



STUDENT CATALOG

3874 Viscount Ave Suite 1
Memphis, TN 38118
www.htim.edu

Letter from the President



Welcome to Health-Tech Institute of Memphis (HTIM), an educational institution dedicated to providing many opportunities for our aspiring students!

Please note that Administration and Faculty highly value your education and we look forward to developing a relationship with you to achieve your success. When you think about the word, “Relationship,” normally we equate it to family. At HTIM, we want to become part of your family.

EDUCATION + FAMILY = SUCCESS!

Throughout your educational experience with HTIM, you will be reinforced through our *motto*:

LEARN IT! KNOW IT! APPLY IT!

Students will be availed to many mechanisms to learn information including but not limited to classroom instruction, E-learning labs, hands on skills building, written/oral communication, analysis, and work-ready application case scenarios.

Students, there will be CHALLENGES... but enter this experience with an open mind. If you enroll with HTIM with a good outlook and a positive attitude your experiences will be rewarding.

Again, welcome students to the new School Year!

Melanie K. Washington, M.Ed.
President

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Owners and Officers

Melanie K. WashingtonPresident (100% Owner)

Veronyca Washington.....Vice-President of Academic Affairs

Jennyfer N. Washington.....Vice-President of Student Services/
E.O. Officer

Ronald K. Washington.....Dean of Business Affairs

Brenda Rogerson.....Financial Aid Representative

Faculty and Staff

NAME	PROGRAM/DEPARTMENT	CREDENTIAL
Melanie K. Washington, M.Ed, BS	Administration	Master's Education Bachelors of Science
Veronyca Washington, MSPH	Administration/Office Administration	Master of Science in Public Health Bachelors of Science
Ronald K. Washington, CRCS-I, CCA, MOS, CB	Administration Health Information Management- Office Administration	Certified Revenue Cycle Professional-Institution – Certified Coding Associate – Microsoft Office Specialist – Certified Bookkeeper
Jennyfer N. Washington, BS	Student Services	Bachelors of Science
Brenda Rogerson, BS, MA, CCA	Administration/Health Information Management	Masters of Arts in Speech Pathology Bachelors of Science Certified Coding Associate
Rachel Winston, MSN, BSN, RN	Administration/Clinical Instruction	Masters of Nursing Bachelors of Science in Nursing Registered Nurse
Dolores Glover, LPN	Clinical Instruction	Licensed Practical Nurse



ACCREDITATION/AUTHORIZATION STATEMENT



Health-Tech Institute of Memphis is accredited by The Commission of the Council on Occupational Education- COE

The Tennessee Higher Education Commission authorizes Health-Tech Institute of Memphis. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Health-Tech Institute of Memphis is an Equal Opportunity Employer – We do business in accordance with the Tennessee Fair Employment Practices Law.

Any aggrieved person may file a complaint of employment discrimination with the Tennessee

Human Rights Commission at the following location:

U.S. Department of Labor

Director

Civil Rights Center

US Department of Labor

200 Constitution Avenue, NW

Room- N4123

Washington, D.C. 20210

Tennessee Department of Labor

Affirmative Action/EEO

Tennessee Department of Labor

Andrew Johnson Tower, 8th Floor

710 James Robertson Parkway

Nashville, TN 37243-0655

(615) 253-1331

Institutional Calendar

Classes are scheduled the last Monday of each month during the year. Class schedule includes day and evening times. Day schedule is Monday-Thursday from 9:00 a.m. – 3:00 p.m. and Evening schedule is Monday- Thursday from 6:00 p.m. -10:00 p.m. and Saturdays from 10:00 a.m. -4:00 p.m. Students do have the option to make up any missed clock hours on Saturdays. Sessions will be posted to the HTIM website, www.htim.edu.

The enrollment periods and the beginning and ending dates of all programs is determined by the start date (various for open enrollment) and always ending upon completion of the THEC approved contact hours for each program (900 contact hours for Health Information Management, Office Administration, & Medical Assistant and 910 contact hours for Patient Care Technician) See chart below:

Calendar Year 2021

Month	Term Beginning Date	Term Ending Date
January	01/25/2021	10/14/2021
February	02/22/2021	11/11/2021
March	03/15/2021	12/16/2021
April	04/26/2021	01/27/2022
May	05/17/2021	02/10/2022
June	06/21/2021	03/17/2021
July	07/26/2021	04/21/2022
August	08/23/2021	05/19/2022
September	09/20/2021	06/16/2022
October	10/18/2021	07/21/2022
November	11/15/2021	09/08/2022
December	No Classes Scheduled	NA

In addition, students can inquire about session start dates by calling the Student Services Office.

***Holiday Closings:**

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

*Students are on vacation at the end of the third (3rd) week in December until the beginning of the second (2nd) week in January for the holiday season. Administrative Office is open all days except Sundays and the abovementioned holidays.

Description of Facilities and Equipment Used for Educational Purposes

3874 Viscount Avenue Suite 1, Memphis, TN 38118

Training:

- Institution facilities consist of approximately 2250 square feet of office/training space. There are two main classrooms:
- Main classroom with TAVS Audio Visual System; seating capacity eight (8)
- Clinical Lab with TAVS Audio Visual System with clinical equipment (examination table, medicine cabinets, durable medical supplies, and medical sink/cabinet); seating capacity ten (10)
- Computer Lab; eight (8) All-in-One wireless computers on a local network (in-house) with Wi-Fi access for mobile units (phones, tablets, laptops); seating capacity eight (8)
- 20 Tablets for students in class use for greater technology access
- Assessment Center seating capacity eight (8); whiteboard, Wi-Fi,

Administrative:

- Conference Room; seating capacity six (6) for scheduled meetings of employers, agencies, student conferences, staff, Advisory Board, and accrediting bodies.
- Reception Area: main front entrance with general reception area furniture to greet guest upon entrance;
- Two (2) executive offices for administrative personnel

Laboratory:

- Single laboratory with handicap access seating capacity (1)

Parking:

- Fifty (50) space parking for students, guests, faculty, administration, and other visitors: All parking is free accessible by handicap access

Building Renovations:

- HTIM recently completed exterior and interior renovations to the Main Campus with a total expenditure of **\$83,778.00**. Part of the funding came through the EDGE Economic Growth Fund for Inner City Economic Development (ICE)

Campus Security

- Surveillance cameras (internal and external) strategically located on campus. Cameras are located at all entrances and monitor campus parking and classrooms. These cameras transmit 24 hours a day to an electronic server
- Audio visual security system with special keypad access

Institutional Mission and Goals



Mission: “To provide educational opportunities to the general public in the demand occupations of Allied Health and Business Services with certification.”

All training must conclude with students taking a certification test in the area of which they have been trained.

Institutional goals include:

- To provide a challenging quality learning experience for students in demand occupations
- To align educational programs to industry needs and connect trained workforce to local employers
- To ensure institutional sustainability through collaboration, partnerships, and expansion

Enrollment Procedures/Admissions Policy

Health-Tech Institute of Memphis is particularly interested in students with strong comprehension and critical thinking skills. These skills are necessary for successful completion and credentialing in our programs for business and healthcare careers. These requirements have been identified by the Department of Student Services to evaluate a prospective student's ability to successfully complete training, certification, and externship. Prospective students must satisfy all admission requirements before enrollment.

Prospective Student Admission Requirements:

- 1) Must have earned a High School Diploma or General Equivalency Diploma (GED) and provide an official transcript (H.S. Diploma/GED) with passing scores.
- 2) Must complete application for enrollment with appropriate documentation (work/school history, vaccinations, transcripts, drug screen, and background check)
- 3) Two professional references
- 4) 3 Interviews: Initial, Programmatic, & Executive
- 5) Must complete Admissions Assessment Tool
 - A. Used to help students excel throughout program, track their progress, and prepare them to confidently pass their certification exams
 - B. Comprehensive assessment that covers English Language, Math, Science, and Learner Profile
- 6) Must meet Admissions Assessment Tool score requirements (comprehensive):

Program	HESI
Health Information Management	70
Medical Assistant	70
Patient Care Technician	70
Office Administration	70

Applicants for all programs may attempt the Health Education Systems, Inc. (HESI) admission assessment a total of two (2) times. If the minimum comprehensive score is not met, the applicant must wait three (3) months before retesting.

Admissions testing (HESI) is only offered on Tuesdays and Thursdays from 2:00-4:00pm. However, during institutional registration period, admissions testing will be offered on two (2) Saturdays each month. Prospective students must sign up for testing through the Department of Student Services.

HESI Assessment by Program

Program	Math Basic Skills	Reading Comprehension	Vocabulary and General Knowledge	Average Score Required
Health Information Management	x	x	x	70
Medical Assistant	x	x	x	70
Patient Care Technician	x	x	x	70
Office Administration	x	x	x	70

Prospective students take only the HESI exams required for their program of choice to satisfy HTIM enrollment requirements.

ATTENDANCE POLICY

The “Attendance Policy” of Health-Tech Institute of Memphis regarding student’s attendance is as follows:

Minimum Attendance Requirements

- No more than ten (10) total excused absentees during completion of course; however absenteeism is recorded by period. There are two (2) periods. The first period is the first 450 or 455 contact hours (1-450/455) and the second period is 450 or 455 contact hours (451/456-900/910). Students are allowed excused absent no more than five (5) per period.
- No more than two (2) unexcused absentee during completion of course; an unexcused absent is a no-show no-call absenteeism.
- Students should inform the administration of any excused absent via phone or phone message at a minimum of 24 hours for any non-emergency absent
- Make-up work due to excused or unexcused absentee is the responsibility of the student
- Any attendance more than 15 minutes late will be considered an absentee
- **Violation of the “Attendance Policy” will be grounds for dismissal for training program (See Refund/Cancellation Policy-page 47 Student Catalog)**

How Attendance is Determined

Attendance is determined by students signing daily student login attendance sheet posted in Student Assessment Center, faculty roll call classroom attendance sheet, and administration compilation of attendance records data into electronic attendance software (FAME).

Circumstances of Interruption for Unsatisfactory Attendance (5 excused absences per period)

- Disciplinary warning: oral notice of violation of attendance policy (begins after 5 excused absences during a program period – 1-450/455 hours or 451-456-900/910 hours)
- Reprimand: formal action in writing for violation of attendance policy (more than two excused absentees during the same program period – 1-450/455 or 451-456-900/910 hours)
- Attendance Probation: formal action placing conditions upon student’s attendance records (begins after 3 additional absentees during the same program period – 1-450/455 hours or 451-456-900/910 hours)
- Summary suspension: temporary dismissal for violation of attendance policy (student is placed on a Leave of Absence – LOA) During the LOA the student is allowed up to 120 days at this status.
- Expulsion: dismissal for violation of attendance policy and informed of readmission’s policy (see page 45 of Health-Tech Institute of Memphis Student Catalog (revised 09/05/2020)

Time Frame for Refund Due to Attendance Violation

- **The student refund time frame is consistent with the THEC approved Refund Policy (See page 47 of Student Catalog for exhaustive list of how refund policy is implemented)**

Administration telephone number to report absenteeism is (901) 310-4035. Additional methods for student to report absenteeism is via email to the following: mwashington@htim.edu (Institutional Director); jwashington@htim.edu (Director of Student Services); each instructor (email is provided during Orientation along with cell phone number to receive text messages. **Students please note the abovementioned absentee contacts are the acceptable methods to report absenteeism.**

Progress Reports



Students must maintain a “D” average (75-80) or above as satisfactory progress. The institutional system for reporting progress to students will include immediate results from quizzes, tests, mid-terms, finals, and an institutional copy of their transcript following each Session.

Students are eligible for academic counseling on an as needed basis.

Student Conduct

Students are required to conduct themselves in a proper manner at all times. This includes:

- **Wearing Uniforms at all Times**
- No disruptive talking during classes
- No arguing or fighting between or among classmates (Suspension/Dismissal)
- No disrespectful language towards instructors (Suspension/Dismissal)
- No willful damaging of equipment, tools, supplies, or facilities (Suspension/Dismissal)
- Any behavior deemed inappropriate to a fellow student, faculty, administration, or visitors/guests (Suspension/Dismissal)

Violation(s) at the suspension/dismissal level will go through a full review consistent with the Suspension/Dismissal policy.

Definitions:

Suspension: Period of time no more than one school week or 24 contact hours for the student to assess the nature of the suspension (eg. conduct, attendance, academic progress) to meet with Academic Affairs to discuss a plan to move forward without future interruptions. This is a time for the student to address any concerns and get further clarification of the Institutional violation involved.

Dismissal: Period of time post suspension whereby a formal readmission process begins with the student's request for readmission and a meeting with Academic Affairs, President of the Institution (or designated representative), and a member of the Advisory Board to review the concerns to make a determination for readmission. Once a determination for readmission is made, student may restart at the next enrollment period for the program previously enrolled.

Please Note: Students, Academic Suspension is not some arbitrary punishment issued by the institution. It is designed to uphold the academic standards of the institution and the fellow alumni, classmates, external training partners, and employers who we work with to provide the best school to work program we can. All students are provided Academic Counseling conducted by Academic Affairs which includes tutoring, extra credit exercises, listening, make-up work, and any and all mechanisms to assist a student to meet the Institution's Academic Performance and Progress requirements.

Program Description/Codes/Contact Hours

Health-Tech Institute of Memphis (HTIM) offers nine (9) month certification training programs that include four (4) sessions. To satisfy graduation requirements, students must complete all sessions which includes classroom, lab, certification preparation, job placement assistance, and externship. Each program includes a minimum **900 contact hours: 370 classroom hours, 290 lab hours, and 240 externship hours**. A student may satisfy graduation requirements with more contact hours than required. A student should expect to devote six hours per day to their education which includes classroom and lab time. Lab hours are offered on campus at a prescribed time. However, it is at the student's discretion when and where they complete their lab hours. **All lab hours must be reported to receive credit.**

Progress Reports

Students must maintain a "D" average (75-80) or above as satisfactory progress. **The institutional system for reporting progress to students will include immediate results from quizzes, tests, mid-terms, finals, and an institutional copy of their transcript following each session.** If a student is experiencing academic difficulty, instructors offer student conferences to assist students with achieving his or her academic goals. In addition, all students are required to participate in 1 one-on-one Student Advisory session with Academic Affairs during their matriculation.

Program Code	Program	Contact Hours
1337-05	Health Information Management	900
1338-08	Medical Assistant	900
6897-16	Patient Care Technician	910
1339-08	Office Administration	900

Program Schedules

Health Information Management

The Health Information Management program includes 377 classroom hours, 290 lab hours, and 240 hour externship hours to satisfy institutional requirement for 907 contact hours over 37 weeks.

Session	Course	Classroom Hours	Lab Hours	Externship Hours	Total Contact Hours
<u>Session 1: Computer Office Technology, Medical Terminology I</u> (6 weeks) This session is both classroom and lab intensive.	Microsoft Word	24	14		38
	Microsoft Excel	24	14		38
	Keyboarding	24	14		38
	Medical Terminology I		30		30
Total Hours		72	72		144
<u>Session 2: Health Information Documentation, Medical Terminology II</u> (10 weeks) This session is classroom intensive.	Medical Terminology II	40	25		65
	Health Information Management	40	25		65
	Electronic Health Records	40	25		65
Total Hours		120	75		195
<u>Session 3: Diagnosis & Procedure Coding ICD-10 PCS</u> (10 weeks) This session is both classroom and lab intensive, providing students with hands on clinical experience.	International Classification of Diseases/Procedures	36	20		56
	Current Procedural Terminology	24	20		44
	HCPCS Level II	6	6		12
	Revenue Cycle Management	24	12		36
	Coding for Medical Necessity	24	12		36
Total Hours		114	70		184
<u>Session 4: Career Readiness, Work-based Activities</u> (11 weeks) This session is classroom and lab intensive. It includes critical thinking and business/technical writing skills training.	Certification Preparation	36	46		82
	Job Placement Assistance-Critical Thinking/Business/Technical Writing	35	20		55
	Externship			240	240
Total		71	73	240	384
Program Total		377	290	240	900

Medical Assistant

The Medical Assistant program includes 377 classroom hours, 290 lab hours, and 240 hour externship hours to satisfy institutional requirement for 907 contact hours over 37 weeks.

Session	Course	Classroom Hours	Lab Hours	Externship Hours	Total Contact Hours
<u>Session 1: Computer Office Technology, Medical Terminology I</u> (6 weeks) This session is both classroom and lab intensive.	Microsoft Word	24	14		38
	Microsoft Excel	24	14		38
	Keyboarding	24	14		38
	Medical Terminology I		30		30
Total Hours		72	72		144
<u>Session 2: Medical Terminology II, Health Information Management</u> (10 weeks) This session is classroom intensive.	Medical Terminology II	40	25		65
	Health Information Documentation	40	25		65
	Electronic Health Records	40	25		65
Total Hours		120	75		195
<u>Session 3: Clinical Competencies</u> (10 weeks) This session is both classroom and lab intensive, providing students with hands on clinical experience.	Infection Control	30	20		50
	Vital Signs	30	20		50
	Physical Examination	30	20		50
	Phlebotomy	30	20		50
	BLS/CPR Training	5			5
Total		125	80		205
<u>Session 4: Career Readiness, Work-based Activities</u> (11 weeks) This session is classroom and lab intensive. It includes critical thinking and business/technical writing skills training.	Certification Preparation	36	36		72
	Job Placement Assistance-Critical Thinking/Business/Technical Writing	24	20		44
	Externship			240	240
Total		60	63	240	363
Program Total		377	290	240	900

Patient Care Technician

The Patient Care Technician program includes 370 classroom hours, 290 lab hours, and 240 hour externship hours to satisfy institutional requirement for 910 contact hours over 37 weeks.

Session	Course	Classroom Hours	Lab Hours	Externship Hours	Total Contact Hours
<u>Session 1: Computer Office Technology, Advanced Medical Terminology</u> (6 weeks) This session is both classroom and lab intensive.	Medical Terminology I	41	58		99
	Key Boarding	24	14		38
Total Hours		65	72		137
<u>Session 2: Body Structures & Functions</u> (10 weeks) This session is both classroom and lab intensive, providing students with a detailed anatomy & physiology introduction.	Body Structures & Functions	80	60		140
	Electronic Health Records	40	25		65
Total Hours		120	85		205
<u>Session 3: Clinical Competencies</u> (10 weeks) This session is both classroom and lab intensive, providing students with hands on clinical experience.	Infection Control	30	20		50
	Vital Signs	30	20		50
	Physical Examination	30	20		50
	Phlebotomy	30	20		50
	BLS/CPR Training	5			5
Total Hours		125	80		205
<u>Session 4: Career Readiness, Work-based Activities</u> (11 weeks) This session is classroom and lab intensive. It includes critical thinking and business/technical writing skills training.	Certification Preparation	36	36		72
	Job Placement Assistance- Critical Thinking/ Business/Technical Writing	24	27		51
	Externship			240	240
Total Hours		60	63	240	363
Program Total		370	300	240	910

Office Administration

The Office Administration program includes 376 classroom hours, 290 lab hours, and 240 hour externship hours to satisfy institutional requirement for 906 contact hours over 35 weeks.

Session	Course	Classroom Hours	Lab Hours	Externship Hours	Total Contact Hours
<u>Session 1: Computer Office Technology</u> (8 weeks) This session is both classroom and lab intensive.	Microsoft Word	24	14		38
	Microsoft Excel	24	14		38
	Keyboarding	24	14		38
	Microsoft Power Point	24	14		38
Total Hours		96	56		152
<u>Session 2: Advanced Computer Office Technology, Computer Accounting</u> (2 weeks) This session is classroom intensive.	Microsoft Word II	15	15		30
	Microsoft Excel II	15	15		30
	Keyboarding II	15	15		30
	Microsoft Power Point II	15	15		30
Total Hours		60	60		120
<u>Session 3: Accounting I, Accounting II</u> (14 weeks) This session is both classroom and lab intensive, providing students with hands on clinical experience.	Accounting I	60	32		92
	Accounting II	60	32		92
	Computer Accounting	34	44		68
	Business Ethics	6	6		12
Total		160	114		274
<u>Session 4: Career Readiness, Work-based Activities</u> (11 weeks) This session is classroom and lab intensive. It includes critical thinking and business/technical writing skills training.	Certification Preparation	36	36		72
	Job Placement Assistance- Critical Thinking/ Business/Technical Writing	24	18		42
	Externship			240	240
Total		60	60	240	360
Program Total		376	290	240	900

Program Objectives/Course Descriptions

Health Information Management- 1337-05

At the completion of training, the student will be able to:

- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Organize and maintain data for clinical databases and registries
- Use classification software to assign clinical codes for reimbursement and data analysis
- Implement use of EHR as applies to patient registration, billing, reimbursement, clinical/procedure coding, and insurance follow-up

Certifications offered:

- Certified Medical Billing & Coding Specialist
- Certified Coding Associate
- Certified Coding Specialist

DESCRIPTION OF COURSES – 1337-05

Microsoft Word 2016: Course covers Core Skills required to meet training objectives with working with text, paragraphs, documents, managing files, using tables, pictures, and charts. This course is computer-based learning using Microsoft Office and keyboard software. The total contact hours for course are **24** hours classroom and **14** hours lab.

Microsoft Excel 2016: Course covers Core Skills required to meet training objectives for students to learn how to work with cells, files, formatting worksheets, page setup & printing, worksheets & workbooks, formula & functions, and using charts & objects. This course is computer-based learning using Microsoft Office and keyboarding software. The total contact hours for course are **24** hours classroom and **14** hours lab.

Keyboarding I: Program teaches the fundamentals of keyboarding with assessments, fun games, and challenges. The total contact hours for course are **24** hours classroom and **14** hours lab.

Medical Terminology I: Classroom training covering fundamentals of medical terminology. This includes the study of prefixes, suffixes and roots. Course includes detail study of anatomy and physiology. Students have class assignments, homework, practice exams and a comprehensive exam at the completion of course (Mid-Term). The textbook for this course is Chabner Medical Terminology 7th Edition published by Elsevier Saunders. The total contact hours for course are **30** hours of lab.

Medical Terminology II: Classroom training covering the Body Structures and Functions. Students will learn the many changes that are occurring in today's health science and medical fields. The multiskilled health practitioner (MSHP) of today must know the structure and functions of each body system as well as the common diseases. All diseases and disorders content are integrated within

each chapter of textbook. Students are introduced to ICD-10 CM coding directed by a Certified HIM instructor to begin the process of learning how to apply coding conventions and guidelines for inpatient/outpatient diagnoses and inpatient procedures. The textbook used for this course covers PowerPoint presentations from Body Structures & Functions 11th Edition published by Delmar Cengage Learning. Students will use in-house ICD 10 CM/PCS coding books for classroom exercises. The total contact hours for course are **40** hours classroom and **25** hours lab.

Health Information Documentation: Course provides an intense overview of the health care delivery system its origins and structure. Students will discuss careers in the field of Health Information Management. The course will progress to the different health care settings such as hospitals, outpatient care, home care, and managed care. Students will learn patient record and filing systems with the ability to abstract records confidentially using established federal, state, and local HIPAA guidelines. Students will learn the aspects to coding and reimbursement related to the health care reimbursement system. The course is designed to prepare students for certification covering the revenue cycle subject matter including patient access, billing, credit/collections and revenue cycle management. AAHAM offers certification for institutions (hospitals, health systems) and professional (physician, clinic) setting. The textbook for this course is American Association of Healthcare Administrative Management – AAHAM Study Guide. The total contact hours for the course are **40** hours classroom and **25** hours lab.

Electronic Health Management: This course covers the use and management of medical records either manually or electronically. Every medical facility generates a large amount of information. Students will learn the primary purposes of the medical record in an ambulatory setting: 1). Provide a base for managing patient care, 2). Provide interoffice and intraoffice communication as necessary, 3). Determine any patterns that surface to signal the provider of patient needs, 4). Serve as a basis for legal information necessary to protect providers, staff, and patients, 5). Provide clinical data for research. Student will receive Health IT training in the electronic medical record (EMRs) as it relates to laboratory, reception, and clinical components in a total practice management system. The textbook used for this course is Comprehensive Medical Assisting published by Delmar Cengage Learning. Textbook includes DVDs, CDs, and internet access for additional case studies and lab. The total contact hours for course are **40** hours classroom and **25** hours lab.

International Classification of Diseases/Procedures, Clinical Modification (ICD -10 CM/PCS): The International Classification of Diseases/Procedures, Clinical Modification course is based on the official version of the World Health Organization 10th Revision, International Classification of Diseases (ICD-10). The course is designed for the classification of morbidity and mortality information for statistical purposes and for the indexing of hospital records by disease and operations, for data storage and retrieval. Effective October 1, 2014 ICD-10 CM/PCS will be fully implemented and ICD-10 CM will become a *legacy coding system- which means it will be used to archive data but will no longer be supported or updated by the ICD-10 CM Coordination and Maintenance Committee*. Consequently, students will be trained on GEMs to begin using ICD-10 CM/PCS. ICD-10 CM will be used to code diagnoses (Volumes 1 & 2 ICD-9 CM). ICD-10-PCS will be used to code inpatient procedures (Volume 3 ICD-10 CM). The textbook used for this course is ICD-9 CM Volumes 1, 2, & 3, ICD-10 CM, ICD-10 PCS, and Understanding Health Insurance

13th Edition-A Guide to Billing and Reimbursement published by Delmar Cengage Learning. Students will use coding textbooks in lab setting in classroom and they are issued a UHI textbook. The total contact hours for this course are **36** hours classroom lecture and **20** hours lab.

Current Procedural Terminology (CPT-4): This course provides training in the listing of descriptive terms used to identify codes for reporting medical services and procedures. CPT provides a uniform language that describes medical, surgical, and diagnostic services to facilitate communication among providers, patients, and insurers. Students are taught the various levels of Evaluation Management (EM) codes and the importance of the selection of CPT modifiers which further clarifies services and procedures that have been altered. The textbooks used for this course is CPT-4 published by *Optum* and *AMA*. Students will use CPT coding manual in lab setting in classroom. The total contact hours for the course are **24** hours of classroom lecture and **20** hours of lab.

HCPCS Level II: This course provides students with training with the standardized language for reporting professional services, procedure, supplies, and equipment. HCPCS Level II (national codes) was created to describe common medical services and supplies not classified in CPT (Level I). HCPCS Level II codes identify services performed by physicians and nonphysicians (e.g. nurse practitioners and speech therapists), ambulance companies, and durable medical equipment (DME) companies (e.g. prosthetics and orthotics). The textbook used for this course is the HCPCS Level II published by Optum. The total contact hours are **6** classroom and **6** hours lab.

Revenue Cycle Management (RCM): This course provides students with training in the process that manages claims processing, payments and revenue generation. It entails using technology to keep track of the claims process at every point of its life, so the healthcare provider doing the billing can follow the process and address any issues, allowing for a steady stream of revenue. Students will learn the process use to track claims in the system to make sure payments are collected and addressing denied claims to increase revenue to providers. RCM encompasses everything from determining patient insurance eligibility and collecting co-pays to properly coding claims using ICD-10 CM/PCS. Students are taught the importance of time management and efficiency as elements of RCM, and a physician's or hospital's choice of an Electronic Medical Record (EMR) can be largely centered on how their RCM is implemented. The textbooks used for this course includes AAHAM Study Guide, UHI 13th Edition, Electronic Health Record-Elsevier, and Using the Electronic Health Record-Cengage Learning. The total contact hours are **24** classroom and **12** hours lab.

Coding For Medical Necessity: Classroom training in coding for medical necessity. Students will be taught how to select diagnoses and procedures/services from a case and link procedures/services with the diagnosis code that justifies the medical necessity for performing it. Students will be provided case scenarios and patient reports to determine diagnoses and procedures/services to be coded, as well as medical necessity issues. The textbook used for this course is UHI 13th Edition. The total contact hours are **24** hours classroom and **12** hours lab.

Certification Training Preparation: Course provides students with certification training in the

NHA and AHIMA certifications of Certified Billing and Coding Specialist and Certified Coding Associate/Specialist. Students complete a rigorous 12 weeks of intense review of the Technical Certification Guide for each certification. Quizzes and tests have prepared with mock examinations and other skills building practices and exercises. Exercises include completion of CMS 1500 and UB-04 claim forms, medical science, health data, clinical classification systems, billing and reimbursement, inpatient/outpatient coding, revenue cycle management, and insurance follow-up/credit & collections. The training module includes textbooks and software (AAHAM and for the CCA/CCS Examination published by AHIMA). The total contact hours for course are **36** hours classroom and **46** hours lab.

Job Placement Assistance (JPA): Students will receive job placement assistance (classroom) training designed to help students identify potential employers for employment or externship. JPA covers a 5 module curriculum including goal setting, resume writing, interview skills, employment application, and professional ethics. The total contact hours for course are **35** hours classroom and **27** hours lab.

Lab: Lab encompasses every course offered under each program with additional case studies to be completed as a requirement in program completion and evaluation. Students will gain access through Internet passwords and access codes. Course completion will be monitored through an enrollment management system by faculty to provide online assistance, completion verification, and any additional services on an as needed basis.

Externship: Students are required to complete **240** hours of on-the-job experience prior to graduation (externship) at hospitals, physicians' practices, out-patient care facilities or other health related facilities, such as, law offices, insurance companies, or other health vendor establishments. Students must have documented proof of externship received with performance evaluation signed.

Please note: Externships are earned during classroom/lab training. Students must exhibit the characteristics of **Professionalism** – *Attitude/Self Esteem, Communication, Conflict Management, Customer Service, Diversity Awareness, Leadership, Managing Change, Productivity, Professional Ethics, Team-Building, and Telephone Skills for the Healthcare Setting* to meet candidacy for institutional referral. Student individual externships are accepted provided that proof of completion (Externship Evaluation) is performed.

HEALTH-TECH INSTITUTE OF MEMPHIS
HEALTH INFORMATION MANAGEMENT EXTERNSHIP EVALUATION

Participant _____ Job Title _____
 Worksite _____ Evaluation Period: From _____ To _____

Objectives:

- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Organize and maintain data for clinical databases and registries
- Use classification software to assign clinical codes for reimbursement and data analysis
- Implement use of EHR as applies to patient registration, billing, reimbursement, clinical/procedure coding, and insurance follow up

Work Experiences:

- ☐ Processes patient data using electronic health records
☐ Applies health insurance codes to patient records
☐ Verifies insurance coverage

AREA	FACTORS OF EVALUATION	NEED TO IMPROVE	FAIR	AVERAGE	ABOVE AVERAGE	COMMENTS
ATTENDANCE	On the job daily, rarely absent, notifies when absence is unavoidable					
PUNCTUALITY	Always on time, plans time well, promptly returns from lunch and breaks					
JUDGEMENT	Actions generally based on sound reasoning					
WORK ASSIGNMENTS	Grasps instructions readily, limited supervision required					
QUALITY	Job performance meets quality standards					
QUANTITY	The ability and/or willingness to complete a project					
INTEREST	Shows motivation and enthusiasm toward work and readily accepts work assignments					
EQUIPMENT/TOOLS OPERATIONS	Safe, careful maintenance of equipment and tools needed to perform job					
APPEARANCE	Dress appropriately for job, maintains personal hygiene					
TACT/COURTESY	Polite, respectful and considerate to others. Works well with co-workers					

Supervisor Signature _____ Date _____

Participant ☐ Agrees ☐ Disagrees, with this evaluation _____ Date _____

Participant Signature _____ Date _____

Medical Assistant- 1338-08

At the completion of training, the student will be able to:

- Provide clinical tasks including giving patient injections or medications as directed by physician and permitted by state law
- Measure vital signs, such as blood pressure, respiration, temperature, heart rate, height, and weight
- Perform lab test, such as phlebotomy and urinalysis
- Assist with diagnostic and medical procedures, such as EKG and catheterization
- Perform Basic Life Support including CPR, AED
- Provide administrative tasks including registration
- Use classification software to assign clinical codes for reimbursement and data analysis

Certifications offered:

- Certified Clinical Medical Assistant
- Certified Phlebotomy Technician
- Certified EKG Technician
- Certified Electronic Health Records Specialist

DESCRIPTION OF COURSES - 1338-08

Microsoft Word 2016: Course covers Core Skills required to meet training objectives with working with text, paragraphs, documents, managing files, using tables, pictures, and charts. This course is computer-based learning using Microsoft Office and keyboard software. The total contact hours for course are **24** hours classroom and 14 hours lab.

Microsoft Excel 2016: Course covers Core Skills required to meet training objectives for students to learn how to work with cells, files, formatting worksheets, page setup & printing, worksheets & workbooks, formula & functions, and using charts & objects. This course is computer-based learning using Microsoft Office and keyboarding software. The total contact hours for course are **24** hours classroom and **14** hours lab.

Keyboarding I: Program teaches the fundamentals of keyboarding with assessments, fun games, and challenges. The total contact hours for course are **24** hours classroom and **14** hours lab.

Medical Terminology I: Classroom training covering fundamentals of medical terminology. This includes the study of prefixes, suffixes and roots. Classes include detail study of anatomy and physiology. Students have class assignments, homework, practice exams and a comprehensive exam at the completion of course. The textbook for this course is Chabner Medical Terminology 7th Edition published by Elsevier Saunders. The total contact hours are **30** hours of lab.

Medical Terminology II: Classroom training covering the Body Structures and Functions. Students

will learn the many changes that are occurring in today's health science and medical fields. The multiskilled health practitioner (MSHP) of today must know the structure and functions of each body system as well as the common diseases. All diseases and disorders content are integrated within each chapter of textbook. Students are introduced to ICD-10 CM coding directed by a Certified HIM instructor to begin the process of learning how to apply coding conventions and guidelines for inpatient/outpatient diagnoses and inpatient procedures. The textbook used for this course covers PowerPoint presentation from Body Structures & Functions 11th Edition published by Delmar Cengage Learning. Students will use in-house ICD 10 CM/PCS coding books for classroom exercises. The total contact hours for course are **40** hours classroom and **25** hours lab.

Health Information Documentation: Course provides an intense overview of the health care delivery system its origins and structure. Students will discuss careers in the field of Health Information Documentation. The course will progress to the different health care settings such as hospitals, outpatient care, home care, and managed care. Students will learn patient record and filing systems with the ability to abstract records confidentially using established federal, state, and local HIPAA guidelines. Students will learn the aspects to coding and reimbursement related to the health care reimbursement system. The course is designed to prepare students for certification covering the revenue cycle subject matter including patient access, billing, credit/collections and revenue cycle management. AAHAM offers certification for institutions (hospitals, health systems) and professional (physician, clinic) setting. The textbook for this course is American Association of Healthcare Administrative Management – AAHAM Study Guide. The total contact hours for the course are **40** hours classroom and **25** hours lab.

Electronic Health Management: This course covers the use and management of medical records either manually or electronically. Every medical facility generates a large amount of information. Students will learn the primary purposes of the medical record in an ambulatory setting: 1). Provide a base for managing patient care, 2). Provide interoffice and intraoffice communication as necessary, 3). Determine any patterns that surface to signal the provider of patient needs, 4). Serve as a basis for legal information necessary to protect providers, staff, and patients, 5). Provide clinical data for research. Student will receive Health IT training in the electronic medical record (EMRs) as it relates to laboratory, reception, and clinical components in a total practice management system. The textbook used for this course is Comprehensive Medical Assisting published by Delmar Cengage Learning. Textbook includes DVDs, CDs, and internet access for additional case studies and lab. The total contact hours for course are **40** hours classroom and **25** hours lab.

Infection Control and Medical Asepsis: This course addresses the principles of the process of infection and control measures for use in ambulatory care settings. Because medical assistants deal directly with patients and other healthcare professionals, stringent adherence to the principles can greatly reduce transmission, or spread of infectious disease. The training is designed prepare students for continuous reliance on infection control measures to ensure a clinical environment that is as safe as possible for employees, patients, and families. The total contact hours for course are **30** hours classroom and **20** hours lab.

Vital Signs and Measurements: This course prepares students for the important and commonly

performed tasks of a medical assistant which is obtaining and recording patient vital signs and body measurements. Vital signs include temperature, pulse, respiration, and blood pressure. Although height and weight measurements are not considered vital signs, they are often a routine part of a patient visit. The total contact hours for course are **30** hours classroom and **20** hours lab.

The Physical Examination: This course discusses the role of a medical assistant and provides hands-on demonstrations of the physical examination of patients in an ambulatory setting. The physical examination is performed to obtain a picture of the health and well-being of the patient. The course provides students with the two main categories of the physical examination: (patient preparation and room preparation) Patient preparation includes patient explanation and preparation, positioning, draping, vital signs, specimen collection such as urine and blood, and electrocardiogram (ECG). Room preparation includes assembling the appropriate instruments and equipment for the provider and ensuring patient privacy and comfort. Additional training includes supporting the patient, handling the provider instruments and equipment as required, and taking notes to be entered into the electronic medical record (EMR). The total contact hours for course are **30** hours classroom and **20** hours lab.

- **Electrocardiography:** The Physical Examination course includes the training students will need to operate and read the electrocardiogram. – EKG used by many providers in the healthcare industry. The EKG is part of a complete physical examination, especially for patients who are 40 years or older, for patients with a family history of cardiac disease, or for patients who have experienced chest pain. Students will have in class experience and training in how to operate and read the results of the EKG. The EKG is a graphic representation of the heart's electrical activity, and EKG measures the amount of the electrical activity produced by the heart and the time necessary for the electrical impulses to travel through the heart during each heartbeat. The EKG is used in conjunction with other laboratory and diagnostic tests to assess total cardiac health. It is the PCT who records the EKG; therefore special knowledge and skills are necessary and include aspects of the correct electrocardiograph; elimination of artifacts, mounting, and labeling the EKG; and maintenance and care of the instruments. Students will receive certification training study material offered by National Healthcareers Association – NHA and ATI Allied Health. The certification preparation is an online study guide and practice test which prepares students for NHA CET exam and is aligned to the NHA Certified EKG Technician exam blueprint.

Phlebotomy: Venipuncture and Capillary Puncture: This course covers the important task of collecting blood samples from patients for diagnostic testing. The medical assistant role is to provide a great level of professionalism, efficiency, competency, and infection control when performing venipunctures. Students will be trained in a clinical lab environment using patient “dummies” to perform repeated simulations of conducting a venipuncture. Students will be taught the various syringes and needles used in phlebotomy along with proper safety and blood collection techniques. Students will be trained in proper use of vacuum tubes and adapters/holders and their collection requirements (color scheme system) for test to be performed. Student will receive OSHA standard training in needle safety to prevent on-the-job needle stick injuries. The total contact hours

for course are **30** hours classroom and **20** hours lab.

Basic Life Support: Students will be certified in First Aid and CPR. Certification Training is offered by Pulse First 1 on contractual basis. The total contact hours for course are **5** hours classroom.

Certification Training Preparation: Course provides students with certification training with the National Healthcareer Association - NHA certifications of Certified Clinical Medical Assistant, Certified Phlebotomy Technician, Certified EKG Technician, and Certified Electronic Health Records Specialist. Students complete a rigorous 6 weeks of intense review. Quizzes and tests have prepared with mock examinations and other skills building practices and exercises. Exercises include completion of CMS 1500 claim form. NHA certification prep is offered through an online study guide and practice test with ATI-Allied Health, a certification prep training partner with NHA. The CCMA certification is a NCCA Accredited Program. The total contact hours for course are **36** hours classroom and **36** hours lab.

Job Placement Assistance (JPA): Students will receive job placement assistance (classroom) training designed to help students identify potential employers for employment or externship. JPA covers a 5 module curriculum including goal setting, resume writing, interview skills, employment application, and professional ethics. The total contact hours for course are **24** hours classroom and **27** hours lab.

Lab: Lab encompasses every course offered under each program with additional case studies to be completed as a requirement in program completion and evaluation. Students will gain access through Internet passwords and access codes. Course completion will be monitored through an enrollment management system by faculty to provide online assistance, completion verification, and any additional services on an as needed basis. Students will be required to view DVDs prior to class which demonstrates Clinical Studies program coursework. Students will be required to complete Medical Office Simulation Software (MOSS) which demonstrates the principles of establishing an electronic medical record. Students will be receiving workbook accompanying administrative and clinical studies: Comprehensive Medical Assisting – Delmar Cengage to complete in-depth lab case scenarios and studies.

Externship: Students are required to complete **240** hours of on-the-job experience prior to graduation (externship) at hospitals, physicians' practices, out-patient care facilities or other health related facilities, such as, law offices, insurance companies, or other health vendor establishments. Students must have documented proof of externship received with performance evaluation signed. **Please note: Externships are earned during classroom/lab training.** Students must exhibit the characteristics of *Professionalism – Attitude/Self Esteem, Communication, Conflict Management, Customer Service, Diversity Awareness, Leadership, Managing Change, Productivity, Professional Ethics, Team-Building, and Telephone Skills for the Healthcare Setting* to meet candidacy for institutional referral. Student individual externships are accepted provided that proof of completion (Externship Evaluation) is performed.

HEALTH-TECH INSTITUTE OF MEMPHIS
MEDICAL ASSISTANT EXTERNSHIP EVALUATION



Participant _____ Job Title _____
 Worksite _____ Evaluation Period: From _____ To _____

Objectives:

- Provide clinical tasks including giving patient injections or medications as directed by physician and permitted by state law
- Measure vital signs, such as blood pressure, respiration, temperature, heart rate, height, and weight
- Perform lab test, such as phlebotomy and urinalysis
- Assist with diagnostic and medical procedures, such as EKG and catheterization
- Perform Basic Life Support including CPR, AED

Work Experiences:

- ☐ Provide administrative tasks including registration
- ☐ Use classification software to assign clinical codes for reimbursement and data analysis
- ☐ Enters patient data and medical history using electronic health records
- ☐ Provides patient care, preparing patient for examination including performing vital signs
- ☐ Verifies insurance coverage

AREA	FACTORS OF EVALUATION	NEED TO IMPROVE	FAIR	AVERAGE	ABOVE AVERAGE	COMMENTS
ATTENDANCE	On the job daily, rarely absent, notifies when absence is unavoidable					
PUNCTUALITY	Always on time, plans time well, promptly returns from lunch and breaks					
JUDGEMENT	Actions generally based on sound reasoning					
WORK ASSIGNMENTS	Grasps instructions readily, limited supervision required					
QUALITY	Job performance meets quality standards					
QUANTITY	The ability and/or willingness to complete a project					
INTEREST	Shows motivation and enthusiasm toward work and readily accepts work assignments					
EQUIPMENT/TOOLS OPERATIONS	Safe, careful maintenance of equipment and tools needed to perform job					
APPEARANCE	Dress appropriately for job, maintains personal hygiene					
TACT/COURTESY	Polite, respectful and considerate to others. Works well with co-workers					

Supervisor Signature _____ Date _____
 Participant ☐ Agrees ☐ Disagrees, with this evaluation _____
 Participant Signature _____ Date _____

Patient Care Technician- 6897-16

At the completion of training, the student will be able to:

- Provide basic patient care including bathing, feeding, catheter care, and using Hoyer Lift
- Measure vital signs, such as blood pressure, respiration, temperature, heart rate, height, and weight
- Perform lab test, such as phlebotomy and urinalysis
- Assist with diagnostic and medical procedures, such as EKG and catheterization
- Provide Basic Life Support including CPR, AED
- Help to organize a client's schedule and plan appointments

Certification offered:

- Certified Patient Care Technician/Assistant
- Certified Phlebotomy Technician

DESCRIPTION OF COURSES – 6897-16

Medical Terminology I: This course introduces the terminology and abbreviations commonly used in medicine. Topics include prefixes, suffixes, medical word roots, combined forms, special endings, plural forms, abbreviations, and symbols related to anatomy, disease states, and medical treatment. Emphasis is placed on spelling, definition, usage, and pronunciation. Students will learn the mastery of medical terms used in the healthcare industry related to human anatomy and physiology. The learning objective consists of terms introduced in the context for students to understand exactly what they mean, and case studies, vignettes, and activities demonstrate how medical terms are used in practice. The total contact hours for course are **41** hours classroom and **58** hours lab.

Body Structures and Functions: Classroom training covering the Body Structures and Functions. Students will learn the many changes that are occurring in today's health science and medical fields. The multi-skilled health practitioner (MSHP) of today must know the structure and functions of each body system as well as the common diseases. All disease and disorders content is integrated within each chapter of textbook. The textbook used for this course covers PowerPoint presentations from Body Structures & Functions 11th Edition published by Delmar Cengage Learning. Students will learn all major body systems (11) of the human anatomy with all major organs to each system. In addition, students learning objectives is to understand how common pathological conditions develop within each body system. Students will learn the various laboratory tests and diagnostics procedures associated with Provider Documentation (Medical Record). The total contact hours for course are **80** hours classroom and **60** hours lab.

Electronic Health Management: This course covers the use and management of medical records either manually or electronically. Every medical facility generates a large amount of information. Students will learn the primary purposes of the medical record in an ambulatory setting: 1). Provide

a base for managing patient care, 2). Provide interoffice and intraoffice communication as necessary, 3). Determine any patterns that surface to signal the provider of patient needs, 4). Serve as a basis for legal information necessary to protect providers, staff, and patients, 5). Provide clinical data for research. Student will receive Health IT training in the electronic medical record (EMRs) as it relates to laboratory, reception, and clinical components in a total practice management system. The textbook used for this course is Comprehensive Medical Assisting published by Delmar Cengage Learning. Textbook includes DVDs, CDs, and internet access for additional case studies and lab. The total contact hours for course are **40** hours classroom and **25** hours lab.

Infection Control and Medical Asepsis: This course addresses the principles of the process of infection and control measures for use in ambulatory care settings. Because medical assistants deal directly with patients and other healthcare professionals, stringent adherence to the principles can greatly reduce transmission, or spread of infectious disease. The training is designed prepare students for continuous reliance on infection control measures to ensure a clinical environment that is as safe as possible for employees, patients, and families. The total contact hours for course are **30** hours classroom and **20** hours lab.

Vital Signs and Measurements: This course prepares students for the important and commonly performed tasks of a medical assistant which is obtaining and recording patient vital signs and body measurements. Vital signs include temperature, pulse, respiration, and blood pressure. Although height and weight measurements are not considered vital signs, they are often a routine part of a patient visit. The total contact hours for course are **30** hours classroom and **20** hours lab.

The Physical Examination: This course discusses the role of a medical assistant and provides hands-on demonstrations of the physical examination of patients in an ambulatory setting. The physical examination is performed to obtain a picture of the health and well-being of the patient. The course provides students with the two main categories of the physical examination: (patient preparation and room preparation) Patient preparation includes patient explanation and preparation, positioning, draping, vital signs, specimen collection such as urine and blood, and electrocardiogram (ECG). Room preparation includes assembling the appropriate instruments and equipment for the provider and ensuring patient privacy and comfort. Additional training includes supporting the patient, handling the provider instruments and equipment as required, and taking notes to be entered into the electronic medical record (EMR). The total contact hours for course are **30** hours classroom and **20** hours lab.

- **Electrocardiography:** The Physical Examination course includes the training students will need to operate and read the electrocardiogram. – EKG used by many providers in the healthcare industry. The EKG is part of a complete physical examination, especially for patients who are 40 years or older, for patients with a family history of cardiac disease, or for patients who have experienced chest pain. Students will have in class experience and training in how to operate and read the results of the EKG. The EKG is a graphic representation of the heart's electrical activity, and EKG measures the amount of the electrical activity produced by the heart and the time necessary for the electrical impulses to travel through the heart during each heartbeat. The EKG is used in conjunction with other

laboratory and diagnostic tests to assess total cardiac health. It is the PCT who records the EKG; therefore special knowledge and skills are necessary and include aspects of the correct electrocardiograph; elimination of artifacts, mounting, and labeling the EKG; and maintenance and care of the instruments. Students will receive certification training study material offered by National Healthcareers Association – NHA and ATI Allied Health. The certification preparation is an online study guide and practice test which prepares students for NHA CET exam and is aligned to the NHA Certified EKG Technician exam blueprint.

Phlebotomy: Venipuncture and Capillary Puncture: This course covers the important task of collecting blood samples from patients for diagnostic testing. The medical assistant role is to provide a great level of professionalism, efficiency, competency, and infection control when performing venipunctures. Students will be trained in a clinical lab environment using patient “dummies” to perform repeated simulations of conducting a venipuncture. Students will be taught the various syringes and needles used in phlebotomy along with proper safety and blood collection techniques. Students will be trained in proper use of vacuum tubes and adapters/holders and their collection requirements (color scheme system) for test to be performed. Student will receive OSHA standard training in needle safety to prevent on-the-job needle stick injuries. The total contact hours for course are **30** hours classroom and **20** hours lab.

Basic Life Support: Students will be certified in First Aid and CPR. Certification Training is offered by Pulse First 1 on contractual basis. The total contact hours for course are **5** hours classroom.

Certification Prep: Course provides students with certification training in the National Healthcareers Association – NHA certification of Certified Patient Care Technician/Assistant and Certified Phlebotomy Technician. Students complete a rigorous 6 weeks of intense review of the ATI Allied Health certification prep. Quizzes and tests are prepared with mock examinations and other skills building practices and exercises. CPCT/CPT certification prep is offered through an online study guide and practice test with ATI-Allied Health, a certification prep training partner with NHA. The CPCT/A and CPT certification is a NCCA Accredited Program. The total contact hours for course are **36** hours classroom and **36** hours lab.

Job Placement Assistance (JPA): Students will receive job placement assistance (classroom) training designed to help students identify potential employers for employment or externship. JPA covers a 5 module curriculum including goal setting, resume writing, interview skills, employment application, and professional ethics. The total contact hours for course are **24** hours classroom and **27** hours lab.

Externship: Students are required to complete 240 hours of on-the-job experience or work practicum prior to graduation (externship) at hospitals, physician’s practices, out-patient care facilities, or other health related facilities, such as nursing/care homes, home health agencies, or other healthcare vendor establishments. The course is structured to be a learning experience, so the student and preceptor/teaching personnel should commit themselves to working toward that objective. The externship brings together all of the academic knowledge gained in the classroom

with practical hands-on participation in various outpatient/inpatient settings. The clinical experience gained at these sites is invaluable in ensuring that the student becomes a competent Patient Care Technician/Assistant in all settings. Evaluation forms for the student and preceptor must be completed separately. **Please note: Externships are earned during classroom/lab training.** Students must exhibit the characteristics of ***Professionalism*** – *Attitude/Self Esteem, Communication, Conflict Management, Customer Service, Diversity Awareness, Leadership, Managing Change, Productivity, Professional Ethics, Team-Building, and Telephone Skills for the Healthcare Setting* to meet candidacy for institutional referral. Student individual externships are accepted provided that proof of completion (Externship Evaluation) is performed. **The total contact hours for externships are a minimum of 240 hours.**

HEALTH-TECH INSTITUTE OF MEMPHIS
PATIENT CARE TECHNICIAN EXTERNSHIP EVALUATION

Participant Worksite	Job Title	Evaluation Period: From _____ To _____				
Objectives: <ul style="list-style-type: none"> • Provide basic patient care including bathing, feeding, catheter care, and using Hoyer Lift • Measure vital signs, such as blood pressure, respiration, temperature, heart rate, height, and weight • Perform lab test, such as phlebotomy and urinalysis • Assist with diagnostic and medical procedures, such as EKG and catheterization • Provide Basic Life Support including CPR, AED 		Work Experiences: <ul style="list-style-type: none"> • Help to organize a client's schedule and plan appointments <input type="checkbox"/> Enters patient data and medical history using electronic medical records <input type="checkbox"/> Provides patient care including vital signs <input type="checkbox"/> Performs proper technique for patient mobility using equipment such as Hoyer Lift 				
AREA	FACTORS OF EVALUATION	NEED TO IMPROVE	FAIR	AVERAGE	ABOVE AVERAGE	COMMENTS
ATTENDANCE	On the job daily, rarely absent, notifies when absence is unavoidable					
PUNCTUALITY	Always on time, plans time well, promptly returns from lunch and breaks					
JUDGEMENT	Actions generally based on sound reasoning					
WORK ASSIGNMENTS	Grasps instructions readily, limited supervision required					
QUALITY	Job performance meets quality standards					
QUANTITY	The ability and/or willingness to complete a project					
INTEREST	Shows motivation and enthusiasm toward work and readily accepts work assignments					
EQUIPMENT/TOOLS OPERATIONS	Safe, careful maintenance of equipment and tools needed to perform job					
APPEARANCE	Dress appropriately for job, maintains personal hygiene					
TACT/COURTESY	Polite, respectful and considerate to others. Works well with co-workers					

Supervisor Signature _____ Date _____

Participant ☐ Agrees ☐ Disagrees, with this evaluation _____ Date _____

Participant Signature _____ Date _____

Office Administration- 1339-08

At the completion of training, the student will be able to:

- Use computer accounting software (Intuit QuickBooks Pro) to enter information from financial records including bank statements, invoices, and purchase order
- Produce financial statements such as Balance Sheets, income statements, and cash flow by account
- Use Microsoft applications, word processing, spreadsheets, and presentation to support organization operations

Certifications offered:

- Microsoft Office Specialist
- Certified Bookkeeper
- Quickbooks Certified User

DESCRIPTION OF COURSES – 1339-08

Microsoft Word 2016: Course covers Core Skills required to meet training objectives with working with text, paragraphs, documents, managing files, using tables, pictures, and charts. This course is computer-based learning using Microsoft Office and keyboard software. The total contact hours for course are **24** hours classroom and **14** hours lab.

Microsoft Excel 2016: Course covers Core Skills required to meet training objectives for students to learn how to work with cells, files, formatting worksheets, page setup & printing, worksheets & workbooks, formula & functions, and using charts & objects. This course is computer-based learning using Microsoft Office and keyboarding software. The total contact hours for course are **24** hours classroom and **14** hours lab.

Keyboarding I: Program teaches the fundamentals of keyboarding with assessments, fun games, and challenges. The total contact hours for course are **24** hours classroom and **14** hours lab.

Microsoft PowerPoint 2016: Program covers skill sets required to meet training objectives with working with creating a presentation, modifying a presentation, text, visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. The total contact hours for course are **24** hours classroom and **14** hours lab.

Microsoft Word 2016 II: Course covers advanced features required to meet training objectives with working with text, paragraphs, documents, managing files, using tables, pictures, and charts. This course is computer-based learning using Microsoft Office and keyboard software. The total contact hours for course are **15** hours classroom and **15** hours lab.

Microsoft Excel 2016 II: Course covers advanced features required to meet training objectives for

students to learn how to work with cells, files, formatting worksheets, page setup & printing, worksheets & workbooks, formula & functions, and using charts & objects. This course is computer-based learning using Microsoft Office and keyboarding software. The total contact hours for course are **15** hours classroom and **15** hours lab.

Keyboarding II: Program teaches the fundamentals of keyboarding with assessments, fun games, and challenges. The total contact hours for course are **15** hours classroom and **15** hours lab.

Microsoft PowerPoint 2016 II: Program covers advanced features required to meet training objectives with working with creating a presentation, modifying a presentation, text, visual elements, customizing a presentation, creating output, delivering a presentation, and managing files. The total contact hours for course are **15** hours classroom and **15** hours lab.

Accounting I: This course is an analytical study of basic accounting theory and practices, conventional double-entry accrual accounting procedures, elementary procedures applied to service and merchandising activities of a proprietorship, partnership and corporate form of business dealing with form, content of statements, records, analyses and reports. The total contact hours for course are **60** hours classroom and **32** hours lab.

Accounting II: This course provides in depth study of accounting theory and practices through the trial balance, payroll, financial statements, analyses, and reporting. Course also encompasses the difference between books (financial statement) vs. tax (tax return) depreciation. The Generally Accepted Accounting Principles GAAP and federal income tax depreciation rules are thoroughly discussed. Finally, students will be provided in-depth study of inventory accounting (recording and valuing merchandise inventory). Students will learn terms associated with inventory such as F.O.B. (free on board) shipping and F.O.B. destination. Students will be taught the periodic and perpetual methods of inventory purchasing using both the weighted and moving average methods. The total contact hours for course are **60** classroom and **32** hours lab.

Computer Accounting (QuickBooks ®): QuickBooks is the best-selling accounting software product on the market today with over 30 million users. Developed specifically for the small business, it is a program that allows users with knowledge of accounting to write checks, prepare payrolls, and manage a company's finances. The total contact hours for course are **34** hours classroom and **44** hours lab.

Business Ethics: This course is designed to teach students the obligation with becoming an office administrative specialist including providing high quality professional service, remaining current and up to date with matters relating to the profession, confidentiality of all matters relating to the employer, loyalty, and not to engage in activity that is in conflict with the employer's interests. The total contact hours for course are **20** classroom and **20** hours lab.

Certification Training Preparation: Course provides students with certification training in Microsoft Office Specialist certifications of Word, Excel, and PowerPoint and the Certified Bookkeeper offered by the American Institute of Professional Bookkeepers. Students complete a

rigorous intense review of the Certiport Practice Test for each Microsoft Specialist certification. Practice tests have prepared with mock examinations similar to the actual certification test to prepare students for certification. Students taking the AIPB Bookkeeper test are prepared in two parts. Part I: Consist of Mastering Adjusting Entries and Correction of Accounting Errors. Students will review all course materials from text books and instructor lectures in preparation of certification. Part II: Consist of Payroll and Depreciation. Students will review all course materials from textbooks and instructor lectures in preparation of certification. The total contact hours are **36** hours classroom and **36** hours lab.

Job Placement Assistance (JPA): Students will receive job placement assistance (classroom) training designed to help students identify potential employers for employment or externship. JPA covers a 5 module curriculum including goal setting, resume writing, interview skills, employment application, and professional ethics. The total contact hours for course are **24** hours classroom and **24** hours lab.

Lab: Lab encompasses every course offered under each program with additional case studies to be completed as a requirement in program completion and evaluation. Students will gain access through Internet passwords and access codes. Course completion will be monitored through an enrollment management system by faculty to provide online assistance, completion verification, and any additional services on as needed basis.

Externship: Students are required to complete **240** hours of on-the-job experience prior to graduation (externship) with an organization comprised of a minimum of 5 employees. The purpose of the externship is for students to gain insight into the business office operations of an organization. Students must have documented proof of externship received with performance evaluation signed.

Please note: Externships are earned during classroom/lab training. Students must exhibit the characteristics of ***Professionalism*** – *Attitude/Self Esteem, Communication, Conflict Management, Customer Service, Diversity Awareness, Leadership, Managing Change, Productivity, Professional Ethics, Team-Building, and Telephone Skills for the Business Service Setting* to meet candidacy for institutional referral. Student individual externships are accepted provided that proof of completion (Externship Evaluation) is performed

HEALTH-TECH INSTITUTE OF MEMPHIS
OFFICE ADMINISTRATION EXTERNSHIP EVALUATION

Participant _____ Job Title _____
Worksite _____ Evaluation Period: From _____ To _____

Objectives:

- Use computer accounting software (Intuit QuickBooks Pro) to enter information from financial records including back statements, invoices, and purchase order
- Produce financial statements such as Balance Sheets, income statements, and cash flow by account
- Use Microsoft applications, word processing, spreadsheets, and presentation to support organization operations

Work Experiences:

☐ Uses word processing and spreadsheets

☐ Inputs general ledger entries into computer accounting system

☐ Runs financial statements, balance sheets, and income statements

AREA	FACTORS OF EVALUATION	NEED TO IMPROVE	FAIR	AVERAGE	ABOVE AVERAGE	COMMENTS
ATTENDANCE	On the job daily, rarely absent, notifies when absence is unavoidable					
PUNCTUALITY	Always on time, plans time well, promptly returns from lunch and breaks					
JUDGEMENT	Actions generally based on sound reasoning					
WORK ASSIGNMENTS	Grasps instructions readily, limited supervision required					
QUALITY	Job performance meets quality standards					
QUANTITY	The ability and/or willingness to complete a project					
INTEREST	Shows motivation and enthusiasm toward work and readily accepts work assignments					
EQUIPMENT/TOOLS OPERATIONS	Safe, careful maintenance of equipment and tools needed to perform job					
APPEARANCE	Dress appropriately for job, maintains personal hygiene					
TACT/COURTESY	Polite, respectful and considerate to others. Works well with co-workers					

Supervisor Signature _____ Date _____

Participant ☐ Agrees ☐ Disagrees, with this evaluation _____ Date _____

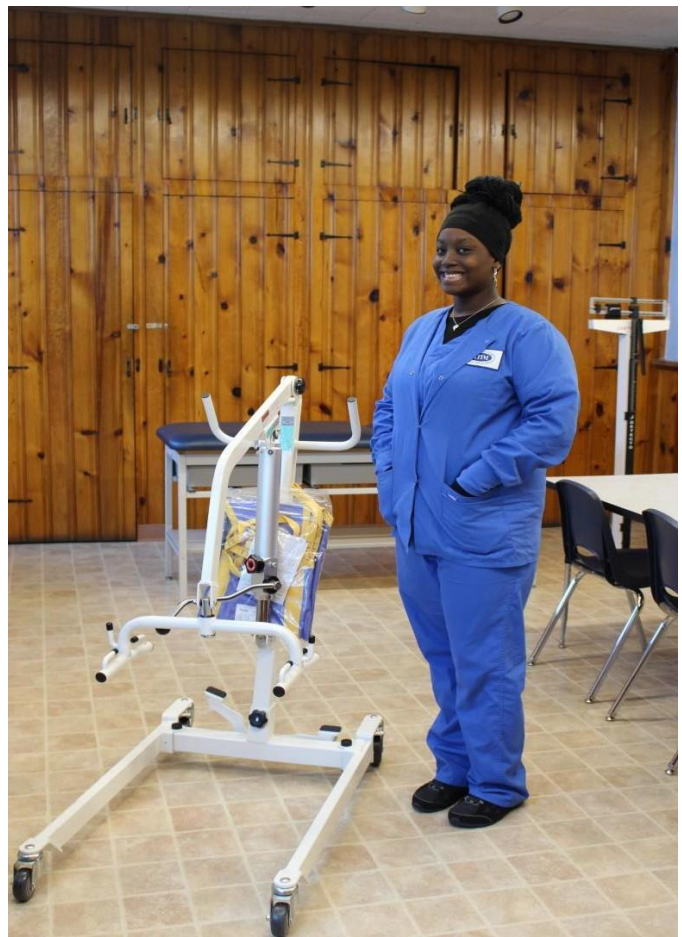
Participant Signature _____ Date _____

Job Placement Assistance

Job Placement Assistance is provided for all successful students who complete the program. Satisfactory attendance is required to receive job placement assistance.

Methods include job fairs held on campus, direct referral, resume preparation, and Internet access for job searches.

Students will earn job placement and or/externships by maintaining a GPA of 2.75 or better in all courses.



Students enrolled in the Patient Care Technician program are trained to properly use the Hoyer Lift.

Policies for Leave, Absences, Class Cuts, Tardiness, Make-up Work and Interruptions for Unsatisfactory Attendance

Student Conduct

Students are obligated to comply with student conduct policy and procedures. Misconduct is defined as behavior that negatively affects the institution's educational mission. Disciplinary action is taken when misconduct occurs. Misconduct is defined as:

1. Academic dishonesty (cheating, plagiarism, or knowingly furnishing false information)
2. Intentional falsification of statements and/or filing false charges against the institution or members of the institution
3. Intentional disruption of teaching, administration, or other campus activities
4. Physical and verbal abuse of any person on institution premises or conduct which threatens or endangers the safety and health of any individual
5. Failure to comply with the direction of campus employees acting in performance of their duties
6. Use of computing facilities for personal profit or gain

Disciplinary Actions

1. Disciplinary warning: oral notice of violation of institution rules
2. Reprimand: formal action censuring a student for violation of institution rules, made in writing
3. Disciplinary probation: formal action placing conditions upon student's continued attendance for violation of institution rules
4. Summary suspension: temporary dismissal for violation of institution rules
5. Expulsion: dismissal for violation of institution rules or failure to meet institution standards of conduct, for indefinite period of time or permanently

Expectations for Exams or Assignments

1. Students who are disruptive during exams will be asked to leave, and the exam will be forfeited.
2. Students who are discovered cheating on exams will be asked to leave, and the exam will be forfeited. Students who are discovered cheating a second time will face disciplinary action.
3. Makeup exams:
 - a. The instructor must be notified before the exam is given (24 hours preferred, leaving a voice mail message if necessary).
 - b. Must be taken the first day upon return to classes
 - c. Subject to a 10% penalty

Homework

1. All homework assignments received 1 day past the due date will be subject to a 10% penalty.

2. All homework assignments not received by 3 days past the due date will not be accepted.

Lab Assignments

1. Lab assignments received 1 day past the due date will be subject to a 10% penalty.
2. Lab assignments not received by 3 days past the due date will not be accepted.

Course Requirements:

Student must achieve a 75% average or higher on assignments and exams to complete all courses satisfactorily.

Grading System and Probation/Suspension Policy

Grading System combines results of quizzes, test, mid-term, and finals scores with lab assignments submissions to produce an overall training score to evaluate and assess a student's skill proficiency.

The Grade System is as follows:

Numeric	Alpha	Points
94-100	A	4
87-93	B	3
81-86	C	2
75-80	D	1
Below 75	F	0

Students who are below the 75 percentile will be referred to Academic Affairs for academic counseling. Academic counseling may require additional tutoring, lab assignment, make-up work, and re-assessment to evaluate a student's skill proficiency. If student's grades do not improve at next reporting cycle, student will be suspended for unsatisfactory progress with the ability for readmission as the policy is written.

Definitions:

Suspension: Period of time no more than one school week or 24 contact hours for the student to assess the nature of the suspension (eg. conduct, attendance, academic progress) to meet with Academic Affairs to discuss a plan to move forward without future interruptions. This is a time for the student to address any concerns and get further clarification of the Institutional violation involved.

Dismissal: Period of time post suspension whereby a formal readmission process begins with the student's request for readmission and a meeting with Academic Affairs, President of the Institution (or designated representative), and a member of the Advisory Board to review the concerns to make a determination for readmission. Once a determination for readmission is made, student may restart at the next enrollment period for the program previously enrolled.

Please Note: Students, Academic Suspension is not some arbitrary punishment issued by the institution. It is designed to uphold the academic standards of the institution and the fellow alumni, classmates, external training partners, and employers who we work with to provide the best school to work program we can. All students are provided Academic Counseling conducted by Academic Affairs which includes tutoring, extra credit exercises, listening, make-up work, and any and all mechanisms to assist a student to meet the Institution's Academic Performance and Progress requirements.

Readmission from Academic Suspension/Dismissal

Students who have been dismissed for unsatisfactory progress (academic) can apply for readmission through the Academic Affairs department.

Students must complete the Readmission form that can be found in the Addendums and Forms section of this Catalog and online at HTIM's website, www.htim.edu.

Readmission must be approved under the discretion from Academic Affairs and the President in conjunction with the Advisory Board.

If a student is granted readmission, the student must reapply for financial aid for the new academic award year.

Institution will follow policy (tutoring, make-up work, lab assignment, and re-assessment) as written.

Readmission from Conduct Suspension/Dismissal

All readmission from conduct suspension/dismissals will be under the discretion of the Vice-President of Academic Affairs, President and Academic Advisory Board Committee to weight any mitigating circumstance(s) to waive the suspension/dismissal. Students will forfeit their Financial Aid and a pro-rated reimbursement will be made to financial aid supporting agency (VA, SNAP and WIOA).

If a determination by Academic Affairs waives the suspension/dismissal, the student's financial aid will remain in good standing.

*The Readmission Form can be found in the Addendums and Forms section of this Catalog.

Follow-up Services

Health-Tech Institute of Memphis provides follow-up services for all completers for each program offered. These services are conducted by the Student Services Department and are necessary to assist students to secure and maintain employment upon completion and to evaluate the effectiveness of the curriculum in each program. Data collected during follow-up ensures all students' needs are being met as well as the needs of employers.

Students should expect the follow-up contact for a minimum duration of one year after completing the program. Data collected during follow-up can be directly from the student, their current employer, or other institutional approved means. Students and employers are aware that follow-up is strongly recommended in order to assess and/or improve methods of service for each student.

Data collected from the student in Follow-up:

1st Quarter: Certification/ Verification of Employment

- 2nd Quarter: Retention
- 3rd Quarter: Retention
- 4th Quarter: Retention/ Career Ladder

Data collected from the employer in Follow-up:

- 1st Quarter: Verification of Employment
- 2nd Quarter: Retention
- 3rd Quarter: Retention
- 4th Quarter: Retention

Refund Policy

State Authorization Approved-THC:

Health-Tech Institute of Memphis complies with the laws of the local, state, and federal government concerning cancellations and refunds and revise all policies and practices if laws are revised. The refund/cancellation policy of the institution is as follows:

- (a) If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00);
- (b) A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student;
- (c) In addition to subparagraph (b) of this policy, if after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops-out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five percent (25%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00);
- (d) If after expiration of the ten percent (10%) of the period of enrollment for which the student was charged and before twenty-five (25%) of the period, the refund shall equal twenty-five (25%) of all amounts paid or to be paid by or on behalf of the student for the period, less an administrative fee of one hundred dollars (\$100.00)
- (e) If after expiration of twenty-five (25%) of the period of enrollment for which the student was charged, the student may be deemed obligated for one hundred percent (100%) of the tuition, fees, and other charges assessed by the institution.
- (f) For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fee paid and, if the student has institutional loans, forgive the amounts owed by the student.

When computing refunds pursuant to the policies outlined above, the last day of attendance for a student shall be one of the following:

The date of expulsion notice if a student is expelled from the institution;

The date the institution receives a written notice (including a signed drop form) of withdrawal from a student

When no written notice or withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or

Fails to return from an approved Leave of Absence (LOA)

Health-Tech Institute of Memphis is required to provide a reconciled account statement that must indicate the period of enrollment for which a student is being charged for each tuition charge. If Health-Tech Institute of Memphis does not maintain the requisite account statement or the reconciled account statement does not clearly indicate the period of enrollment for which the student is being charged, the institution shall be liable for all refundable fees paid by or on behalf of the student.

For Post 911 GI Bill -Veterans:

The refund/cancellation policy of the institution follows the presets of the 38 CFR §21.4254(3)(13)

(a) *Acceptable refund policy.* A refund policy meets the requirements of § [21.4254\(c\)\(13\)](#), if it provides that the amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to the total length. The school may make provision for refund within the following limitations:

(1) *Registration fee.* An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

(2) *Breakage fee.* Where the school has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.

(3) *Consumable instructional supplies.* Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

(4) *Books, supplies and equipment.*

(i) A veteran or eligible person may retain or dispose of books, supplies and equipment at his or her discretion when:

(A) He or she purchased them from a bookstore or other source, and

(B) Their cost is separate and independent from the charge made by the school for tuition and fees.

(ii) The school will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:

The school furnishes the books, supplies and equipment.

(A) The school includes their cost in the total charge payable to the school for the course.

(B) The veteran or eligible person withdraws or is discontinued before completing the course.

(iii) The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.

(5) *Tuition and other charges.* Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

(6) *Prompt refund.* In the event that the veteran, spouse, surviving spouse or child fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this paragraph.

Sexual Harassment Policy

Health-Tech Institute of Memphis is committed to maintaining a safe and healthy educational and work environment in which no member of the institutional community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any institutional program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from institutional programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the institution's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Tennessee laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other institutional policies.

Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at HTIM.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the institution's educational mission.

Health-Tech Institute of Memphis encourages the reporting of all concerns regarding sexual or gender-based harassment. Because the institution has a paramount interest in protecting the well-being of its community and remedying sexual or gender-based harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.

Sex offenders are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary school at which the offender is employed or is a student. Any such offender is also required to give notice to the appropriate State authorities of any changes in enrollment or employment status at the postsecondary school.

In the State of Tennessee information concerning registered sex offenders and predators may be obtained from:

Tennessee Bureau of Investigation Programmed Supervision Unit

Sex Offender Register Hotline: 1 (888) 837-4170

Sex Offenders Email: TBISORMGR@tn.gov

Information is also available in the United States Department of Justice national sex offender registry at <http://www.nsopw.gov/Core/Portal.aspx>

Tuition/Fees Schedule

HEALTH INFORMATION MANAGEMENT	- \$13,542.00
MEDICAL ASSISTANT	- \$13,542.00
PATIENT CARE TECHNICIAN	- \$13,542.00
OFFICE ADMINISTRATION	- \$13,542.00

Health Information Management	
Course Books	Lab Books
Chabner Medical Terminology	Understanding Hospital Billing/Coding
AAHAM Study Guide	Gmetrix- Certiport MOS Access
Understanding Health Insurance 13 th Edition	
NHA Online Study Guide & Practice Assessment	
ICD-10 CM-PCS, CPT-4, HCPCS II	
CCS/CCA Professional Review Guide	

Medical Assistant	
Course Books	Lab Books/Software
Chabner Medical Terminology	ICD-10 CM-PCS, CPT-4, HCPCS II
Clinical Medical Assisting	Gmetrix- Certiport MOS Access
Certified Clinical Medical Assistant- Study Guide (online)	

Patient Care Technician	
Course Books	Lab Books/Software
Chabner Medical Terminology	
Delmar Body Structures and Functions	
Clinical Medical Assisting	
Certified Patient Care Technician Certification- Study Guide (online)	

Office Administration	
Course Books	Lab Software
Mastering Payroll	Gmetrix- Certiport MOS Access
Mastering Adjusting Entries	
Correction of Accounting Errors	
Mastering Depreciation	
Mastering Inventory	
QuickBooks Study Guide	

Testing Fees

All HTIM training programs prepare students for nationally recognized certification testing, for certifications sought after by the healthcare and business industry. All students must sit for the career-specific certification tests provided under their educational training program. HTIM does not offer certification testing as a stand-alone activity or service. Certification testing is only offered as a part of the educational training a student is enrolled in and one test per certification offered is covered by tuition. Testing Fees are paid for the following certification examinations based on program of study:

HIM	MA	PCT	OA
Certified Coding Associate	Certified Clinical Medical Assistant	Certified Patient Care Technician	Microsoft Office Specialist
Certified Coding Specialist	Certified Phlebotomy Technician	Certified Phlebotomy Technician	Certified Bookkeeper
Certified Medical Billing & Coding Specialist	Certified EKG Technician		
	Certified Electronic Health Records Specialist		

Tuition/Books/Testing Fees/Uniforms/Supplies List
Program: Health Information Management - 1337-05

TUITION:

900 Contact Hours	\$ 13,542.00
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BOOK LIST:

Chabner Medical Terminology 8 th Edition	\$ 53.95
AAHAM Study Guide	99.00
Understanding Health Insurance 13 th Edition	119.95
ICD-10 CM 2019	103.95
ICD-10 PCS 2019	103.95
CPT Expert 2019	114.95
CCS/CCA Professional Review Guide 2018	124.95
Understanding Hospital Billing & Coding 3 rd Edition	92.95
Gmetrix – Certiport MOS Access	86.25
NHA Online Study Guide & Practice Assessment	<u>79.00</u>

TOTAL BOOKS:	<u>\$ 979.85</u>
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TESTING FEES:

CERTIFIED BILLING & CODING SPECIALIST	\$ 117.00
CERTIFIED CODING ASSOCIATE	\$ 300.00
CERTIFIED CODING SPECIALIST	\$ 400.00

TOTAL TESTING FEES	<u>\$ 817.00</u>
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UNIFORMS/SUPPLIES/FEES:

Four (4) Uniform Set – Vendor Purchase	\$ 279.80
● Scrub Pant ● Scrub Jacket ● Scrub Top ● HTIM Emblem	

One (1) Lab Specimen Analyst	\$ 50.00
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One (1) Federal State Background Check	\$ 75.00
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MAINTENANCE TECHNOLOGY FEE:	<u>\$ 100.00</u>
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TOTAL UNIFORMS/SUPPLIES/FEES:	<u>\$ 504.80</u>
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GRAND TOTAL	<u>\$ 15,843.65</u>
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Tuition/Books/Testing Fees/Uniforms/Supplies List
Program: Patient Care Technician/Assistant - 6897-16

TUITION	
910 Contact Hours	\$ 13,542.00
BOOK LIST:	
Chabner Medical Terminology 8 th Edition	\$ 53.95
Clinical Medical Assisting	119.95
Body Structures & Functions 12 th Edition	99.95
NHA Online Study Guide & Practice Assessment (2)	<u>158.00</u>
TOTAL BOOKS:	<u>\$ 431.85</u>
TESTING FEES:	
CERTIFIED PATIENT CARE TECHNICIAN	\$ 155.00
CERTIFIED PHLEBOTOMY TECHNICIAN	\$ 117.00
TOTAL TESTING FEES	<u>\$ 272.00</u>
UNIFORMS/SUPPLIES/FEES:	
Three (3) Uniform Set – Vendor Purchase	\$ 359.85
• Scrub Pant • Scrub Jacket • Scrub Top • HTIM Emblem	
• (1) Stethoscope • (2) Clinical Shoes	
One (1) Lab Specimen Analyst	\$ 50.00
One (1) Federal State Background Check	\$ 75.00
MAINTENANCE TECHNOLOGY FEE:	<u>\$ 100.00</u>
TOTAL UNIFORMS/SUPPLIES/FEES:	<u>\$ 584.85</u>
GRAND TOTAL	<u>\$ 14,830.70</u>

Tuition/Books/Testing Fees/Uniforms/Supplies List
Program: Office Administration - 1339-08

TUITION:

900 Contact Hours	\$ 13, 542.00
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BOOK LIST:

Mastering Payroll	\$ 59.00
Mastering Adjusting Entries	59.00
Mastering Depreciation	59.00
Mastering Corrections of Accounting Errors	59.00
Mastering Inventory	59.00
Gmetrix – Certiport MOS Access	86.25
QuickBooks Gmetrix Practice Test/Book	<u>95.00</u>

TOTAL BOOKS:	<u>\$ 476.25</u>
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TESTING FEES:

MICROSOFT WORD 2016 EXAM VOUCHER with RETAKE	\$ 115.00
MICROSOFT EXCEL 2016 EXAM VOUCHER with RETAKE	\$ 115.00
QUICKBOOKS CERTIFIED USER EXAM VOUCHER + RETAKE	\$ 145.00
AIPB CERTIFIED BOOKKEEPER EXAM	\$ 200.00

TOTAL TESTING FEES	<u>\$ 575.00</u>
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UNIFORMS/SUPPLIES/FEES:

Four (4) Uniform Set – Vendor Purchase	\$ 279.80
• Scrub Pant • Scrub Jacket • Scrub Top • HTIM Emblem	

One (1) Lab Specimen Analyst	\$ 50.00
One (1) Federal State Background Check	\$ 75.00

MAINTENANCE TECHNOLOGY FEE:	<u>\$ 100.00</u>
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TOTAL UNIFORMS/SUPPLIES/FEES:	<u>\$ 504.80</u>
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GRAND TOTAL	<u>\$ 15,980.05</u>
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Tuition/Books/Testing Fees/Uniforms/Supplies List
Program: Medical Assistant - 1338-08

TUITION:

900 Contact Hours	\$ 13,542.00
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BOOK LIST:

Chabner Medical Terminology 8 th Edition	\$ 53.95
Clinical Medical Assisting	89.95
Gmetrix – Certiport MOS Access	86.25
NHA Online Study Guide & Practice Assessment (4)	<u>316.00</u>

TOTAL BOOKS:	<u>\$ 546.15</u>
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TESTING FEES:

CERTIFIED CLINICAL MEDICAL ASSISTANT	\$ 155.00
CERTIFIED PHLEBOTOMY TECHNICIAN	\$ 117.00
CERTIFIED EKG TECHNICIAN	\$ 117.00
CERTIFIED ELECTRONIC HEALTH RECORDS SPECIALIST	\$ 117.00

TOTAL TESTING FEES	<u>\$ 506.00</u>
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UNIFORMS/SUPPLIES/FEES:

Three (3) Uniform Set – Vendor Purchase	\$ 279.80
• Scrub Pant • Scrub Jacket • Scrub Top • HTIM Emblem	

• (1) Stethoscope • (1) Clinical Shoes

One (1) Lab Specimen Analyst	\$ 50.00
One (1) Federal State Background Check	\$ 75.00

MAINTENANCE TECHNOLOGY FEE:	<u>\$ 100.00</u>
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TOTAL UNIFORMS/SUPPLIES/FEES:	<u>\$ 504.80</u>
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GRAND TOTAL	<u>\$ 15,098.95</u>
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Transferability of Credits

In part with keeping with Rule 49-7-144 with the Postsecondary Division of the Tennessee Higher Education Commission, Health-Tech Institute of Memphis has fully incorporated the following policy concerning transferability of credits for students entering **all** programs approved by THEC/DPSA.

Transfer of External Credits

Credits earned at Health-Tech Institute of Memphis will not transfer to another educational institution. Credits earned at another educational institution will not be accepted by Health-Tech Institute of Memphis. As a prospective student interested in enrolling at Health-Tech Institute of Memphis you should obtain confirmation that Health-Tech Institute of Memphis will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Health-Tech Institute of Memphis to determine if such institutions will accept credits earned at Health-Tech Institute of Memphis prior to executing an enrollment contract or agreement. The ability to transfer credits from Health-Tech Institute of Memphis to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Health-Tech Institute of Memphis if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer or credit policy of Health-Tech Institute of Memphis and of any other educational institutions you may in the future want to transfer the credits earned at Health-Tech Institute of Memphis before you execute and enrollment contract or agreement.

Veteran Students

The Veteran Student credit transferability policy applies to those students receiving U.S. Department of Affairs (VA) education benefits payments while attending Health-Tech Institute of Memphis. Per Title 38 Code of Federal Regulations (38 CFR), SECTION 21.4253 (d)(3); previous training and experience will be considered and granted if appropriate for veterans. Veterans must submit a copy of their DD Form 214, HTIM Transfer of Credits Form, and request that official transcripts from all previous postsecondary schools attended be forwarded to Health-Tech Institute of Memphis for review.

If the Academic Affairs department determines the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses additionally needed to fulfill the requirements of the new program.

Transfer of Internal Credits

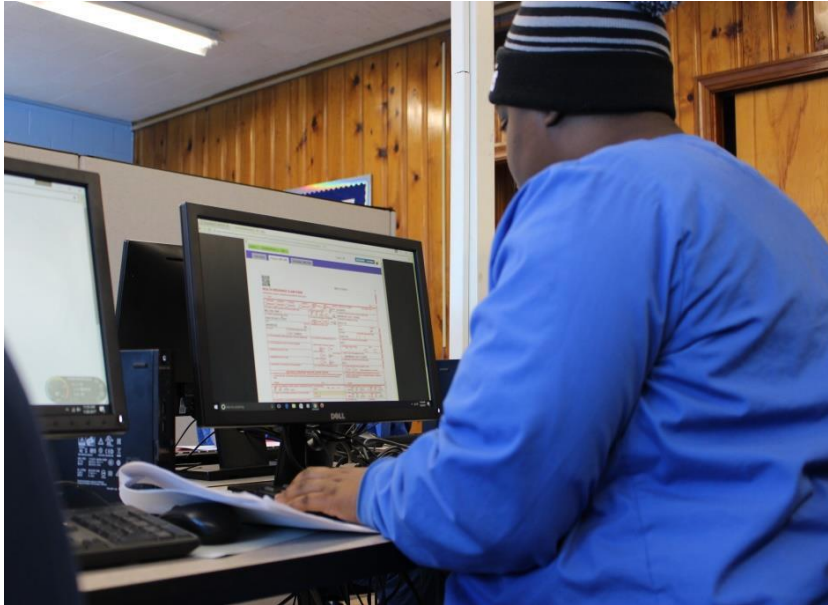
Students may apply all previous academic credits completed within a Health-Tech Institute of Memphis program to a new program provided that the following requirements are met:

- Courses within a program were completed within the previous 12 months, and a grade of “C” or better was earned.
- HESI score qualifies student for new program by meeting or exceeding program HESI score requirements;
- Student submits Transfer of Credits Form with HTIM transcript attached; and
- Student scheduled and completed Academic Counseling

If the Academic Affairs department determines the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses additionally needed to fulfill the requirements of the new program.

*The Transfer of Credits Form can be found in the Addendums and Forms section of this Catalog.

Media Resources



Health-Tech Institute of Memphis provides media resources including supplies, book, software, tablets, and other equipment for students to accommodate academic needs. HTIM is responsible for ensuring access to basic media resources for the purpose of enhancing the overall educational experience at HTIM.

Faculty, staff, and students may borrow media resources during specified school hours. Equipment access times are before and after classroom times from 8:00-10:00am; 12:00-1:00pm; and 3:00-5:00pm Monday-Thursday.

Media Resources Check In/Out Times (M-Thurs)
8:00am-10:00am
12:00pm-1:00pm
6:00pm-8:00pm

All media resources must be checked out and returned within the same business day. Equipment is prohibited from being removed from campus. HTIM assesses fines for late equipment return, abuse, damage & loss of equipment. If a student does not return media resources or pay media resource fine(s), the student's HTIM official transcript will be placed on hold until payment or return of equipment has been made. Fines may be paid by cash, check or credit card

Student-Instructor Conference

The Student-Instructor Conference is designed to assist students achieve his or her academic goals. Instructor one-on-one conferencing provides each student advocacy and support in difficult academic situations. It is required that each student participate in 1 one-on-one Student-Instructor Conference session during their matriculation.

HTIM Instructors are expected to provide feedback to students through structured conferences with specific goals. Conferences focus on suggestions and comments along with individualized goal setting on a formal level. It is important to set up these conferences in a structured way so both instructor and student make good use of their time. Instructors are required to meet with each student during their matriculation and additional conferences will depend on specific projects, deadlines, and individual student needs. Below is a list of helpful hints for

setting up student-instructor conferences.



Student success is the hallmark of our training programs. A variety of student services are provided to support students through successful matriculation.

- The instructor should look at student weekly progress report beforehand
- The Student-Instructor Form should accompany the progress report
- Comments should be specific to the work and elaborated on during the conference
- The instructor should focus on two to three items that need work and be prepared to share examples on how to improve them
- Plenty of positive feedback should be shared throughout the conference
- Time for the student to ask questions and give input should be allotted
- Student should be able to take the Student-Instructor Feedback form with them at the end of the conference to use as a reference in making revisions

The main goal of the Instructor-Student Conference is that students are given opportunities to make sure they are on the right track and make necessary improvements to their work. Using formal conferencing along with informal feedback, students are protected from failure and set up for success.

Academic Advisement and Counseling

Student Advisory is designed to assist students achieve his or her academic and personal goals. HTIM offers one-on-one advisement to all students to address academic and personal issues. Advisement provides each student advocacy and support in difficult social and academic situations. It is recommended that each student participate in 1 one-on-one Student Advisory session during their matriculation. Students should complete the Academic Advisement and Counseling Request form and submit to Academic Affairs to schedule your session.



* The Academic Advisement and Counseling request form can be found in the Addendums and Forms section of this Catalog.

Grievance Policy

The Grievance Policy of Health-Tech Institute of Memphis regarding training programs for students is as follows:

- Administration – Melanie K. Washington, 3874 Viscount Avenue Suite 1, Memphis, TN 38118 901- 310-4035
- Workforce Midsouth – Amanda Smith, 80 Monroe, Suite 300, Memphis, TN 38103, Amanda.Smith@ajcmemphis.org
- Tennessee Higher Education Commission – 312 Rosa L. Parks Avenue 9th Floor, Nashville, TN 37243-0830, 615-741-5293
- The Commission of the Council on Occupational Education—Atlanta, GA 30350, 800-917-2081

Please note: “Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.”

Students may initiate a grievance by completing the Grievance Form which is part of the Addendum. Once the grievance has been filed, it will be immediately addressed as the time frames instituted by Health-Tech Institute of Memphis including the following: 1). Immediate (within 3 business days) Administrative review of the grievance with the student(s) to resolve at the institutional level; 2). If the grievance is submitted to the authorizing agency (THEC), timely response as directed by the authorizing agency to the student complaint for resolution. As a resolution to the complaint is agreed to, the student will be made aware through contacts such as phone, email, letter, or any of notification deemed necessary to communicate the outcome to the student.

Certification Partners

HTIM Certification Partners provide national and regional business and health care certifications that align with HTIM's mission to provide educational opportunities in demand occupations with a certifiable designation.



Certified Coding Associate/Specialist



Certified Clinical Medical Assistant
Certified Patient Care Technician/Assistant
Certified Medical Billing & Coding Specialist
Certified EKG Technician
Certified Phlebotomy Technician
Certified Electronic Health Records Specialist



Microsoft Office Specialist



Certified Bookkeeper

Training Partners

HTIM Training Partners provide local work-based training and job placement in business and health care service occupations. HTIM collaborates with our Training Partners to align our educational programs to industry needs and connect trained workforce to local employers.



Patient Financial Services Department



Benefits Department



Patient Financial Services
Healthcare

Graduation Schedule

Commencement(s) are held twice a year in June (last Saturday) and December (third Saturday)

July

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Campus Security Policy

Health-Tech Institute of Memphis' Annual Campus Safety and Security Report is distributed in compliance with the Clery Act. The report can be found at www.htim.edu.

Student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the HTIM community.

HTIM's commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at a HTIM location.

Students, faculty or staff who wish to report criminal actions, should immediately contact the academic administrator or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty or staff to the local authorities for assistance and /or investigation. The HTIM School Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the President/Vice President responsible with follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty and students.

*The Accident/Incident Report Form can be found in the Addendums and Forms section of this Catalog.

**The HTIM Crime Report Policy can be found in the Addendums and Forms section of this Catalog.

**The Annual HTIM Crime Report can be found at htim.edu.

ADDENDUMS & FORMS

(Supplemental pages are an effective part of the Student Catalog as of September 1, 2020)

Student Academic Counseling & Advisory Request Form

Student Advisory is designed to assist students achieve his or her academic and personal goals. HTIM offers one-on-one advisement to all students to address academic and personal issues. Advisement provides each student advocacy and support in difficult social and academic situations. It is recommended that each student participate in 1 one-on-one Student Advisory session during their matriculation. Please complete this form and submit to Academic Affairs to schedule your session.

Name _____ Age _____
School Email _____ @htim.edu Months _____
Enrolled _____

Program

☐ Medical Assistant ☐ Other: _____

☐ Health Information Management

☐ Office Administration

☐ Patient Care Technician

1. Please tell us what times work best for you by circling the day(s) and time period(s).

Monday

Tuesday

Wednesday

Thursday

Morning

Morning

Morning

Morning

Afternoon

Afternoon

Afternoon

Afternoon

2. What is your primary mode of transportation? _____

Secondary _____ Do you ever have trouble getting to school? Yes/No

What topics would you like to discuss? Please provide a brief overview.

Grievance Form

To file a formal complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the appropriate administrator. The Grievance Policy can be reviewed on Page 62 of the Student Catalog. Students should follow the hierarchy outlined in the policy to resolve any training program activity or staff grievances during the length of training.

1. Name _____
2. Address _____
3. Telephone
Number _____
4. Email Address _____
5. Campus _____

6. Please describe the decision or circumstances causing your complaint (give specific factual details).

7. What was the date of the decision or circumstances causing your complaint? _____

8. Please explain how you have been harmed by this decision or circumstance.

9. Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and whom you communicated with regarding your concerns.

10. Please describe the outcome or remedy you seek for this complaint.

Student signature: _____

Date of filing: _____

Complainant, please note:

A grievance form that is incomplete in any material way may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint. Please keep a copy of the completed form and any supporting documentation for your records

Transfer of Credits

This form should be completed by any student requesting to transfer credits from an external institution to a Health-Tech Institute of Memphis program and/or to transfer credits completed within a Health-Tech Institute of Memphis program to a new HTIM program. All requested supporting documents must be provided and attached to be reviewed by Academic Affairs. Institutional policy pertaining to transferability of credits can be found in the student Catalog.

Student Information

Last Name	First Name	MI
		@htim.edu
Phone	Student Email	

Please check all that apply:

- | | | | |
|--|--|-------------------------------|---------------------------------------|
| <input type="checkbox"/> Prospective Student | <input type="checkbox"/> Returning Student | <input type="checkbox"/> WIOA | <input type="checkbox"/> |
| <input type="checkbox"/> Current Student | <input type="checkbox"/> Post-9/11 GI Bill | <input type="checkbox"/> SNAP | <input type="checkbox"/> Other: _____ |

Type of transfer:

Students applying for an external transfer of credits must attach their official transcript(s) and copy of course descriptions for credits to this form. Students applying for an internal transfer of credits must attach their HTIM transcript to this form and complete academic counseling.

- | | |
|---|---|
| <input type="checkbox"/> External Credit Transfer | <input type="checkbox"/> Internal Credit Transfer |
|---|---|

For office use only:

- | | |
|--|---|
| <input type="checkbox"/> External Credit Transfer | <input type="checkbox"/> Internal Credit Transfer |
| <input type="checkbox"/> Transfer of Credits form | <input type="checkbox"/> Transfer of Credits form |
| <input type="checkbox"/> Official Transcript | <input type="checkbox"/> HTIM Transcript |
| <input type="checkbox"/> Copy of Course Description(s) | <input type="checkbox"/> Academic Counseling |
| | <input type="checkbox"/> HESI _____ Score |

Accident/Incident Report Form

Date of incident: _____ Time: _____ AM/PM

Name of injured person: _____

Address: _____

Phone Number(s): _____

Date of birth: _____ Male _____ Female _____

Who was injured person?(circle one) Student HTIM Employee

Type of injury: _____

Details of incident: _____

Injury requires physician/hospital visit? Yes _____ No _____

Name of physician/hospital: _____

Address: _____

Physician/hospital phone number: _____

Signature of injured party

Date

*No medical attention was desired and/or required.

Signature of injured party

Date

Return this form to Safety Coordinator within 24 hours of incident.

3679(e) Compliance Form Addendum

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- 1. The date on which payment from VA is made to the institution.*
- 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.*

Health-Tech Institute of Memphis will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Refund Policy Addendum

Per Council on Occupational Education Policies and Rules of the Commission, HTIM refunds are made within 45 days of (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

Student Records Addendum

The Student Services department maintains all required admission documents and academic course work for all students who have enrolled at the school. Records are maintained on campus for at least five years and securely uploaded and updated weekly into our third-party servicer, FAME, INC.

Transcripts must be requested by submitting the HTIM Student Transcript form to Student Services department either by mail or in person. Transcripts will not be issued unless Transcript Request form is on file.

There is no fee for requesting your transcript, however if a hold is on the student account, a student may request an Unofficial transcript.

Reason(s) a student records may be placed on hold:

Owes a balance with Health-Tech Institute of Memphis

Intentionally damage to equipment or materials while enrolled in program

Failure to return Media Resources to campus

Until the hold is removed from the student account a student may not:

Re-enroll at the institution

Request an Official transcript

Any grievances to this policy, students should fill out the Grievance form and submit it to the President. The President will reply to the student in writing.



FOR OFFICE USE ONLY
Date of Intent to Withdraw: _____

Withdrawal Form

Student Name _____
Permanent Address _____
(Street) (City) (State) (Zip)
Phone _____
Email _____

I am requesting:

☐ LEAVE OF ABSENCE: The period of time I expect to be away is from: ____/____/____
To: ____/____/____

☐ PERMANENT WITHDRAWAL FROM HEALTH-TECH INSTITUTE OF MEMPHIS:

Reasons for Withdrawal

(Please check all that apply.)

- ☐ Financial ☐ Personal ☐ Enrolling in new Post-secondary Institution
☐ Employment ☐ Health-related Issue (pregnancy, death in family, etc.)
☐ Other (Please explain below.)

Exit Interview Comments:

Exit Interview Completed by: _____ Date: _____

Required Signatures

Student	SSN	Date
HTIM Administration		Date
HTIM Administration		Date



Mail or Email form to:
Health-Tech Institute of Memphis
3874 Viscount Ave Suite 1
Memphis, TN 38118
Phone: 901-310-4035
jwashington@htim.edu

APPLICATION FOR READMISSION

Current Name (Last, First, Middle) [Click here to enter text.](#)

Former Name (if applicable) [Click here to enter text.](#)

Telephone [Click here to enter text.](#)

Date of Birth [Click here to enter text.](#)

Address [Click here to enter text.](#)

City [Click here to enter text.](#)

State [Click here to enter text.](#)

Zip [Click here to enter text.](#)

Complete the following information:

Date you wish to enter: [Click here to enter text.](#)

Program: (please mark with an X)

☐ Medical Assistant

☐ Health Information Management

☐ Office Administration

☐ Patient Care Technician

Personal Statement: Please explain why you are seeking readmission to Health-Tech Institute of Memphis.
(should be no longer than 250 words)

Signature _____ Date _____

Health-Tech Institute of Memphis Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Safe and Drug-Free Schools and Communities Act (DFSCA): Policies, Reporting, Warnings, and Notifications

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

A copy of Health-Tech Institute of Memphis (HTIM) Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is attached. This report is distributed in compliance with the Clery Act. Also included is a copy of information relating to Health-Tech Institute of Memphis Drug and Alcohol Abuse Prevention Program. The ASR and Drug and Alcohol and Abuse Prevention programs information is available online at www.htim.edu.

Health-Tech Institute of Memphis commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Evaluating and refining security programs.
- Monitoring and following up on each crime reported at a HTIM location.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the HTIM community.

As you read the following report, comments, questions or concerns may be addressed to:

Health-Tech Institute of Memphis
Attention: Veronyca Washington, Vice President Academic Affairs
3874 Viscount Avenue Suite 1
Memphis, TN 38118

POLICIES AND PROCEDURES: CRIME REPORTING; INSTITUTIONAL RESPONSE

Students, faculty or staff who wish to report criminal actions, should immediately contact the academic administrator or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty or staff to the local authorities for assistance and /or investigation. The HTIM Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the Safety Coordinator who will follow up on the report personally or assign responsibility to

another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty and students.

Additional copies of the HTIM School Accident / Incident Report Form can be found at www.htim.edu/forms.

Annual Campus Safety and Security Report

The Safety Coordinator, serving as the campus security authority (CSA) for the school, has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at HTIM. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request.

Reportable Offenses under The Clery Act

The Clery Act requires reporting on the following offenses:

- murder;
- manslaughter (non-negligent)
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests, or persons referred for campus disciplinary action for liquor law violations;
- arrests, or persons referred for campus disciplinary action for drug-related violations;
- dating violence and stalking
- arrests, or persons referred for campus disciplinary action for weapons possession; and
- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, gender identity, national origin, religion, sexual orientation, ethnicity, or disability.]
- domestic violence

Crime Statistics Area: Campus; Public Property

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting. HTIM campus is located at 3874 Viscount Ave Suite 1, Memphis, TN 38118.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included. Our institution does not have such property in this category for which we must report.

Campus Warnings or Alerts

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on the appropriate school Website (www.htim.edu) and may also utilize campus bulletin boards and its social media Web page. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

POLICIES AND PROCEDURES: CAMPUS LAW ENFORCEMENT; CAMPUS CRIME REPORTING

Health-Tech Institute of Memphis is essentially a non-residential School, and does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes.

The HTIM School Accident / Incident Report Form (referenced above) may be requested from the Administration Office or found at www.htim.edu/forms to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As HTIM is essentially a non-residential School, and does not have a campus police force all crimes must be reported to local authorities. Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

Crime Reporting

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Daily Crime Log – Academic Affairs maintains a daily crime log, which is available for review within two days of request except in cases such as where disclosure of such information may be prohibited by law, jeopardize the confidentiality of the victim, etc.
- Crime Alerts – Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings above.)

How to Report Crimes on Campus

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member or, if appropriate, to 911. Immediately report any crimes or suspicious activity by:

- Calling (901)310-4035
- Stopping by Academic Affairs

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the school in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Call Academic Affairs when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

Safety Tips

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.

- Try not to walk or jog alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry a pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark, or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to a staff or faculty.

STUDENT AND EMPLOYEE SERVICES: PROGRAMS AND RESOURCES

Security, Personal Safety and Crime Prevention

Health-Tech Institute of Memphis provides information on personal safety and crime prevention. The Student Services office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act that became effective October 27, 2002 requires eligible institutions participating in the Title IV Federal Student Aid programs to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Sex offenders are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary school at which the offender is employed or is a student. Any such offender is also required to give notice to the appropriate State authorities of any changes in enrollment or employment status at the postsecondary school.

In the State of Tennessee information concerning registered sex offenders and predators may be obtained from:

Tennessee Bureau of Investigation Programmed Supervision Unit

Sex Offender Register Hotline: 1 (888) 837-4170

Sex Offenders Email: TBISORMGR@tn.gov

Information is also available in the United States Department of Justice national sex offender registry at <http://www.nsopw.gov/Core/Portal.aspx>

POLICIES AND PROCEDURES: SEXUAL ASSAULT PREVENTION PROGRAM

The new Campus Sexual Violence Elimination Act of 2013 (SaVE Act) requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. As part of Health-Tech Institute of Memphis's compliance with the SaVE Act requirements for prevention and awareness programs that address the specified areas above, the institution has several relevant brochures available on display in the Assessment Center. These brochures are from nationally recognized organizations and include awareness and preventive information. These brochures also include help hotlines related to these specific topics. Additionally, HTIM has a sexual assault prevention program that includes, but is not limited to the following:

- Use of a "Buddy System" when walking to parked cars at night

- Leaving the building in a group when classes are dismissed
- If an assault occurs, notify the appropriate administration personnel immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim, or offer a referral to appropriate entities that provide applicable counseling
- Change the academic schedule if victim requests
- Disciplinary actions include dismissal from the School

As part of the effort to provide an environment conducive to the school's mission, the following services relating to sexual assault are provided at HTIM. The school provides educational programs (referenced above) to enhance awareness of sexual assault and the condition that fosters this offense on school campuses. The school undertakes efforts to safeguard the rights and interest of the survivor and pursues sanctions against the perpetrator(s) of sexual assault. The school official will, upon request, arrange transportation to a hospital for treatment and evidence collection; provide notification to an off-campus support and counseling service; provide assistance in contacting the appropriate law enforcement agency as applicable.

Health-Tech Institute of Memphis does not tolerate sexual assault against females or males, whether committed by a stranger or by an acquaintance. The school attempts to protect members of the school community, including visitors, from sexual assaults and offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals.

Definitions

For the purposes of this Policy, "sexual assault" is defined as any sexual act perpetrated upon a person without their consent, where the assailant uses physical force, threat, coercion or intimidation to overpower or control the victim; where the victim fears that they or another person will be injured or otherwise harmed if they do not submit; where the victim is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given. A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, and groping. Sexual assault is classified as "rape" when vaginal, anal or oral intercourse takes place without consent. This includes penetration by a foreign object.

Sex crimes, including but not limited to sexual assaults and rapes, represent violations of criminal and civil law, and constitute serious breaches of student or employee conduct as well. All parties engaging in sexual activity must be based upon explicit consent among the parties. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

Any individual who has been sexually assaulted, including date or acquaintance rape, is

strongly encouraged to report the incident to the local police (if off-campus), school officials described below, faculty or staff members as well as any civil authorities that an individual deems appropriate. Staff members are trained to assist and support victims in notifying appropriate law enforcement authorities regarding such crimes, if requested by the victim.

Suggestions to Reduce Risk:

- There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other. Don't split up. Have a preplanned signal to let your friend know that you want to leave or need help.
- Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.
- No substance abuse.
- Know your limits. It's never too late to say "no." Don't be embarrassed or ashamed to say "no" or ask someone to stop. It is your body.
- Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
- Believe in yourself. Know your rights. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You are in charge of your body and you can say "NO".
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

Response to Reports of Sexual Assault

The school is committed to creating an environment that both promotes and assists in prompt reporting of sexual assault, and to providing compassionate support services for survivors. Students who are the victims of campus-related sexual assault are entitled to certain rights. These rights include, but are not limited to, the following:

- The survivor has the right to have their claims treated seriously and to be treated with dignity.
- The survivor has the right to be informed of their options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because the school recognizes that a sexual assault is more than an assault on an individual's body but is also an attack on the individual's dignity and sense of self, the school is committed to ensuring that the decision to take action against the accused rests solely with the survivor. There may be circumstances, however, depending upon the status of the alleged assailant and the seriousness of the offense, in which the school must take action to protect the survivor or the campus community. Federal law requires that the school provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.
- The survivor has the right to be free from undue coercion of any kind from the school's personnel. Such coercion includes but is not limited to pressuring the survivor to report,

not to report, or to under report a sexual assault; suggesting that the survivor somehow contributed to or assumed the risk of being sexually assaulted; or suggesting that the survivor or the school would incur unwanted publicity or humiliation by reporting the sexual assault.

- Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Vice President of Academic Affairs.

If you are Sexually Assaulted

- Get to a safe place.
- Call the police as soon as it is safe to do so by dialing 9-1-1.

Reporting the Assault

Students who believe that they are victims of a sexual assault should contact at least one of the following school officials.

- Vice President of Academic Affairs
- School Owner

School faculty, staff members or campus visitors who believe they are victims of a sexual assault should contact at least one of the following school officials:

- Human Resources
- School Owner

Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash, use the toilet, or change clothing, if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink, or brush one's teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, provide appropriate medical treatment, and collect important evidence in the event legal action is taken.

In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. An accused perpetrator of sexual assault, if determined to be responsible of the accused sexual assault, may be dismissed from Health-Tech Institute of Memphis immediately.

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Memphis Sexual Assault Resource Center is a primary place where individuals may seek assistance in complete confidentiality.

Important Phone Numbers

Memphis Sexual Assault Resource Center*- 901-272-2020, 8:30 am- 5:00 pm

Or you may choose to consult a private physician or go to an emergency department of your choice. However, emergency departments are required to report aggravated assaults

**Provides rape crisis counseling and follow-up services for victims of sexual assault*

STUDENT AND EMPLOYEE SERVICES: CAMPUS SECURITY; PERSONAL SAFETY; CRIME PREVENTION

The Student Services office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

POLICIES AND PROCEDURES: EMERGENCY RESPONSE; EVACUATION

Health-Tech Institute of Memphis has in place at each campus facility a campus response protocol. In an emergency or a dangerous situation, upon confirmation with the Dean of Business, or designee, of the need for mass notification, the Dean of Business, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc.

Emergency Notifications

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, HTIM may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voice mail and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on the appropriate school Website (www.htim.edu) and bulletin boards. The Dean of Business, or designee, will simultaneously use the local means at his/her disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

This emergency notification requirement does not replace the timely warning requirement described earlier. They differ in that the timely warning applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed.

Members of the community at large who are interested in receiving updates during an

emergency can call the (901)310-4035 or visit the website at www.htim.edu.

Training, exercises and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

Emergency Information

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

***** In case of emergency - dial 911*****

Student Emergency Responses

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel's (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Do not use the elevators.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation

- A non-fire evacuation will be initiated by campus CRT.
- Follow CRT instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

Shelter in place

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
 2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
- Follow staff and faculty instructions.
 - Assist people with disabilities if possible
 - If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
 - Close windows and doors – do not lock doors.
 - Remain in shelter until an all clear is given.

Emergency Information

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

Staff and Faculty Emergency Responses

***** In case of emergency: dial 911 *****

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

Emergency Evacuation for a Fire Incident

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

The objective of a fire emergency evacuation is to safely evacuate all building occupants to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.

- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Emergency Evacuation for Bomb Threat or Other Non-Fire Situation

Non-fire emergency evacuation is initiated with any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective of non-fire emergency evacuation is to move all campus occupants to a remote, predefined and controlled location.

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

Note: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. *By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

*locking doors should not eliminate immediate egress possibilities from the facility.

The objective of an emergency lockdown is to create as many physical layers of separation between you and the potential aggression.

Staff Response:

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

The objective of an external lockdown is to create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

Staff Response:

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.

5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

Shelter in Place

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
 2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.
- Seek immediate shelter away from doors and windows and remain there during an emergency

Staff Response:

1. All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols

HTIM Crime Statistics

Health-Tech Institute of Memphis (HTIM) Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) is distributed annually in compliance with the Clery Act. The HTIM campus and community have not experienced criminal acts on campus, to public property, and/or non campus buildings or property as of October 1, 2018. The current ASR is attached.

PROGRAMS: DRUG AND ALCOHOL ABUSE PREVENTION

Health-Tech Institute of Memphis publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. Below are the details related to this topic.

Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher

education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug-Free Schools and Communities Act. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Standards of Conduct

The School community must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by HTIM. If an individual associated with the School is apprehended for violating any drug-or alcohol-related law when on School property, or participating in a School activity, the School will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the School and the state laws will be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the School.

Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As one can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

Federal Financial Aid Penalties for Drug Violations

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," the School will send a worksheet in the mail to determine if your conviction affects your eligibility for aid or student may complete the worksheet by obtaining it from the Financial Aid office. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

Penalties for Drug Convictions

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Possession of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

Sale of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

Some other potential federal penalties and sanctions applicable to drug-related offenses include:

21 U.S.C. 844

1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5, or both.

Provisions relating to increased penalties in cases of certain serious crack possession offenses, making offenders subject to fines under Title 18 or imprisonment to terms not less than 5 years and no more than 20 years, or both.

Possession of flunitrazepam shall be imprisoned for not more than 3 years, shall be fined as otherwise provided in this section, or both after mixture or substance exceeds 1 gram.

21 U. S. C. 844a

Civil fine up to \$10,000

21 U. S. C. 847 Additional Penalties

Any penalty imposed for violation of this subchapter shall be in addition to, and not in lieu of, any civil or administrative penalty or sanction authorized by law.

21 U. S. C. 854 Investment of illicit drug profits

Whoever violates this section shall be fined no more than \$50,000 or imprisoned not more than 10 years, or both.

21 U. S. C. 862

a. Drug Traffickers - Denial of Federal benefits, such as student loans, grants, contracts, and

professional and commercial licenses, up to 5 years for the first offense, up to 10 years for second and permanently ineligible for subsequent offenses.

b. Drug Possessors – 1st offense is up to 1 year and 2nd and subsequent offenses are up to 5 years.

c. Suspension of period of ineligibility (A) (B) (C).

21 U. S. C. 862a

Denial of assistance and benefits for certain drug related convictions, i.e., state program funded under the Social Security Act or food stamp program or state program under the Food Stamp Act.

More information about federal penalties and sanctions for unlawful possession, use, sale, and/or distribution of controlled substances is located at <http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

How to Regain Federal Student Aid Eligibility

1. A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon having a conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale of illegal drugs or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
2. A student may also regain eligibility upon successful completion of a qualified drug rehabilitation program that must:
 - Include the student passing at least two unannounced drug tests;AND
 - Have received or is qualified to receive funds directly or indirectly under a federal, state or local government program, or
 - Be administered by a federal, state, or local government agency or court, or
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company, or
 - Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.
3. A student may further regain eligibility upon successful completion of two unannounced drug tests which are part of an approved rehab program (the student does not need to complete the rest of the program).

The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the School is not required to confirm the reported information unless conflicting information is determined.

Convictions during Enrollment

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify HTIM immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

Drug and Alcohol Counseling

Available to all students is the Memphis Public Library Information Center LINC 2-1-1 Helpline. Students can call 211 to receive referrals to local resources and support for individuals who need drug and alcohol counseling.

Institutional Sanctions for Alcohol and Drug Violations

Any member of the School community found consuming or selling drugs on School property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the School.
- In all cases, the School will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The School has adopted a zero-tolerance policy regarding underage drinking.
- Successful completion of an appropriate rehabilitation program by an individual confirmed to have been in violation of alcohol or drug policies and/or laws who has since sought admission or readmission to the school will be considered on a case-by-case basis.

Biennial Review of the Drug and Alcohol Abuse Prevention Program

Schools are required to conduct a biennial review of their drug and alcohol abuse prevention program. This review must include a determination of the number of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities and the number and type of sanctions imposed by the institution as a result of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities.

The term “campus” is defined in the same manner as it is defined for campus safety reporting purposes. That is, the term campus encompasses any building or property owned or controlled by the school within a reasonably contiguous geographic area used in direct support of the school's educational purposes or used by students and supporting institutional purposes.

The effectiveness of HTIM's prevention program is, in part, also measured by tracking the number of drug and alcohol-related

- disciplinary actions,
- treatment referrals, and
- incidents recorded by campus officials.

Additionally, to assist in the determination of the effectiveness of HTIM's prevention program, the school considers, if and when the school is made aware, the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse. The school also conducts a survey to ascertain student, faculty, and employee attitudes and perceptions about whether there is a drug and alcohol problem on campus.

With the results gathered from the various points of information described above, the school writes its report giving the results of the biennial review and its determination of whether the program is being

effective or must be modified. The school keeps the biennial review on file in case of a possible audit. Schools are not required to send their review to the U.S. Department of Education unless requested to do so. HTIM conducts its biennial review every other year (even). The report from the review and documents related to it are retained for three years after the fiscal year in which the report was created.

COMPLIANCE WITH EQUAL OPPORTUNITY LAWS
EQUAL OPPORTUNITY EMPLOYER
WE DO BUSINESS IN ACCORDANCE WITH THE TENNESSEE FAIR EMPLOYMENT
PRACTICES LAW

IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, HANDICAP, OR NATIONAL ORIGIN IN RECRUITMENT PRACTICES, TRAINING PROGRAMS, HIRING POLICIES, DISCHARGES, PROMOTIONS, OR ANY CONDITIONS, TERMS, OR PRIVILEGES OF EMPLOYMENT

An aggrieved person may file a complaint of employment discrimination with the Tennessee Human Rights Commission at the following locations:

US Department of Labor
Director
Civil Rights Center
US Department of Labor
200 Constitution Avenue, NW
Room-N4123
Washington, DC 20210

Tennessee Department of Labor
Director, EEO
Tennessee Department of Labor
Andrew Johnson Tower, 8th Floor
710 James Robertson Parkway
Nashville, TN 37243-0655
(615) 253-1331
TDD (615) 532-2879

Workforce Midsouth – WIN LWIA

EO Officer
80 Monroe Suite 300
Memphis, TN 38103
(901) 576-6812

Health-Tech Institute of Memphis
Jennyfer N. Washington
EO Officer
3874 Viscount Ave
Suite 1
Memphis, TN 38118



Mardis Competitive Scholarship Waiver

The Mardis Competitive Scholarship Waiver is funded by Health-Tech Institute of Memphis and is a tuition only scholarship. Books, supplies, & fees are not covered by the scholarship and the amounts vary depending on student need and qualifications.

Scholarship and waiver funds are coordinated by the Department of Financial Aid to attract high-ability students, to add to the diversity of the student population, and to remove financial barriers to maintain access for all qualified students.

Students may receive this waiver at the discretion of the Institution and in compliance with institutional authorizing bodies. Scholarship and waiver awards may be reduced or canceled if it is determined that the student is over-awarded or over budget. The Mardis Competitive Scholarship waiver is applied to student's account ledger after all external funding (Pell Grant, TSAC, Direct Loans, tuition and fee waivers, fellowship and assistantships, VA educational benefits, employer tuition reimbursement, external scholarships, other grants, etc.) is applied to the student Financial Aid Package and student still has a financial need for tuition.

Eligibility Requirements:

- Student must meet all institutional enrollment requirements including passing enrollment assessment
- Student must have financial need. Financial need is defined as cost of attendance minus expected family contribution
- Student financial aid cannot exceed cost of attendance