

August - 1981

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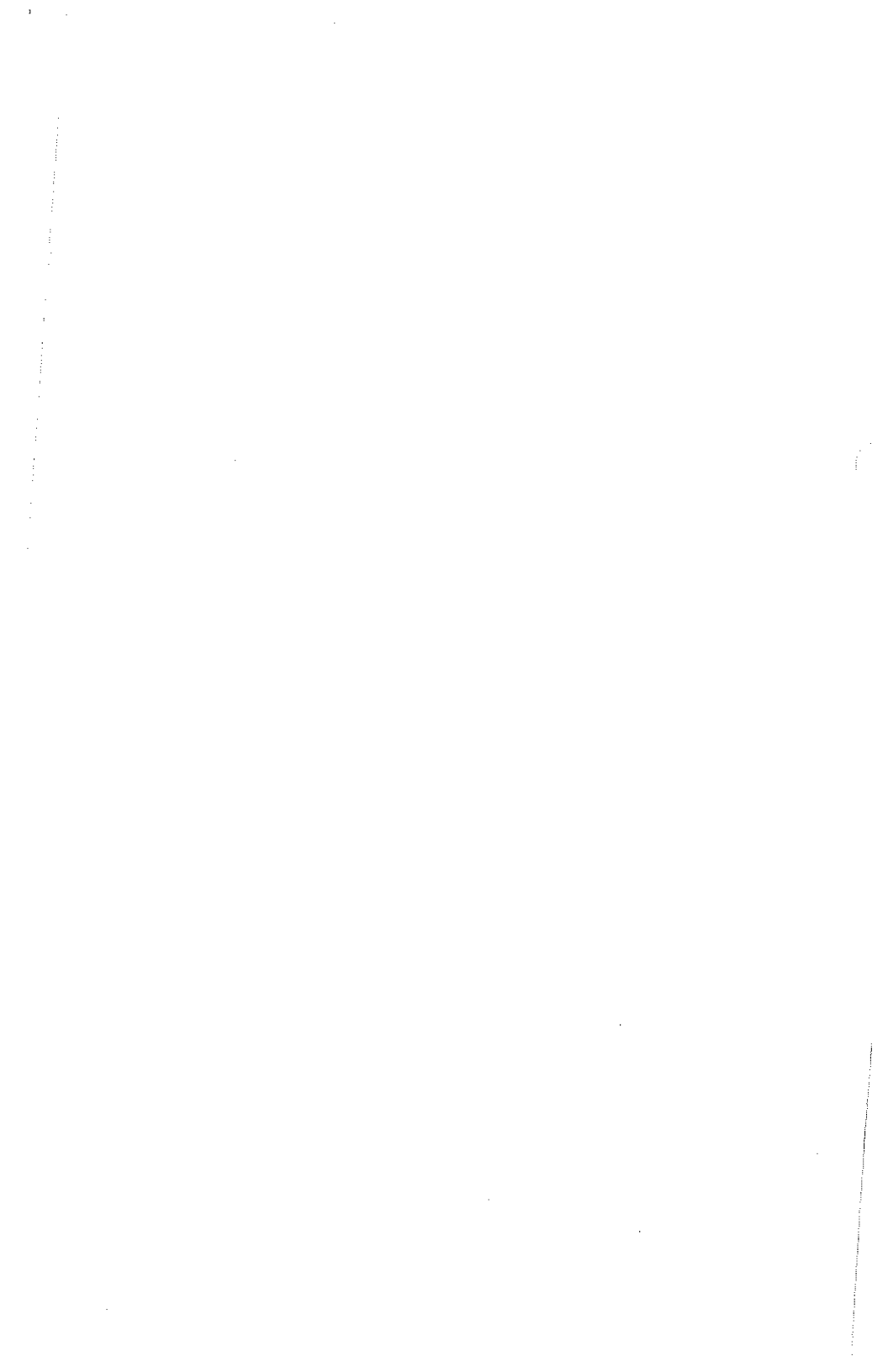


**NATIONAL SCHOOL  
OF HEALTH TECHNOLOGY, INC.  
OF FLORIDA**

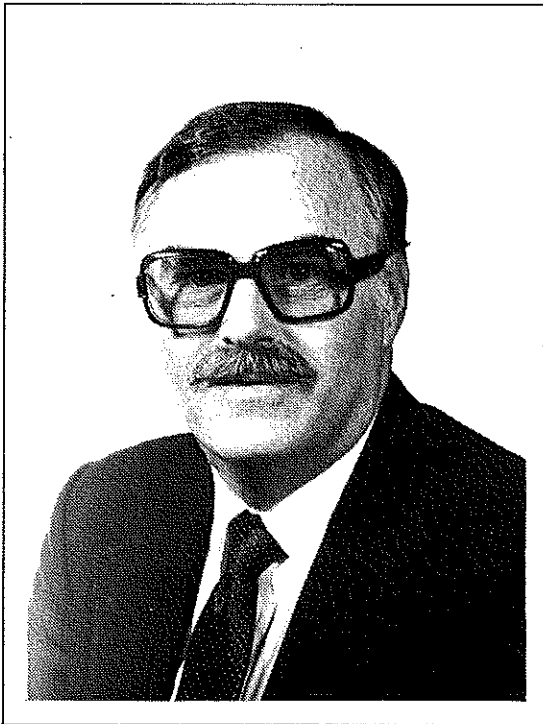
**Martin Knobel, B.Ed., M.S.  
Director**

**WASHINGTON SAVINGS BUILDING  
633 N.E. 167th STREET, SUITE 1024  
NORTH MIAMI BEACH, FL. 33162  
(305) 651-1515**

**Volume III  
August, 1981**



NATIONAL SCHOOL  
OF HEALTH TECHNOLOGY, INC.  
OF FLORIDA



**Martin Knobel, B.Ed., M.S.**  
**Director/President**

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## **INSTITUTIONAL PHILOSOPHY**

The purpose of the School is to provide quality education to students seeking careers in health care.

In an effort to fill critical needs of the health professions for trained personnel, and to provide meaningful and fulfilling careers to capable individuals, the School maintains the highest level of professional dedication.

The School is constantly updating its equipment, curricula and facilities, recognizing our obligation to the students and the professions they serve. The National School of Health Technology continues to provide quality training for health paraprofessionals.

## **DIRECTOR**

Martin Knobel has the distinction of being one of the few vocational-technical school directors to have over 20 years of experience as an educator. He holds a Bachelor of Education degree from the University of Miami, and a Master of Science in Administration and Supervision from Barry College. He holds a Rank II Teaching Certificate from the State of Florida in Administration and Supervision-Junior College.

He is President of the National Association of Health Career Schools, 1980-81, 1981-82; Treasurer of the Florida Association of Private Schools, 1980-81, 1981-82; and is a Commissioner to the Accrediting Bureau of Health Education Schools, 1981-84.

Mr. Knobel is dedicated and committed to quality education and is involved in this commitment on the county, state and national levels. His personal philosophy is that education embodies every significant factor in a person's development of personality, self-sufficiency and social awareness.

## **APPROVALS AND MEMBERSHIPS**

All courses shown in this catalog have been approved by the Florida State Board of Independent Post-Secondary Vocational, Technical, Trade and Business Schools. The School is licensed by this board and holds license number 255.

The Medical Assistant program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

The School is affiliated with Southeastern Medical Center, North Miami Beach, Florida.

National School holds membership in the following organizations:

Florida Association of Private Schools (FAPS)

National Association of Health Career Schools (NAHCS)

National Association of Student Financial Aide Administrators (NASFAA)

Region IV Coordinating Council of Proprietary Colleges and Schools

## **DESCRIPTION OF FACILITIES AND EQUIPMENT**

Located at 633 N.E. 167th Street, in the Washington Savings Building, the facility has been designed as a para-health training center. The 12-story modern building is air-conditioned, carpeted and well-lit.

The facility consists of classrooms, medical laboratories, student lounge and School offices, all located on the 10th floor. Parking is readily available in a well-lit, two-level parking area adjacent to the building.

A fully equipped Medical Assistant learning laboratory is maintained containing equipment commonly found in a medical office, such as EKG machines, microscopes, examining table, blood cell counters, various equipment for blood and urinalysis, stethoscopes and blood pressure cuffs. In addition, the School has X-ray demonstration equipment, Bio-dynamics unimeters, and an Accu-Stat blood chemistry analyzer.

## **ADMISSIONS REQUIREMENTS AND PROCEDURES**

Applicants will be interviewed by an Admissions Representative and the entire program will be discussed. If the student is acceptable, he or she will be given an application to complete. This application will be reviewed by the Director and the student will be notified as to his decision within seven days. If rejected, the applicant will be notified immediately and any fees paid with the application will be refunded.

Prior medical training in high school or college is not necessary as the courses are designed to provide quality training regardless of previous educational experience.

The applicant for the Medical Assistant and Medical Receptionist course must pass an entrance examination and have a high school diploma or high school equivalency diploma before starting class. Students who are beyond the age of compulsory school attendance and who have the ability to benefit from the training offered may be admitted after passing the entrance examination.

Medical Receptionist students must be able to type 25 words per minute.

Applicants for the Nurse's Aide course are not required to have a high school diploma.

All students are required to submit a current health certificate.

No person shall be excluded from participation in National School or be subjected to any form of discrimination because of race, color, sex, handicap or national origin.

## **CLASS STARTING DATES**

Medical Assistant day division classes begin on or about the first week in January, March, May, July, September and November. Evening division classes start at approximately six-week intervals.

Medical Receptionist day classes begin at 12 week intervals. Evening classes begin at 20 week intervals.

Nurse's Aide classes begin every six weeks for the day program and every 12 weeks for the evening program.

Exact class starting dates are announced in advance.

## **SCHOOL AWARDS**

### **FLORIDA ASSOCIATION OF PRIVATE SCHOOLS (F.A.P.S.)**

National School of Health Technology has won the Community Service Award for the State of Florida.

### **AMERICAN MEDICAL TECHNOLOGISTS**

National School of Health Technology, for the second consecutive year, won the award from the American Medical Technologists for "Promoting Interest in Certification and Professional Advancement".

### **MT. SINAI BLOOD BANK BANQUET**

National School of Health Technology was honored at the Mt. Sinai Blood Drive Banquet as being one of the major contributors in Dade County. The School has been honored consecutively for 1980 and 1981.

## **STUDENT SERVICES**

The National School of Health Technology maintains a placement service for its graduates. While every effort is made to secure positions for our graduates, we are not permitted by law to guarantee employment.

Students may avail themselves of school counseling services at any time. Tutoring is available during school hours through instructors.

Student records are maintained for a minimum of five years. Students may examine their records at any time.

Each student is covered with \$1,000,000 of professional liability insurance at no extra charge.

Cardiopulmonary-Resuscitation (CPR) classes are held regularly at the School.

Financial Aid is available to eligible Medical Assistant students in the form of Basic Educational Opportunity Grants (Pell Grants) Supplemental Educational Opportunity Grants (SEOG) and National Direct Student Loans (NDSL). Applications are available in the School office. Non-federal interest bearing loans are available to qualified students.

A Student Council is sponsored by the School and is composed of representatives of Day and Evening students. The Council raises money for students, plans activities and maintains a loan fund for students who need small amounts of money on a temporary basis.

Refresher courses are available at no charge to graduates.

A library of professional books is available for student use.

## **GRADING SYSTEM**

A	95-100	Outstanding
B	85-94	Above Average
C	75-84	Satisfactory
D	70-74	Acceptable but below average
F	Below 70	Unacceptable

## **CHANGES IN PROGRAMS, TUITION CHARGES, FACULTY**

The School reserves the right to teach subject areas in any order it deems necessary; to add to or delete from certain courses, programs, or areas of study as circumstances may require; and to make faculty changes. Training changes shall not involve additional cost to currently enrolled students.

## **CLASS SIZE**

Maximum class size is 18 students for laboratory and 30 students for lecture.

## **SCHOOL HOLIDAYS**

New Year's Day - Martin Luther King Day - Washington's Birthday - Good Friday - Memorial Day - Independence Day - Labor Day - Thanksgiving Weekend - Christmas Vacation. The mid-summer one week vacation is normally the first week of July. The Christmas vacation dates are announced. Additional holidays may be declared by the Director, when warranted.



## ACADEMIC REGULATIONS

Students are expected to maintain the standards of the School in academic, professional and personal achievement.

Any student found cheating in any capacity will receive an immediate "zero" for that subject and will be suspended.

A student who is in academic difficulty may be placed on academic probation. A student on academic probation will be placed on a trial period during which his/her ability to achieve the academic standards of the School will be determined. Probationary status will be reviewed in no later than 30 days. A 30-day extension may be granted by the Director at his discretion.

### CONDITIONS OF PROBATION AND SATISFACTORY PROGRESS:

**Academic Difficulty** Any student who exhibits below average or failing grades in a marking period is required to meet with his or her instructor for individual evaluation and plan for assistance. Incomplete work must be made up by the student.

**Satisfactory Progress** A student who shows significant progress during a probationary period, but does not maintain a 70% average, may repeat the block, if in the judgment of the Director the student would benefit from repeating. There is no additional charge for repeating a block except for Laboratory (Block L) where the student is required to pay an additional fee of \$100. Past experience with students who have repeated blocks has shown positive results. Recipients of Title IV funds must maintain Satisfactory Progress in order to receive Title IV funds.

**Academic Failure** Any student who consistently exhibits below average or failing grades and fails to improve during the probationary period will be considered in academic failure and subject to termination.

## GRADUATION REQUIREMENTS

1. The satisfactory completion of all prescribed subjects of instruction with a cumulative grade average of 70 or better.
2. Satisfaction of all financial obligations to the School.

Any student failing to meet above requirements will not participate in graduation exercises.

Upon successful completion of any courses offered at National School of Health Technology, the student will be awarded a diploma.

## HOURS OF OPERATION

The School office is open from 8:00 A.M. to 8:00 P.M., Monday, Tuesday and Wednesday and from 8:00 A.M. to 5:00 P.M., Thursday and Friday. Classes are in session from 8:00 A.M. through 11:00 P.M., according to course and time selection.

## CREDIT FOR PREVIOUS TRAINING

Credit for previous training will be granted by the Director upon receipt of official transcript from a properly approved training facility. The amount of credit received will be determined by the Director and any adjustments necessary in the student's program will be made promptly.

## REFUND POLICY

All monies paid by an applicant will be refunded if requested in writing within three business days after signing an enrollment agreement and making an initial payment.

1. Each student is accepted with the understanding that he or she has registered for an entire program of study. If a student is not accepted, all advance monies shall be refunded.
2. If student is accepted and then withdraws from the course for any reason, before the class convenes, all monies shall be refunded, except as prescribed by school policy and in no case shall more than \$100.00 be retained by the School.
3. If the student terminates training within the first week of the course, the School may retain the sum of 10% of the tuition for the course plus \$100.00, but in no event more than \$300.00.
4. If the student terminates training after one week but within the first 25% of his course, the school may retain the sum of 25% of the tuition for the course plus \$100.00.
5. If the student terminates training after completing over 25% but before completing 50% of the course, the school may retain the sum of 50% of the tuition for the course plus \$100.00.
6. If the student completes 50% or more of the course, the student shall not receive any refund, as a matter of right and is obligated for the full tuition.
7. Enrollment fee, book fee and laboratory fee are non-refundable.

## **WITHDRAWAL AND TERMINATION**

The student shall have the right to withdraw from the School at any time at his/her option by giving notice of his/her intention to terminate enrollment to the School office. Should the student be under 18 years of age, his/her notification must be accompanied by a letter from his/her Parent or Guardian consenting to the withdrawal.

The School reserves the right to discontinue the enrollment of any student whose study, attendance or conduct is for any reason unsatisfactory. Any student who is absent for a period of one week without notification and good cause may be subject to termination at the Director's discretion.

In the case of a student's prolonged illness, accident, death in the family, or other circumstances that make it impractical for him/her to complete the course, the School shall make a settlement which is reasonable and fair to both. Leaves of Absence may be granted to the student at the Director's discretion.

# COOPERATING DOCTORS AND MEDICAL INSTITUTIONS

The following is a listing of doctors and institutions who have cooperated in our internship program and/or who have employed our graduates:

## DOCTORS

Eric Albin, M.D.  
Donald Applebaum, M.D.  
Jeremiah Ben-Zvi, M.D.  
Charles Binder, M.D.  
Herman Boughton, M.D.  
Allan Capson, M.D.  
Arnold Carter, M.D.  
Alvin Cohen, M.D.  
Murray Cohen, M.D.  
H. E. Coleman, M.D.  
Cesar Conde, M.D.  
Morton Connors, M.D.  
Harvey Cooper, DPM  
Burton Danoff, M.D.  
Harold Deutsch, M.D.  
Maurice Edleman, M.D.  
Ronald Eisenberg, D.O.  
Lawrence Eisman, M.D.  
Harold Elder, D.C.  
Lewis Elias, M.D.  
Burton Feinerman, M.D.  
Franklin Fiedelholz, M.D.  
Joseph Fishman, M.D.  
Ralph Frankel, M.D.  
Abraham Friedman, M.D.  
Gilbert Friedman, M.D.  
Anne Garami, M.D.  
Peter Galeb, M.D.  
Thomas Garvin, M.D.  
Jeanette Geider, M.D.  
Charles Gilpen, M.D.  
Moises Goldsmidt, M.D.  
Daniel Hammond, M.D.  
Morton Halpern, M.D.  
Joseph Harris, M.D.  
Arthur Haspel, DPM  
Ella Hediger, M.D.  
Jeffrey Holberg, DPM  
Elias M. Herschman, M.D.  
Arlene Huysman, Ph.D.  
Jerome Jacobs, M.D.  
Stanley Johnson, M.D.  
Todd Kim, M.D.  
Steven Kleinman, M.D.  
Joel Kreps, M.D.  
Solomon Lerer, M.D.  
Walter Lang, M.D.  
Jeff Lebow, D.O.  
Maurice Lebowitz, M.D.  
Burton Levin, M.D.  
Ira Lien, M.D.  
Donald Lipp, DPM  
John Lister, M.D.  
Maurice Listopad, D.O.  
Arthur Lodato, D.O.  
Rolando Lopez, M.D.  
Zevart Manoyian, M.D.  
Martin Matz, M.D.  
James McCready, Jr., M.D.  
Marvin Meitus, M.D.  
Bruce Merer, M.D.  
Herbert Messinger, D.C.  
Stanley Mitchell, M.D.  
Richard Meyers, M.D.  
Jerome Moskowitz, M.D.  
Albert Narcis, M.D.  
Staffan Nordquist, M.D.  
Howard Novell, M.D.  
Jules Oaklander, D.O.  
Kenneth Osborne, D.C.  
David Ornstein, M.D.  
Frank Pearl, M.D.  
Harold Reed, M.D.  
Phillip Richardson, M.D.  
Olga Romani, M.D.  
Armando Rork, M.D.  
Albert Rossman, D.O.  
Carol Rothman, M.D.  
Moises Rub, M.D.  
Peter Rubelman, D.D.S.  
Thomas G. Sammartino, M.D.  
George Safirstein, M.D.  
M. Murray Schechter, M.D.  
William M. Schmidt I, M.D.  
Donald Schwartz, M.D.  
Charles Schwarz, M.D.  
Barry Seinfeld, M.D.  
Craig Semer, DPM  
Harry Sendzischew, M.D.  
Bertram Shapiro, D.O.  
Alvin Shapiro, D.O.  
Sylvan Shortz, M.D.  
Frederick Shuster, M.D.  
Jeffrey Siegel, M.D.  
Warren Siegel, M.D.  
Wayne Siegal, M.D.  
Bernard Stern, M.D.  
Lawrence Stillman, D.O.  
Myles Starkman, D.C.  
Leon Suissa, M.D.  
Steven Tarkin, M.D.  
L. A. Toto, M.D.  
Marvin Wellen, M.D.  
Harold Williams, M.D.

## HOSPITALS

Biscayne Medical Center  
Cedars of Lebanon  
City Hospital  
Dade County Health Department  
Dodge Memorial Hospital  
Hollywood Medical Center  
Hollywood Memorial Hospital  
International Hospital  
King Memorial Hospital  
Larken General Hospital  
Mount Sinai Medical Center  
North Dade Hospital  
North Miami General Hospital  
Parkway General Hospital  
St. Frances Hospital  
Southeastern Medical Center

## CLINICS

American Health Plan  
Aventura Medical Center  
Brookwood Labs  
Dade Dialysis Center  
Doctors Medical Center  
Family Health Center  
Fisher Medical Center  
Group Health, Inc.  
Health Testing Center  
Human Resource Center  
Interama Medical Center  
International Medical Center  
Ladies (SHE) Center  
Ladies First  
Lake Worth Medical Center  
Medi-Test  
Medical Testing Lab  
Normandy Medical Center  
North American Biological Laboratory  
North Dade Medical Clinic  
North Miami Clinic  
Nutri-System Medical Center  
Planned Parenthood  
Roney Plaza Medical Center  
Services and Opportunities for Seniors (SOS)  
Siegal Medical Group  
South Broward Cardiac Rehabilitation Center  
South Miami Beach Diagnostic Center

## GROUP PRACTICES

Abel, Herskowitz, Fischer, M.D.  
Blum, Bradley, Scheib, Donshik, M.D.  
Burstiner, Kane, Rosenthal, M.D.  
Caplan and Fink, M.D.  
Cement and Rothbart, M.D.  
Chayken, Grapin, Levy, Zuehlke, M.D.  
Ecoff and Hand, M.D.  
Evans, Trope, Duque, Kutner, Jonas, M.D.  
Gelman and Beacher, M.D.  
Goldsmith and Taylor, M.D.  
Haimes, Jackson and Sherman, M.D.  
Julien and Shatz, M.D.  
Kimmel, King, Levine, Nathan, M.D.  
Laszlo and Rosenthal, M.D.  
Lewis and Mitchell, M.D.  
Logun and Martinez, M.D.  
Manulkin and Roth, M.D.  
Neber, Nixon, Blaustein, Ratzan, M.D.  
Seider and Stevens, M.D.  
Simpson and Velez, M.D.  
Sugarbaker, Roseman and Weingrad, M.D.

## BOARD OF ADVISORS

**MIRIAM AUSTIN, M.L.T.**

*Florida College of Medical Technology  
National Vice President of Registered  
Medical Assistants*

**CHARLES BARTON, M.D.**

*Mehary Medical School  
Albert Einstein College of Medicine  
Down State Medical Center  
Harvard Medical School*

**ALICIA BELLINOTTI, R.N., B.S., M.S.**

*St. Francis Hospital, New Castle  
Florida International University B.S.  
Health Service  
Florida International University M.S.  
Management Science*

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Faculty, University of Miami School  
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Philadelphia College of Osteopathic  
Medicine*

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*Physicians Assistant and Technician  
School  
Treasurer, American Association of  
Medical Assistants, Dade County*

**GEORGE SAFIRSTEIN, M.D.**

*University of Javeriana  
Mayo Clinic  
Chief Resident, Mt. Sinai Medical  
Center 1968*

**JEAN SNAY, M.L.T., C.R.T., E.M.T.**

*Florida College of Medical Technology  
Miami Dade Community College*

**BERNARD STERN, M.D.**

*University of Michigan  
Wayne State  
Wayne State School of Medicine  
Detroit Medical Center*

## MEDICAL ASSISTANT CAREER DESCRIPTION

The Medical Assistant course is a modern course of training providing the requirements to today's physician. The Medical Assistant receives a broadbased background in the fundamental practice of medicine. He/she is taught the systems of the human body, and how they work; the nervous, skeletal, circulatory, and respiratory system. Various subjects in theory are studied, and learning is acquired by demonstration and practice.

As the student progresses in the course, he/she learns how to prepare patients for various types of examinations and treatments, how to administer electrocardiograms, operate physiotherapy equipment, obtain and analyze blood and urine samples. Training in medical ethics and professional behavior, and etiquette, as well as basic office procedures are given in the course as required elements of the course.

Students attend classes in a specially designed classroom which offers modern equipment. Classes are limited in size to assure each student maximum personal attention. Pleasant companionship is enjoyed by students who share the same interest and purpose.

Today the physician depends more and more on the Medical Assistant, as a valued adjunct between himself and his patients, to help in many clinical situations, with a great variety of technical detail. The Medical Assistant's role as public relations agent between the physician and patient is invaluable and well recognized.

The Medical Assistant is the doctor's right hand. He/she is prepared and capable of performing a wide variety of duties. He/she has full comprehension, and the ability to follow the doctor's instructions accurately.

He/she develops take-charge proficiency in the office and learns patient-relations, including all office procedures before and after the appointment.

Medical care and its accelerated growth recognizes the need for Medical Assistants. Qualified Medical Assistants find no difficulty in pursuing a career in medical offices, hospitals or clinics. A career as a Medical Assistant offers a dignified and challenging position, security and interesting work. It provides an income with prestige, and the knowledge of a meaningful contribution to the welfare and health of the public.

# MEDICAL ASSISTANT CURRICULUM

## BLOCK A – ANATOMY

A comprehensive study of the human body, the structures and functions, endocrine, skeletal, muscular, nervous, digestive, respiratory, cardiovascular, sensory, urinary, male and female reproductive systems. A study of electrocardiography, first aid and Cardiopulmonary Resuscitation (CPR) and related terminology.

Number	Subject	Clock Hours
100	<b>ORIENTATION</b> A discussion of school policies; and overview of the profession of Medical Assisting; tour of the school, introduction of teachers and student council representatives.	5
105	<b>THE BODY AS A WHOLE</b> A general overview of the body, including the cells, tissues, membranes, glands, body water, systems homeostasis.	5
110	<b>THE SKELETAL SYSTEM</b> A study of the types of bones, bone markings, bone structure, ossification, articulation, axial skeleton, appendicular skeleton, and bone diseases.	15
115	<b>THE MUSCULAR SYSTEM</b> A study of muscle fiber, muscle contraction, stretching, motor summation. The names of muscles. Diseases of the muscles and related disorders.	15
120	<b>THE CARDIOVASCULAR SYSTEM</b> A study of the heart and blood vessels including blood pressure, blood flow, circulation and the lymphatic system, cardiovascular and lymphatic diseases.	20
125	<b>ELECTROCARDIOGRAPHY</b> Preparation of the patient, familiarity and care of the equipment; tracings and markings. Artifacts, recognition of abnormalities, editing and mounting of the tracing. Stress tests, Holter monitoring and pacemaker checking.	40



## BLOCK O - OFFICE PRACTICE

A study of various duties and office techniques of the paraprofessional in the doctor's office. Telephone techniques, medical records, filing, insurance, and correspondence. Medical radiography. Related terminology.

<b>Number</b>	<b>Subject</b>	<b>Clock Hours</b>
200	<b>MEDICAL ETHICS/JURISPRUDENCE</b> A study of the standards of right and wrong as they relate to medicine and the system of laws as they relate to the medical profession. History of ethics, personal ethics.	10
205	<b>PSYCHOLOGY OF HUMAN RELATIONS</b> A study of personality formation, self and adult socialization, stress, patient fear and public relations.	5
210	<b>MEDICAL RADIOGRAPHY</b> X-ray physics and the practical aspects of producing x-ray films. Safety precautions. Film processing and darkroom procedures. Positioning and film critique. Routine and special radiographic examinations and procedures.	50
220	<b>ASSISTING ARTS</b> The study and practice of vital signs, height and weight; explanation of special diets, physical therapy, clinical procedures and examinations; room techniques for assisting the doctor with the patient; physical examinations, draping and positioning, medical instrumentation, pre-operative and post-operative care.	30
225	<b>PHARMACOLOGY</b> The study and practice of injections (I.M., S.C.), care of syringes and needles; the study of drugs and solutions, toxic effects of drug abuse, legal regulations and standard inventory, dosage, prescriptions, emergency drugs, storage, labeling and terminology.	40
230	<b>SPECIALIZED MEDICAL PRACTICES</b> An introduction to the various specialties of medicine (osteopathy, E.N.T., orthopedics, allergy, ophthalmology, pediatrics, gynecology, etc.) and the role of the Medical Assistant in these specialties.	15

<b>Number</b>	<b>Subject</b>	<b>Clock Hours</b>
130	<b>THE RESPIRATORY SYSTEM</b> Study includes the nose, pharynx, larynx, trachea, bronchi, lungs, thorax. Chemistry of oxygen and carbon-dioxide transport. Respiratory control - normal and abnormal breathing.	15
135	<b>FIRST AID AND C.P.R. CERTIFICATION</b> A study of emergency patient care. Care and treatments for abdominal pain, animal bites, stroke, bleeding, burns, seizures or convulsions, fainting, foreign bodies, fractures, heart attacks, insect bites, nose bleeds, poisoning, shock, wounds. Do's and don't's of first aid. Supplies and CPR certification.	25
140	<b>THE DIGESTIVE SYSTEM</b> A study of the alimentary canal, which includes the esophagus, stomach, small and large intestine, liver, gall bladder, pancreas. Absorption. Diseases of the digestive system.	15
145	<b>THE NERVOUS SYSTEM</b> The study of neurons, the nerve impulse, reflexes, spinal cord, brain, meninges, autonomic nervous system, and diseases of the nervous system.	15
150	<b>THE URINARY SYSTEM</b> A study of the kidneys, ureters, bladder, urine and urinary diseases.	10
155	<b>REPRODUCTION</b> Study of the male and female reproductive systems, the reproductive process, and diseases of the reproductive system.	15
160	<b>THE ENDOCRINE SYSTEM</b> The study of the endocrine glands, hormones, and diseases of these glands, which include the pituitary, thyroid, parathyroid, adrenal, penial gland, and the pancreas.	5
165	<b>THE SENSORY SYSTEM</b> The structure and functions of the eye, ear, and skin. Related diseases.	5
<b>TOTAL HOURS</b>		<b>205</b>

<b>Number</b>	<b>Subject</b>	<b>Clock Hours</b>
240	<b>MEDICAL OFFICE MANAGEMENT</b> The study of 'front office' procedures including types of insurance (health, government, medicare, etc.), medical screening, peg-board and processing of these forms. Telephone techniques, keeping patient's medical records, filing, doctor's correspondence and medical terminology.	50
<b>TOTAL HOURS</b>		<b>200</b>

### **BLOCK L – LABORATORY**

Lecture and laboratory experiences in routine tests performed on blood and body fluids by chemical analysis. Venipuncture. Quality control, standard curves, electrolytes, enzymes, and hormones. Preparation of percent, normal and molar solutions. Various tests performed on blood by chemical analysis, including blood sugar, urea nitrogen, and cholesterol determinations. Related terminology.

<b>Number</b>	<b>Subject</b>	<b>Clock Hours</b>
300	<b>INTRODUCTION TO LAB</b> Students learn to use the microscope, collect specimens and familiarize themselves with various laboratory equipment and supplies. Introduction to venipuncture techniques.	10
310	<b>BACTERIOLOGY AND STERILIZATION</b> A study of the classifications of microorganisms (bacteria, viruses, fungi, rickettsiae). Principles and techniques of sterilization used in a doctor's office.	25
315	<b>URINALYSIS</b> Covers anatomy and physiology of the urinary system in depth; collection of specimens, testing for specific gravity and ph; chemical analysis for glucose, protein, acetone, bilirubin, and blood. Microscopic examination with interpretation of findings.	35

<b>Number</b>	<b>Subject</b>	<b>Clock Hours</b>
320	HEMATOLOGY The study of blood and the blood forming organs. Composition and functions of blood methods and practice in CBC: RBC, WBC, differentials, hematocrit, hemoglobin and coagulation studies.	100
325	BLOOD CHEMISTRY Routine blood tests (blood cholesterol, glucose, blood urea nitrogen, uric acid) findings and interpretation, normal values.	30
<b>TOTAL HOURS</b>		<b>200</b>

### **BLOCK I - INTERNSHIP**

<b>Number</b>	<b>Subject</b>	<b>Clock Hours</b>
400	Student is placed in a medical facility where there is an opportunity to observe, assist, learn and perform in an on-the-job setting. Internship is mandatory and must be completed satisfactorily before a student is issued a diploma. The student's supervisor will confirm the student's attendance and will submit two evaluations of performance to the School.	280
	Mid-term internship meeting	5
	Medical Assistant Review	5
	Final Evaluation and placement assessment	5
<b>TOTAL HOURS</b>		<b>295</b>

### **SUMMARY**

BLOCK A - Anatomy	205
BLOCK O - Office Practice	200
BLOCK L - Laboratory	200
BLOCK I - Internship	295
<b>TOTAL HOURS</b>	<b>900</b>

## MEDICAL RECEPTIONIST CAREER DESCRIPTION

The course prepares the student to assume entry level duties as a Medical or Dental Receptionist. The successful graduate will be competent to function in various establishments such as; Physicians offices, Dental offices, hospitals, clinics and private industry. The receptionist is an important part of the medical team and is responsible for maintaining good patient relationships as well as maintaining accurate records.

## MEDICAL RECEPTIONIST CURRICULUM

Number	Subject	Clock Hours
505	INTRODUCTION TO THE MEDICAL/DENTAL OFFICE Orientation and review of the program outlining the Receptionist's general responsibilities and duties.	5
510	MEDICAL ANATOMY AND TERMINOLOGY A brief study of the systems of the human body and the terminology associated with each system.	50
515	MEDICAL ETHICS AND LAW Working knowledge of the code of conduct governing the medical/dental professions and the laws which affect the practice of medicine and dentistry.	5
520	MEDICAL/DENTAL MATERIALS AND SUPPLIES Familiarization with medical and dental instruments; sterilization and equipment. How to order medical/dental supplies and maintain a proper inventory.	20
525	PATIENT RECORDS MANAGEMENT Organization of work, scheduling appointments, processing mail, filing of records, maintaining medical and dental records and narcotic records.	25
530	PERSONAL APPEARANCE AND GROOMING The study of the importance of neatness, cleanliness and professional attitude in the medical/dental office. The development of a personal appearance code.	10

<b>Number</b>	<b>Subject</b>	<b>Clock Hours</b>
535	TELEPHONE TECHNIQUES AND PROCEDURES How to operate a telephone communication system; to receive calls properly; handle emergencies by phone and the proper use of the voice in a professional manner.	10
540	APPOINTMENTS AND SCHEDULING Review of telephone techniques and procedure, scheduling and canceling appointments and maintaining the schedule log.	10
545	TYPING REVIEW Review of the keyboard, proof reading, form typing and speed drills. Practice in typing medical/dental forms.	25
550	MEDICAL/DENTAL OFFICE FORMS AND PROCEDURES Familiarization with billing forms, medical and dental charts, inventory forms and the appointment log.	10
555	MEDICAL/DENTAL INSURANCE An in-depth study of medical/dental insurance and the proper methods of filing patient's insurance claims. Various insurance forms are mastered including; Blue-Cross-Blue-Shield, Medicare, Workman's Compensation and the universal forms.	75
560	PEGBBOARD PROCEDURES An intensive course in the proper use of pegboard bookkeeping. Practice in the use of pegboard and the importance to the medical/dental practice.	25
565	FIRST AID AND CPR Handling of medical and dental office emergencies, use of emergency equipment and the study of preventive measures. Cardiopulmonary Resuscitation (CPR) is taken by each student.	25
570	EMPLOYMENT ORIENTATION Designed to familiarize prospective graduates with job interview techniques, instruction is given in resume preparation, how to locate jobs and how to conduct oneself on a job interview.	5
	<b>TOTAL HOURS</b>	<b>300</b>

## NURSE'S AIDE CAREER DESCRIPTION

A Nurse's Aide helps the nurses care for patients in a hospital or nursing home. They work under the direction and supervision of a registered nurse (R.N.) or licensed practical nurse (L.P.N.). The basic nursing care of patients which a Nurse's Aide performs includes taking temperatures, pulses, respirations and blood pressures. They make beds, give baths, and in some cases feed patients. A Nurse's Aide has a knowledge of basic nutrition and an understanding of special diets. Because they work in close physical and social contact with patients and co-workers, a Nurse's Aide should be energetic, cooperative, dependable, and able to follow instructions with accuracy.

A Nurse's Aide may also do private duty work as a home health aide. Many of the duties for this type of employment would be the same as when employed in a hospital.

The work week is usually forty hours; however, sometimes it is necessary to work nights, weekends, and holidays. The Nurse's Aide makes a meaningful contribution to the welfare and health of the public and is recognized as a valuable part of the medical community.

## NURSE'S AIDE CURRICULUM

Number	Subject	Clock Hours
N-100	ORIENTATION An introduction to the program covering the functions of hospitals and health care professions; what a Nurse's Aide does on the job; and ethical, moral and legal responsibilities.	5
N-105	INTRODUCTION TO THE PATIENT Discussion of desirable qualities and character traits for the Nurse's Aide including basic human needs, relationships with patients, relationships with visitors, and communication skills (answering the patient call, communicating with patients and others, observing and reporting.)	5
N-110	THE PATIENT UNIT Covers the typical unit, its arrangement, and cleanliness.	5
N-115	PERSONAL CARE OF THE PATIENT Proper methods of oral, skin, and hair care, baths, back rubs, and hand washing.	5

<b>Number</b>	<b>Subject</b>	<b>Clock Hours</b>
N-120	<b>HUMAN ANATOMY</b> Covers the structural plan of the body and its systems, the organs of each system and their functions.	15
N-125	<b>FOOD SERVICE AND NUTRITION</b> Discussion of elements of good nutrition, basic hospital diets (clear liquid, full liquid, soft diet, regular diet) and special diets (low sodium, diabetic.)	10
N-130	<b>VITAL SIGNS – FLUIDS AND WASTES</b> Proper techniques for taking the patient's temperature, pulse and respirations. How to take a patient's blood pressure, reporting TPR's and blood pressures to the nurse. Measuring a patient's fluid input and output.	30
N-200	<b>CLINICAL EXPERIENCE</b> Conducted in a hospital facility, includes the following topics: the working environment, care of the patient; bedmaking, food service; comfort and safety measures; taking and reporting vital signs; admission, transfer, and discharge; hot and cold applications; surgical care of patients; isolation techniques; the dying patient.	70
N-205	<b>EMPLOYMENT OPPORTUNITIES</b> Making application for employment, filling out application forms, the personal interview. Employer-employee responsibilities. Resigning from a job, giving notice, writing a letter of resignation.	5
<b>TOTAL HOURS</b>		<b>150</b>



## STUDENT RULES AND REGULATIONS

Students must attend all classes regularly and arrive punctually. In the event of illness or inability to attend, the student must notify the school in writing, presenting a valid and verifiable excuse. In the event of tardiness, the student must report to the office prior to entering class. Students attending class must remain in class until dismissed by the instructor. Students must be back in class punctually after all breaks and lunch periods. Students may be suspended when excused absences and lateness constitute more than 10% of total class hours. Students may appeal the suspension within 72 hours. Upon readmission to class, the student must make up lost instruction time to the satisfaction of the instructional staff. In the absence of an appeal, the student shall be considered terminated. Habitual tardiness shall be cause for termination of the student.

The student lounge is available at specified lunch and break periods. This is the only area in which students may have food or beverages. Students who wish to smoke may do so within the confines of the student lounge or rest rooms. Smoking will not be allowed in any other area of the School premises.

A public telephone is available in the building lobby for the use of the students. Telephones in the School office are for school use only. Students are not allowed to make calls on these phones. Incoming calls for students will be accepted on these phones only in cases of extreme emergency.

Students will not play games of chance, use offensive language, make unnecessary noise or engage in behavior unbecoming to a professional.

Students will be responsible and pay for all property destroyed or damaged, with or without intent. Intentional defacing, damaging or destruction by any student will result in immediate expulsion and contract termination without recourse or appeal.

Students must conduct themselves in class with proper decorum, proper respect and attention to the instructors. They will conduct themselves with courtesy and proper regard for other persons and School property.

All students will wear uniforms for every class session. It is the student's responsibility to keep these uniforms laundered and clean at all times.

Students who are training as health paraprofessionals are expected to maintain a high standard of personal cleanliness and grooming. All clothing must be clean and neat. Hair should be neatly combed. Male students must be cleanly shaved or beards and mustaches neatly trimmed.

All students must keep their work areas clean. Class will be dismissed only after the room has been inspected.

Failure to cooperate with School rules and regulations will be considered reasons for student expulsion.

## STATEMENT OF OWNERSHIP AND BOARD OF DIRECTORS

Martin Knobel, President  
William Lobel, Vice President

Rickie Knobel, Sec., Treas.  
Ilse Lobel, Vice President

The School was founded in February, 1977.

### ADMINISTRATIVE STAFF

MARTIN KNOBEL, B.Ed., M.S. <i>University of Miami Barry College</i>	Director
MARK KNOBEL, B.A. <i>Queens College University of South Florida</i>	Assistant Director
CAROL EMRICK, B.S. <i>Indiana University of Pennsylvania</i>	Director of Admissions
DEE SLATER, D.N. <i>St. Lukes Hospital Duke University Hospital</i>	Assistant Director of Education
RICKIE KNOBEL, E.A. <i>University of Miami</i>	Treasurer
RHONDA JACOBS, B.S. <i>Florida International University</i>	Administrative Assistant
DAVID KNOBEL, A.A. <i>Broward Community College</i>	Admissions Representative
MARIA I. BARCELO <i>Miami Dade Community College</i>	Financial Aid Coordinator
ODETTE SZUL, B.A. <i>Academy of Paris</i>	Office Manager
BRENDA FOLSOM	Receptionist
ILEANA RODRIGUEZ, B.A. <i>University of Miami</i>	Admissions Representative

## FACULTY

DR. BARON D. BECK

*University Central Del Este, College of Medicine  
University of South Florida*

CHERI ANNE BERGQUIST, R.M.A.

*University of Maryland  
Strayer Business College  
National School of Health Technology, Inc. of Florida*

ARTHUR BROWN, R.N., B.S.N.

*Florida International University  
Nova University*

JESSIE (MOLLY) BRUCKS, R.N.

*Poughkeepsie School of Practical Nursing  
Dutchess Community College*

JUDITH BURKE, M.L.T.

*Miami Dade Community College*

ROBIN COHN, R.N., Respiratory Therapist

*Central YMCA Community College  
Mt. Sinai Hospital School of Practical Nursing  
Broward Community College*

FRANCES IZADIRAD, L.P.N.

*Miami Lakes Technical Training Center*

FRAN JOHNSON, E.M.T., M.L.T., Registered E.K.G. Technician

*Florida College of Medical Technology  
Miami Dade Community College*

PEDRO M. PARRADO, B.S., M.T.

*Clemson University  
U.S. Army Medical Field Service School*

JANET ROSE, R.N., B.S.N., Certified Emergency Nurse

*Norton Memorial Infirmary  
Barry College*

MAEVIS E. STEVENSON, L.P.N.

*Lindsey Hopkins Vocational School*

JOSE SUAREZ, M.D.

*Columbia University  
University of Seville*

ELIZABETH ZEFF, C.M.A., A.S.

*Broward Community College*

# NOTES

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## SCHEDULE OF HOURS

**DAY DIVISION** - 5 days per week, Monday-Friday, 8 A.M. - 1 P.M.

**MEDICAL ASSISTANT** classes are 6 months in length and include 605 hours of lecture and laboratory training.

**MEDICAL RECEPTIONIST** classes are 3 months in length and include 300 hours of lecture and practical training.

**NURSE'S AIDE** classes are 6 weeks in length and include 80 hours of classroom lecture and practical training and 70 hours of supervised clinical experience in a hospital.

**EVENING DIVISION** - 3 days per week, Monday-Wednesday,

Medical Assistant and Medical Receptionist  
Nurse's Aide

6 P.M. - 11:00 P.M.

6 P.M. - 10:10 P.M.

**MEDICAL ASSISTANT** classes are 10 months in length and include 605 hours of lecture and laboratory training.

**MEDICAL RECEPTIONIST** classes are 5 months in length and include 300 hours of lecture and practical training.

**NURSE'S AIDE** classes are 12 weeks in length and include 80 hours of classroom lecture and practical training and 70 hours of supervised clinical experience in a hospital.

**INTERNSHIP** - Medical Assistant: 295 hours in length for day and evening students and is generally taken during the day.

## SCHEDULE OF TUITION AND FEES

	MEDICAL ASSISTANT	MEDICAL RECEPTIONIST	NURSE'S AIDE
Tuition	\$1850	\$700	\$350
Enrollment Fee	150	150	100
Books	45	45	—
Laboratory Fee	50	—	—
<b>TOTALS</b>	<b>\$2095</b>	<b>\$895</b>	<b>\$450</b>

Enrollment, Book and Laboratory Fees are non-refundable.

Students whose tuition is in arrears will be subject to course interruption until the account is current.

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