deals with Anatomy and Physiology and medical terminology regarding basic topics such as Cell Structures & Tissues, Terms Used for Body as a Whole, Diagnostic Procedures and Therapeutic Interventions, and systemic topics such as Musculoskeletal System, Blood, Circulatory System and Respiratory System and Immune system. This section also deals with how to pronounce a term correctly in the body systems.

Required Assignment: Each student will be assigned a project on the system.

**SECTION II – ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY - Part -II ( MAP 02)- This is a combined course with 75 synchronous instructional hours Online Didactics and 15 hours of in person Lab**

This area covers Anatomy and Physiology and Medical Terminology related to Digestive System, GIT, Nutrition and Metabolism, Urinary System & Fluid Compartments, The Reproductive System, Reproductive System, The Nervous System, Endocrine System and metabolism. This area helps the participants to learn the applied basic medical terminology vocabulary used in in above mentioned body systems. It also helps how to pronounce medical terms, prefix, suffix, and roots according to the medical terminology guideline. This section also deals with how to pronounce a term correctly in the body systems.

Required Assignment: Each student will be assigned a project on the system.



**HYBRID COURSE DESCRIPTIONS (Cont'd)****SECTION III – THE ADMINISTRATION AND PROFESSIONAL SETTING (MA 03)- This is a combined course with 75 synchronous instructional hours Online Didactics and 15 hours of in person Lab**

This section will also address patient and employee safety concerns, in the healthcare environment.

Participants will learn how to apply quality control measures in health and safety policies and procedures, to prevent illness and injury. Topics taught and practiced in this section are First aid training, medical office emergency, CPR (adult, child, infant), OSHA, MSDS, and personal protective equipment among. Participants must obtain BLS for Healthcare Provider certification through the American Heart Association and also learn how to use AED.

Required Assignment: Each participant will be assigned a project on OSHA and CPR.

The participant is introduced to clinical requirements for the front office such as accounts receivable, accounts payable, written correspondence, telephone techniques, appointment scheduling and how to fill out health insurance claim forms for physician's offices. This portion including instruction in the areas generally described as "front-office", including appointment scheduling and patient reception, records management, fees and collections, accounting systems, computer applications, banking and health and accident insurance. An entirely new chapter on dictation and transcription has been added to this edition. Section IV includes extensive material on management responsibilities and the office environment.

Required Assignment: Each student will be assigned a project on insurance.

**SECTION IV– ELECTRONIC HEALTH RECORD (EHR 04)- This is course contains 30 synchronous instructional hours Online Didactics and 60 hours of Synchronized Supervised Online Lab.**

This section will cover the duties of an electronic health record specialist and will include, but not limited to; assemble patient's health information to ensure information is complete and accurate. Enter demographic characteristics, history and extent of disease, diagnostic procedures, and treatment into computer, also assist with special studies and research for public health agencies. The participant will be able to manage data backups, such as retention of records, as well as maintain a variety of health record indexes, storage and retrieval systems. Course participant will be introduced to "Work National Database Registries," as a registrar, which contacts discharged patients, their families, and physicians to maintain registry with follow-up information, such as quality of life and length of survival of cancer patients. Participants will assist with the daily operations of the healthcare facilities such as, answering the phone, scheduling appointments and general reception area duties.

**SECTION V – PHLEBOTOMY (MPL 05)- This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Supervised Face to Face Lab**

This course is providing the student with basic knowledge of medical terminology, phlebotomist's role in the healthcare setting, professionalism, and comprehensive theory of the cardiovascular system, basic infection control techniques, phlebotomy procedures, venipuncture, capillary puncture, non-blood specimens and tests, special collection procedures as well as hands-on dummy arms.

**SECTION VI – EKG & PHARMACY (MEG 06)- This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Supervised Face to Face Lab**

Students are introduced to basic knowledge of medical terminology related to EKG, cardiovascular system, and infection control. The participant will be able to operate the EKG machine, interpret and analyze EKG Strips. Theory and EKG Applications of Arrhythmia, conduction block, and myocardial infarction are taught in the course.

**HYBRID COURSE DESCRIPTIONS (Cont'd)**

Students are also introduced to basic medical terminology related to pharmacy, basic math calculations related to drugs. Students get familiar with prescriptions, drug order forms, and drugs as well as parental applications. Participant will get introduction to basic pharmacology and their uses, inventory, clarification, effects of therapeutic drugs and principles of aseptic techniques, and legal issues.

**SECTION VII – MEDICAL INSURANCE PRINCIPLE (MIP 07)- This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Lab**

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers 'Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on 'The development of the insurance claim', and complete UB-04 / CMS-1500 claim forms.

**SECTION VIII – MEDICAL INSURANCE PRINCIPLE (MIP08)****90 Hours**

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers 'Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on 'The development of the insurance claim', and complete UB-04 / CMS-1500 claim forms.

**SECTION VIII – CLINICAL PROCEDURE (MPH 07)- This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Supervised Face to Face Lab**

The participant is introduced to how to properly take a medical history, how to write it in a medical chart and how to file this chart. The participant will learn aseptic techniques, various types of instruments, how to sterile procedure, and how to position and drape the patient for an examination with the physician. The proper procedures for hand washing, cleaning, and disinfecting instruments in the medical office will be covered with participants also receiving "hands on" experience in this course with actually taking his/her classmate's vital signs (blood pressure, pulse, respiration, and temperature). The participants learn how to operate and "hook up" a patient for and electrocardiogram, how to perform routine urinalysis on a urine sample, how to perform preparing of syringe for four types of injections, as well as bandaging. The participant will also learn how to look up medications in the physician's desk reference. The participants will learn the proper techniques for venipuncture, finger stick, hematocrit and minor hematological procedures. The chapter sequence follows the logical progressing of training of the medical assistant, from the basic to the advanced level of learning and competency. Each chapter is an entire learning package and serves as a "learning loop" that ties to the previous chapter and to those that follow. Added every lesson is discussion on the medical assistant's responsibilities concerning patient education and legal and ethical matters as they specifically relate to the

**HYBRID COURSE DESCRIPTIONS (Cont'd)**

content of that chapter. Highlights include Acquired Immune Deficiency Syndrome (AIDS), and updated material on nutrient, brief description of anatomy and physiology, and on surgery. In starting with the generic examination techniques and procedures, unit, and concluding with types of specific specialty examination. The medical assistant's role in assessing the patient, which is specific to each type of examination, is described. Participants will also learn and demonstrate how to perform intramuscular, parental and subcutaneous injection simulations in class.

**SECTION IX – CLINICAL EXTERSHIP (MAES 09)**

Participants will be sent for Clinical Externship at current Institute-affiliated hospitals, clinics, doctor's offices and will be participating in assisting doctors in routine physical examinations, taking vital signs, assisting in minor surgery, and performing administrative tasks. The student will observe all cases and perform the physical examinations with and without assistance under the supervision of assigned licensed practice of their respective department; maintain log of studies; schedule appointments; maintain medical records in office.

**SECTION V – MEDICAL CODING (MC 04)- This course is 90 synchronous instructional hours Online Didactics and 90 hours of Synchronized Supervised Online Lab**

**Part one:** In this section participants will be introduced to the actual coding process, the history of the International Classification of Diseases and the ICD-9- CM coding system and reporting guidelines, as well as, how to identify main terms, sub terms and coding pathways. Course participants will also be introduced to reimbursement, HIPAA, and compliance. Participants will Learn the organization/steps to assign codes of the ICD-10-CM, compare and contrast this manual with the ICD-9-CM, as well as reporting guidelines using icd-10-cm for outpatient coding. Participants will be introduced to the CPT and LEVEL II national codes (HCPCS), evaluation and management (e/m) services and modifiers.

**Part two:** In this section participants will code diagnoses and procedures together, to work through a real-world coding situation. Participants will be integrating ICD-9-CM/ICD-10-CM and CPT Coding. Course participants will use CPT Coding manual to code Anesthesia procedures and will be introduce to surgery guidelines / general surgery. Participants will use CPT Coding manual to assign codes to procedures related to the different body systems, namely, integumentary, musculoskeletal, respiratory, cardiovascular, digestive, reproductive, urinary, male/ female genital, endocrine and nervous. Procedures pertaining to, and assign codes to hemic, lymphatic, mediastinum, and diaphragm, maternity care /delivery, eye, auditory, will also be covered in this section. Participants will also be introduced to, and assign codes to radiology, pathology/ laboratory, and medicine procedures, The CPT Coding manual and ICD-10-PCS will also be use to assign codes to inpatient services and procedures.

**SECTION VI – COMPUTER IN MEDICAL OFFICE (MBCO 06)- This is course contains 30 hours of Online Didactics and 60 synchronous instructional hours Synchronized Supervised Online Lab**

In this section, participants will be introduced to Medisoft patient billing and accounting software and will gain the knowledge and practical skills to accomplish tasks, such as, entering patient information, working with cases, entering charge transactions and patient payments, creating claims, posting insurance payment, generate patient

**HYBRID COURSE DESCRIPTIONS (Cont'd)**

information statements, creating and printing reports. Participants will also learn how to use Medisoft software, to schedule patient appointment and assist, with collections procedures in the medical office.

Required Assignment: Participants will simulate a medical encounter and use Medisoft to do the following tasks: Set up an appointment, register patient, enters the transaction and print walk-out receipt.

**SECTION VII – MEDICAL INSURANCE PRINCIPLE (MIP 07)- This is course contains 60 synchronous instructional hours Online Didactics and 30 hours of Lab**

This section will prepare participants to perform specialized data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Participants will also gain an understanding of legal issues, the usage of reference books and the medical billing process, including completing the CMS-1500, and the UB-04 hospital billing form. Course participants will be introduced to principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers 'Compensation, and commercial health care payers.

Required Assignment: Participants will be required to write an essay on 'The development of the insurance claim', and complete UB-04 / CMS-1500 claim forms.

**HYBRID COURSE DESCRIPTIONS (Cont'd)****SECTION VIII – EXTERNSHIP (MBX 08)-180 Hours of In Person Training**

Upon successful completion of prerequisite course work, the section will introduce participant to direct hands-on at the externship site. Medical billing/ Coding Specialist externs, under the direct supervision of qualified personnel, will be assisting with processing insurance claims, using the ICD-9 /10-CM and CPT for coding diagnoses and procedures, utilizing computer software to maintain office systems, performing clerical functions, bookkeeping procedures, as well as familiarizing themselves with different types of medical reports- (triage reports, diagnostic reports, operative reports and medical histories), inventory of supplies, assisting with patient instruction.



---

hort-term Training Programs at:  
The Healthcare Training Institute

---

## Certified Nurse Aide

MODULE	COURSE	SECTION CODE	HOURS
Module -I	Care Curriculum For Nurse Aide & Personnel In Long-Term Care Facilities	CNPC-A 01	16
Module -II	Psychosocial Needs of the Resident	CNPR-B 02	10
Module -III	Physical Needs of The Resident	CNPR-C 03	56
Module -IV	Spiritual, Recreational & Activity Needs of The Resident	CNSR -D 04	8
TOTAL HOURS:			<b>90</b>

### COURSE SCHEDULE

#### Monday – Thursday:

**AM Classes: 8:15 – 2:45 PM**

#### Monday – Friday:

**AM Classes: 8:15 – 2:45 PM**

**PM Classes: 6:00 – 9:30 PM**

#### Friday/Saturday

**AM Classes 9:00 -3:00 PM**

**Note:** Thirty-minute lunch breaks are not included in the number of hours indicated above.

### COURSE SCHEDULE

\*The Certified Nurse Aide program is taught in a series of five modules in two(2) to three(3) months in the AM periods on Monday through Thursday, and three(3) to four and half (4.5) months in the PM periods on Monday through Thursday or three months in the AM periods on Friday.

For course description see page 79

### **Mandatory Requirement:**

2 Step Mantoux PPD administered and read before the first day of class.

### Program Description

The “Nurse Aide in Long-Term Care Facilities Course,” is a New Jersey Department of Health and Senior Services approved training course that consists of ninety hours of training: fifty hours of classroom instruction and forty hours of clinical instruction in a New Jersey licensed long-term care facility. This is offered based on the belief that all residents in long-term care facilities are entitled to receive an optimum level of health and personal care services. It is predicated on that belief and further embodies the concept of human caring. Human Caring is viewed as respect for the dignity, worth and uniqueness of the resident, other staff and self and facilitates the protection, maintenance and restoration of the resident. Excellence in the basic care given to each resident requires skill, information, commitment, compassion, respect, and consideration. The concept of human caring encompasses the roles of the learner, caregiver, and humanitarian.

Human care becomes the goal of the nurse aide caregiver who is responsible for the outcome of “hands-on” practice, and those who should strive to contribute to the highest biological, psychological, social, cultural, spiritual, and intellectual functions of the resident.

This course complies with the Federal Regulations requirement that at least a total of sixteen hours of training in the areas of communication and interpersonal skills, infection control, promoting residents’ independence, and respecting residents’ rights, safety/emergency procedures, including the Heimlich Maneuver, to be taught to each student prior to any direct contact with a resident. This also complies with the New Jersey curriculum requirement to complete “Modules I and II,” prior to giving physical care to residents. ....Continued on page 66

---

### Program Description

---

*...continued from page 78*

While the modules shall be presented in sequence, the lessons in each module may be reordered to maximize the teaching process.

Based on the above philosophy, the purposes of the Nurse Aide in Long-Term Care Facilities Course are to provide the caregiver with the basic nurse aide knowledge and skills needed to care for residents of long-term care facilities and to prepare the nurse aide for entry level employment such as Patient Activity Aide, Restorative/Rehabilitation Aide, Private request for Home Care Aide to assume the responsibilities of an entry level trained caregiver.

After successful completion of an NJDHSS-approved ninety (90) hour Nurse Aide in Long-Term Care Facilities Course, the nurse aide candidate will be entitled to take the New Jersey State Department of Health and Senior Services Nurse Aide examination which consists of both a skills evaluation and a written examination

A certificate is awarded to a student upon successful completion of all graduation requirements listed in this student catalog.





**COURSE DESCRIPTIONS****MODULE-I (CNPC-A 01)****16 Hours**

Care Curriculum for Nurse Aide Personnel in Long-Term Care FACILITIES (13 HRS)

This module introduces the student to the concept of long-term care. It helps the student to define the job duties of a nurse aide. It discusses the following:

- The losses experienced by resident in being admitted to a long-term care facility
- Ways to promote resident rights
- Appropriate communication technique
- Ways of preventing spread of infections
- Method of caring for the residents' environment and equipment
- Proper ways of making a bed
- Safety measures to prevent accidents like burns and falls
- Fire and disaster practices and emergency health care practices

**MODULE-II : ( CNPR-B 02)****10 Hours****PSYCHOSOCIAL NEEDS OF THE RESIDENT**

This module focuses on the psychosocial characteristics of resident living in long-term care facilities, wherein basic needs of man, individual, responses to the aging process, and emotional needs and support of the resident are discussed. Ways of dealing with residents with abnormal behavior or cognitive impairment such as reminiscence, therapeutic use of touch and reality orientation will also be discussed

**MODULE-III: (CNPR-C 03)****56 Hours****PHYSICAL NEEDS OF THE RESIDENT**

In this module physical needs and ways to meet these needs will be discussed, demonstrated and return demonstrated. This includes the performance of the following procedures: Lifting and moving techniques, bathing, backrub, observing and reporting physical changes, positioning, incontinent care, prevention of pressure sores, dressing and undressing, provision of mouth care and denture care, feeding the resident, personal grooming, shaving and beard care, morning and evening care, provision of rest, measuring intake and output, taking vital signs, serving bedpan/urinal, weighing the resident, application of anti-embolic stockings, specimen collection and ambulating the resident who needs assistance.

The student will also learn signs and symptoms of certain disorders like diabetes, Thyroid disorders, urinary tract disorders, fractures, Parkinsonism, stroke, and seizure disorders. It is in this module that sexuality in the elderly will be discussed.

**MODULE-IV SPIRITUAL, RECREATIONAL AND ACTIVITY NEEDS OF THE RESIDENT (CNSR-D 04)****8 Hours**

In this module, the student will learn ways of meeting the spiritual, recreational and activity needs of the elderly. Types and value of activities will be discussed as well as helping residents and family how to cope with death and dying. The role of nurse aide in postmortem care will also be discussed/demonstrated.

**HEALTHCARE TRAINING INSTITUTE RESERVES THE RIGHT TO MAKE CHANGES IN THE COURSE CONTENT WITHIN ANY PROGRAM, OR ITS RULES, REGULATIONS, SCHEDULES, AND TUITION COSTS. IF AND WHEN SUCH CHANGES OCCUR, THEY WILL BE PUBLICIZED THROUGH THE PROPER ORGANIZATIONS/AUTHORITIES.**

**Credit Disclaimer Statement:**

Healthcare Training Institute does not offer college credit for courses; however, Healthcare Training Institute can accept previous education credits from an accredited school or state approved institution or college towards an appropriate course after review by Healthcare Training Institute administrative staff. Previous education or training must meet Healthcare Training Institute's course curriculum for this consideration. Therefore, the student must request an official transcript be sent to the school before the program start. In such cases the student does not need to attend the specific section(s) of the course/program and the section(s) will be listed as transfer credit on student transcript.

**Facilities**

Healthcare Training Institute features a fully air-conditioned and well-lighted facility with a reception area, administration office and is equipped with 30 computers. The maximum number of students permitted in a classroom is 15-36 and the maximum number of students in a laboratory is 20-27. \*The school has a break room for students that houses vending machines, tables, chairs, and microwave ovens. The institute expanded its student lounge to accommodate the students population and increase comfort, food space, in January 2016 located at 1967 Morris Ave. Both male and female lavatories are available on each floor of the three-storied building, for a total of three male lavatories and three female lavatories. HTI does not employ a nurse or have any medical staff available. Lighted Exit signs are located in the break room and the reception area Parking is available in the surrounding street areas as in the two municipal lots adjacent to the school

\*This does not apply to DMS.

**Equipment**

A general overview of the equipment used at the school consists of, but is not limited to: Esaote Ultrasound Machines (9) along with Linear Transducers (9), Curved Linear Transducers (5), Trans Vag Transducers (2) Phantom of Scrotal, Female Pelvis (2), and Fetal.

Models....Blood Pressure Cuffs --- Electrocardiograph ---- Mercury Manometers --- Lead Sensors----Digital Thermometers ---- EKG Mounts ---- Microscopes ---- Phlebotomy Supplies ---Patient Thermometer ---- Needles and Syringes ----- Balance Scale and Height Bar ----

Vacationer Holders and Needles ----- Stethoscopes ----- Needle Re-cappers ----Common Surgical Instruments --- -- Safety Devices, Sharp Boxes --- Common simple test equipment ----- Physical Exam tables ---- Ultrasound Machines ---- Centrifuge/Slings ---Splints/ Phlebotomy Practice Models ---- Goggles, Sterile Wrap and Pouches, Sterile Gloves, Reference Texts, Gown, Masks, Patient, Drapes --- Drapes and Gown ---Skeleton/Digital Projectors with Laptops -- Computers (30)/ TV/VCR/ Modules ---- Phlebotomy chairs (3)

**STUDENT SERVICES OFFERED AT HEALTHCARE TRAINING INSTITUTE:**

It is our purpose to provide excellent service based on the needs of our students while respecting their dignity. We offer students advising with the necessary time and attention according to their particular needs.

**1- Placement and Career Services:**

Healthcare Training Institute offers job placement services to graduating students. Students are required to meet with the Director of Placement prior to graduation. Interviews and appointments are arranged for the student once graduation requirements are met. Although placement services are available to graduating students, Healthcare Training Institute does not guarantee or promise employment. However, Healthcare Training Institute makes every effort to assist each graduate in obtaining gainful employment. It is the goal of Healthcare Training Institute to provide assistance to every graduate to obtain an entry-level position in a career related to their chosen field of study. The school has one full-time and part-time employee to develop student career goals and job search missions. The Career Services Director performs all career placement assistance, student job interview preparation (e.g. mock interviews, presentation tips, etc.) job search preparation, the location of job opportunities as well as telephone and written contact recommendations. In addition, this individual performs externship placement affiliation responsibilities. The Career Services Assistant's duties include resume preparation, faxing resumes and cover letters to prospective employers, etc. Students who do not wish to participate in job placement assistance must sign a Waiver of Job Placement Assistance form. The Career Services Director also contacts employers to verify the graduate's employment status. Upon verification, announcement cards are prepared and posted on one of two bulletin boards dedicated to this purpose.

Both Hybrid and in-person (residential) students have access to all the available student services including job placement assistance as stated in school catalog.

**1- Housing:**

While the school does not offer on-campus housing for its students, living accommodations are available within a convenient distance of the school. Students must arrange for their own housing, but the school can guide students to local housing resources when requested. [www.apartmentfinder.com](http://www.apartmentfinder.com)

**2- Transportation:**

The Healthcare Training Institute is easily accessible by New Jersey Transit buses.

New Jersey Transit: 1(973) 275-5555, [www.njtransit.com](http://www.njtransit.com)

**3- Free Parking:**

Free Parking is available on streets surrounding the school as well as in three municipal lots adjacent to the school after 5pm. Where from 8am to 5pm is available with parking permit.

**4- School Advising Service:**

The school's staff makes every effort to maintain close communication with students. Students have access to faculty and administrative staff for vocational, academic, tutoring, student records, leave of absence, and personal advisement. Students are also welcome to meet with faculty members after class in their respective classrooms to discuss any issues they may have. At the beginning of the program an orientation is offered specifically with respect to norms, policies, and institutional procedures. Also emphasized is the student's ultimate goal, which is to complete the program and secure employment in an area related to their studies.

**5- Individual Advising Service:**

The instructor identifies those students who may require individual attention for an academic issue, absenteeism and/or inappropriate behavior and a meeting is scheduled. This meeting is documented. In some instances the instructor or Director of Education is asked to attend. If the case is meritorious, the Administration Director will also be in attendance. The cases presented are registered and constant follow-up is provided until resolution.

**6- Registrar/Record Keeping Service:**

The academic, financial and placement records are retained in the Registrar's office, Financial Aid department and Career Services departments respectively. The Registrar is charged with maintaining a file for each student enrolled in the school. Student records are available for review by the student at any time. Students are encouraged to submit updates, such as address and/or telephone changes, to their records.

**7- Academic Advising Service:**

Advising at the school is provided by administration personnel who are experienced in working with adult students. Students are encouraged to visit the administration to discuss concerns related to family, friends, general anxiety, low self-esteem, etc.

Healthcare Training Institute students are advised by faculty members, as well as program directors, when needed. These Academic Advisors who are well-versed in program-specific scheduling, grading, and curricula, motivated to help students achieve their academic goals. In some special circumstances, the DOE may also advise the students.

**8- Financial Aid Assistance:**

The mission of this office is to provide the best orientation and help to each student and candidate, so that they are aware of the procedures to apply for and retain financial aid in order that they can benefit and utilize their aid in the most appropriate manner. Every prospect or registered student at Healthcare Training Institute is informed of all available financial aid and affiliated assistance:

Federal Pell Grant

Direct Loan

NJ Class Loan

Work Force Investment Act

Vocational Rehabilitation

**9- Career Loans Service:**

NJ Plus tuition loans are available for prospective students based on their credit rating(s). The school forwards the applicant's NJ Plus Student Loan Assistance Application via computerized submission. The school also offers convenient interest-free weekly, bi-weekly, or monthly payment plans.

**10- Payment Plan:**

HTI offers convenient non-bearing weekly, bi-weekly, or monthly payment plans.

**11- Didactic and laboratory Tutoring Services:**

Didactic and laboratory tutoring is routinely offered to all students and, upon demand, to individual students – all without any additional expense being incurred by the student.

**12- Learning Resource Center:**

LRC is decentralized with easy access to all resources (such as Text Books, Reference Books, DVDs and internet) within the classroom as well as beyond the classroom at HTI. Each classroom is equipped with whiteboard, overhead projectors with laptop hookup, LRC materials and WIFI connection.. The LRC contains references books and materials, and DVDs for student use. Furthermore, the school has the LRC lounge with dimension 24 feet wide by 11 feet in length is equipped with 12 laptops connected to internet. We have posted a list of appropriate websites for students to access. We have partnered with the Union County Library which is located across from the school at 1980 Morris Ave and a second location is available for student access at 123 Hilton Ave Union. Deb Walton is our contact person and a librarian, who helps our students get their library card and then does an orientation to the library resources. The Institute uses The Library & Information Resources Network (LIRN) which has a variety of electronic resources and databases to support the academic programs at HTI. The use of LIRN is integrated into lesson plans through assigned research projects and hands-on related activities.

The LIRN is a comprehensive online research tool, featuring complete articles: both full-text and graphics. All HTI faculty and staff have been fully trained on how to use the LIRN and are available to assist students Who have questions?

The Institute's LRC lounge is located in Room L on the third floor of the Healthcare Training Institute building. It is available for student use from 8:30 a.m. to 8 p.m. Monday through Thursday, from 9:00 a.m. to 2:00 p.m. on Friday, and from 9:00 a.m. to 2:00 p.m. on Saturday. Students may avail themselves of an extensive array of resources such as brand new and/or updated books, Internet access, reference books, etc.

Website: <https://proxy.LIRN.net/HlthcareTrainingInst>

User Name: 27396

Password: Please call school or ask your Instructor.

**13- Student Lounge:**

A student lounge located at 1967 Morris Ave, where students may eat or just simply relax is available. The lounge includes vending machines with popular snack items, microwave and a beverage vending machine.

**14- Faculty Lounge:**

The faculty has exclusive and full access to a lounge where they may relax during class breaks or after class. All students are aware of the above services through their interview with admissions personnel, the student catalog, and their reception during the enrollment process, and the comprehensive orientation on the first day of class.

**15- Student Service Email Access:**

Any concern or issue will straight go to Director of Education through this service.  
[studentservices@htinj.edu](mailto:studentservices@htinj.edu)

**16- Student Assistance:****Programs for Parents Community Coordinated Child Care**

973-297-1114/973-923-1433

570 Broad Street 8<sup>th</sup> FL2 City Hall Plaza, Newark, NJ 07102, 3rd Floor, Rahway, NJ 07065

[www.programforparents.net](http://www.programforparents.net),

[www.cccunion.org](http://www.cccunion.org)

**17- Depression Sexual Abuse**

[www.treating-major-depression.com](http://www.treating-major-depression.com)[www.safehelpline.org](http://www.safehelpline.org)

877-995-5247

**18- National Suicide Prevention Lifeline**

1 (800) 273-8255

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

National Resources:

National Sexual Assault

Hotline - 800-656-4673

National Domestic Violence

Hotline - 800-799-7233

**19- C.A.R.A**

Sexual Assault & Domestic Violence Services

877.294.2272

[Cara-cmc.org](http://Cara-cmc.org)

**20- Union County Rape Crisis Center**

Sexual Violence Services

908.233.7273, [Ucnj.org](http://Ucnj.org)

**21- HEALTH SERVICES**

HTI does offer healthcare services at the school. In case of accident or illness on the school's premises, however, the office manager should be notified immediately. Students who require assistance in medical emergency are referred to appropriate institutions. In an emergency, a student may be taken directly to hospital, because of this possibility; students are required to provide proof of medical insurance.

Student safety is a primary obligation of the school; therefore it is the school's responsibility to comply with all the of state and fire department regulations.

**22- Health Care Services:**

Irvington Community Health Center

1150 Springfield Ave.

Irvington, NJ 07111

973 399-6292

**23- Elizabeth Outpatient Clinic - Elizabeth**

654 East Jersey Street, Suite 2A

Elizabeth, NJ 07206

**24- Quitman Street Community School-Newark**

21 Quitman St.

Newark NJ 07103

1973 824 2097, [Freeclinics.com](http://Freeclinics.com)

**Unannounced School Closure Information:**

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

**STUDENT COMPLAINT/GRIEVANCE/CONCERN PROCEDURE**

The “HEALTHCARE TRAINING INSTITUTE” is accredited by the Accrediting Commission of Career Schools and Colleges “ACCSC”.

Students are encouraged to report all concerns, questions, complaints and problems in writing using the complaint form, it has always been a policy of this school to have an open door for student s’ concern, following the ‘chain of command’ in a step wise procedure to:

- A. Their teacher (First step)
- B. Operations Manager (Second step)
- C. The Educational Director of the Healthcare Training Institute (Third step)
- D. The Administration Director of the Healthcare Training Institute (Fourth step)

We at the Healthcare Training Institute sincerely believe in providing channels of clear communication and attempts to promptly resolve issues needing clarification or immediate attention. It is preferable to present serious matters in writing. Students will find a caring team of representatives at Healthcare Training Institute who will give immediate attention to the issues and all parties will be an active part of the solution. For sexual harassment complaint’s procedure see page # 18.

The School Director will notify the student in writing of the appointment date in which the concerns or complaint will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing resolution to concerns and complaint? The student will be notified in writing of the outcome of all meetings. The decision of the Director and/or panel is final.

- E. If student is not satisfied with the decision of the Director of the school, student may seek assistance through the New Jersey Department of Education. Only complaints related teacher credentials and curriculum will be accepted by the Department of Education (Fifth Step)

New Jersey Department of Labor and Workforce Development  
Center for Occupational Employment Information Unit  
P.O. Box 057 Trenton,  
New Jersey 08625-0057

- F. Accrediting Commission of Career Schools and Colleges (Last step)

If a Student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in writing form, with the permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard; Suite 302, Arlington, VA 22201, (703) 247-4212, [www.accsc.org](http://www.accsc.org)

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting Ms. Joy Crowley, Operations Manager, at the school.