

JONES COLLEGE



*Medical Education Center
Orlando*

79-80

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Additional administrative policies and regulations may be found in the current Jones College Catalog, of which this is a supplement.

The College does not discriminate on the basis of age, race, color, national and ethnic origin, sex, or handicap in the administration of educational policies, admission policies, financial aid, employment, or any other College program or activity.



Medical Education Center

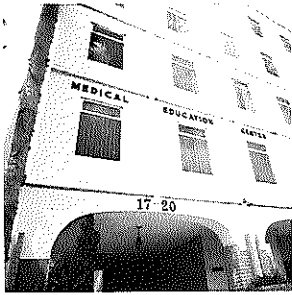
Jones College

Orlando

1979-80

*Supplement to the Catalog of
Jones College, Orlando*

Student Centered Objectives



Description of Facilities

The facility is conveniently located at 1720 South Orange Avenue, Orlando, Florida. The building is specifically designed for medical training, is modern, air-conditioned, and well-lighted.

The 4,000 square feet of floor space affords adequate classroom and laboratory use for students and teachers.

Parking is provided for students and faculty. Fully equipped medical learning laboratories, typewriters, and other office equipment commonly found in a medical office, as well as modern classroom training aids which include laboratory equipment, tape dictating machines, overhead projectors, etc., are used to implement each Center's specialized educational program.



History of the Medical Education Center

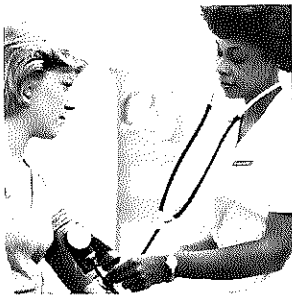
The Medical Education Center was founded in St. Petersburg, Florida, on September 11, 1972. The Orlando Center became a part of Jones College, Orlando, and thus a part of the Jones College System of Jacksonville, Florida. Jones College is a non-profit, non-sectarian, co-educational institution, chartered by the State of Florida. Subsequently, facilities were opened in Tampa, Orlando, and Largo, Florida.

Institutional Philosophy and Objectives

The Medical Education Center is a medically oriented institution offering programs which equip students with the many skills necessary to secure a successful and financially rewarding career in a **doctor's office, clinic, hospital, dental office, dental laboratory or nursing home.**

The fundamental purpose, development of the individual, enables the graduate of the Medical Education Center to achieve self-fulfillment within the medical profession and an opportunity to grow and succeed. Professional behavior and moral responsibility are basic tenets.

Change is always present in the medical field. Faculty and administration work closely with the individual student. The ongoing success of our educational process, evidenced by our many graduates who are now employed in the medical field, assures the continued success and realization of our objectives and philosophy.



Memberships and Approvals

Throughout its over sixty years in education Jones College has been a leader in preparing its graduates for success in the world of work. Through the leadership it has gained recognition and a place of prominence in the educational community.

- The College is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools, Washington, DC. AICS is a nationally recognized accrediting body approved by the U.S. Office of Education.
- Licensure is also granted to the Jones College Medical Education Center by the Florida State Board of Independent Post-Secondary Vocational, Technical, Trade and Business Schools and voluntary licensure by Florida State Board of Colleges and Universities.
- By virtue of its accreditations and approvals, the College and its Medical Education Centers are recognized by the Department of Health, Education, and Welfare for participation in federal financial aid programs.
- Approved for eligible students to participate in Social Security Benefits.
- Approved for training by the Florida Department of Health and Rehabilitative Services.

Statement of Ownership

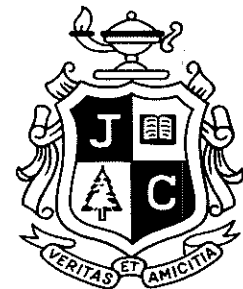
The Medical Education Centers are operated by the Jones College System of Schools, owned and operated by Jones College of Jacksonville, Florida, a Florida corporation not-for-profit.



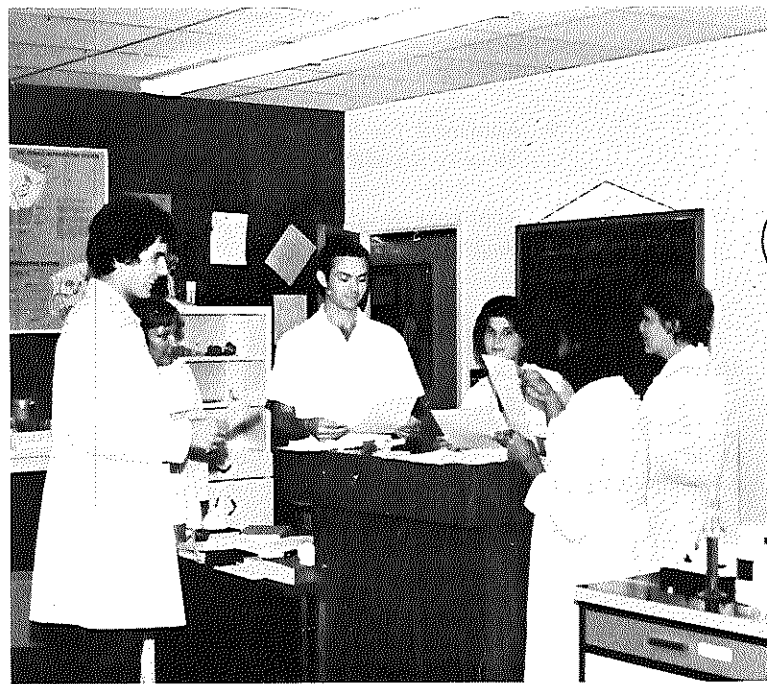
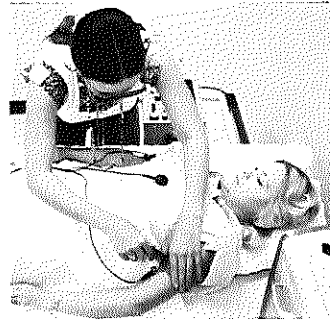
*Association of
Independent Colleges and Schools*



*Florida Association
of Private Schools*



*Jones College
Founded 1918*

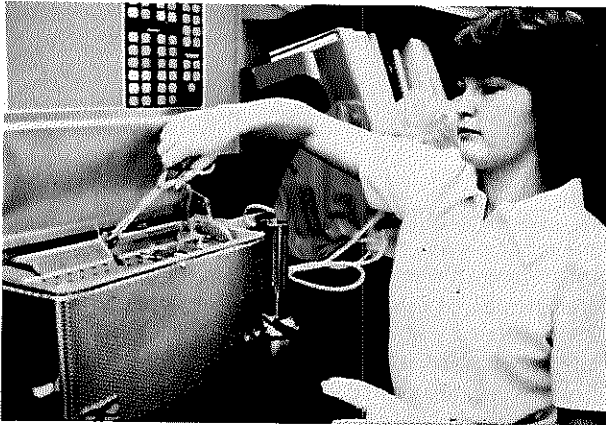


HEALTH SERVICE CAREERS

Health services will be among "the leaders in job growth" until 1985, says the November 1976 *Monthly Labor Review*, with an expected 70 % growth as compared with only 20% average from the labor force.

In the field of health services, there are seven jobs for technical and clerical assistants for every physician.

Employment in the modern, clean physician's office or clinic devoted to the service of humanity can be a true growth experience. The training is thorough, the training time is brief, and the future is bright. Come, join the team.



Medical Assistant

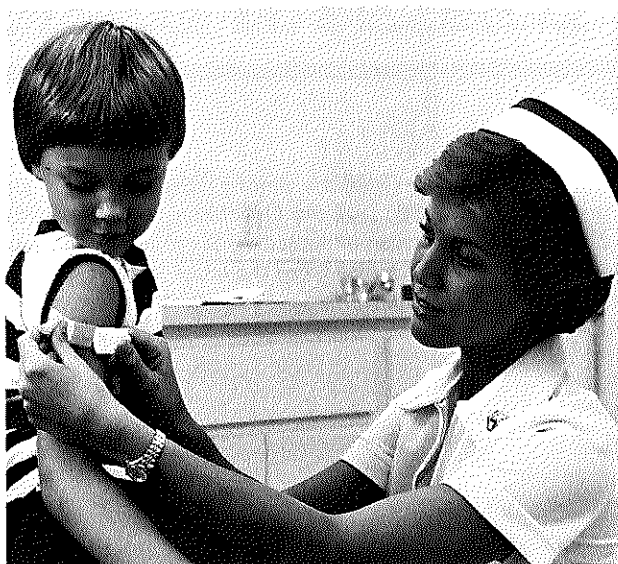
Medical Receptionist



Medical Assistant

Program Length Eight Months

<u>Course Title</u>	<u>Credit Hours</u>
Anatomy & Physiology6
Clinical Procedures3
Communication Skills3
English Usage3
Laboratory Procedures3
Medical Assisting Techniques4
Medical Office Practices3
Medical Office Procedures3
Medical Terminology6
Professional Development6
Transcription I3
Transcription II3
Typing I3
Typing II3
Medical Assisting Externship	5
TOTAL	57



The Medical Assistant program is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. At Jones College students learn both the administrative phase of managing a physician's office and the clinical phase of assisting with patients and minor laboratory examinations. Students are instructed by registered nurses and medical assistants trained and experience in the medical doctor's office. Class sizes are limited, and students do get actual experience in clinical office procedures and medical office lab procedures. Administrative techniques are taught as students learn medical office management.

Upon completion of the program and successful completion of examinations at the school, students wear the official pin and cap of the American Registry of Medical Assistants. Upon graduation the students are officially designated as a Registered Medical Assistant (RMA).



The Medical Receptionist Course is designed to prepare students to assume the responsibility of front office—or the administrative—procedures of a physician's office, as well as to assume office management responsibilities, based upon individual ability, maturity, desires and experience.

The student acquires a sound background in the subject areas of medical law and ethics, terminology, the medical specialties and an orientation in anatomy and physiology through learning the systems of the body.

Personal professional development with regard to all areas of human relations is central to the course of study. Students become proficient in telephone techniques and appointment making, medical office book-keeping, medical insurance, medical record management and transcription.

Students will also be prepared to assist the physician with patient examinations on a limited basis; to position patients for examination, take temperatures, pulse, respiration, and blood pressure.

Medical Receptionist

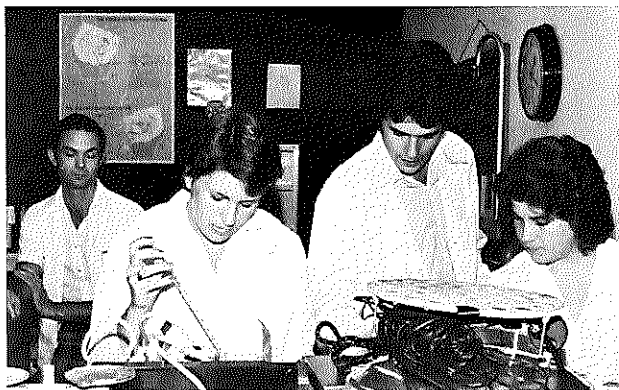
Program Length Six Months

<u>Course Title</u>	<u>Credit Hours</u>
Anatomy & Physiology6
Clinical Procedures3
Communication Skills3
English Usage3
Medical Office Practices3
Medical Office Procedures3
Medical Terminology6
Professional Development6
Transcription I3
Transcription II3
Typing I3
Typing II3
TOTAL	45

Do You Like People, and Feel You Might “Belong”

Medical Assisting. It's a career to be proud of, and a four-year diploma course is not necessary. You may qualify by enrollment in a time-saving, career-focused program.

If you care about people and you care about personal growth, then shouldn't you choose a career where the two concerns meet? They can meet when you choose Medical Assisting, a prestige career much in demand, providing good income and an opportunity to help.



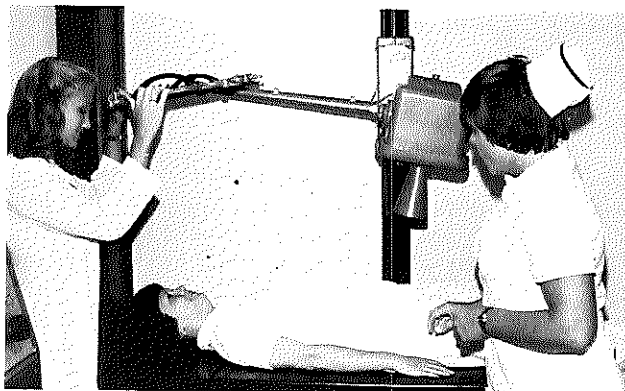
Nature of the Work

Medical Assistants help physicians examine and treat patients and perform the administrative tasks required to keep an office running smoothly.

In helping doctors examine patients, Medical Assistants may check weight, height, temperature, and blood pressure, and perform simple laboratory tests. In helping with treatment, they instruct patients about medication and self-treatment at home. Some may give injections, apply bandages, take electrocardiograms, and assist with X-rays. They also sterilize and clean instruments and perform routine tasks such as preparation of patients for examination, medical treatment, and minor office surgery.

Medical assistants also perform a variety of secretarial and administrative jobs. They keep patients' medical records, fill out medical and insurance forms, handle correspondence, schedule appointments, answer the telephone and greet patients. Along with other office duties, they transcribe dictation and handle the bookkeeping and billing and collection.

In Medicine? Then Come Join a Medical Team



Who Is Employed And Where

More than 220,000 people, nearly all women, worked as Medical Assistants in 1974. Most were employed in the offices of doctors in private practice, with others employed in hospitals and medical clinics. Some come to Medical Assisting from high school, others may have previously worked and married. A more mature person is welcomed for offering valued experience.

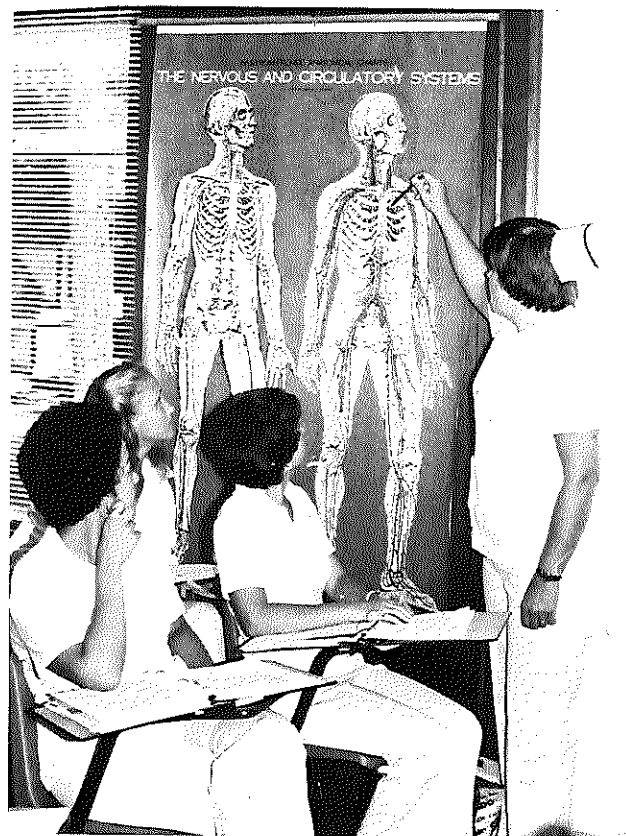
You should be a neat, accurate and organized person, with a genuine concern for others and ability to keep confidences. Ability at putting others at ease is a big plus, as is ability to cope with the unexpected. Discrimination due to race, age, sex, or other reason is not permitted.

Employment assistance to help you enter this exciting career field is available through the Medical Education Center. Graduates also carry life-time review privileges and life-time placement assistance without additional charges.

Outlook

A healthy prognosis is seen by the Department of Labor for careers in Medical Assisting.

Of 13 major occupational groupings, careers in health are singled out as growing "much faster" than the average for all occupations. The 1978-79 OCCUPATIONAL OUTLOOK HANDBOOK gives these reasons: an expanding population, increased health consciousness, and the rapid growth of employer-paid and federal health-care programs.



JONES COLLEGE'S UNIQUE METHODS GUIDE YOUR MEDICAL EDUCATION

MODULAR SCHEDULING

In order to maintain high educational standards the Medical Education Centers use a unique method of modular scheduling which assures small classes and individual attention. Use of this system also insures that the best possible instructor is scheduled for each class.

FREQUENT START DATES

Students entering the Medical Education Centers are allowed to enter classes monthly. Allowing entry each month insures small classes, quality instruction, and more individual attention.

EXPERIENCED INSTRUCTORS

Each of the instructors in the Medical Education Centers are experienced in the hospital, clinic or physician's office. These life experiences as well as professional educational backgrounds in medical fields bring much practical knowledge to the classroom.

PLACEMENT SERVICE

The Medical Education Center placement service maintains contact with employers to assist graduates in making independent career and employment decisions. This service is also extended to alumni as opportunities arise. No guarantees are ever made to any student of the Center that job placement will be found, but the Center feels that due to the demand for trained paramedical personnel and the efforts of the Center staff, the graduates will always have high placement success.

ACADEMIC AWARDS

A diploma is awarded upon completion of each of the programs listed. A certificate which reflects the course work successfully completed will be awarded to those students who do not complete a program of study.

DEAN VAUGHN TERMINOLOGY SYSTEM

Through the use of a unique slide and sound reinforcement program, students are taught to identify over 10,000 medical terms with a minimum of effort. The system uses a Dale Carnegie type memory system with 300 prefixes and suffixes of medical words.

HANDS-ON TRAINING

Each Medical Education Center student receives hands-on training in the use of EKG (Electrocardiograph), Centrifuge, Unimeter, Binocular microscopes, and sterilization equipment. Emphasis on hands-on training strengthens the students' experiences before entering employment. Laboratory and Dental Technician students also concentrate in the practical use of medical/dental equipment.

EXTERNSHIP

To gain practical experience, prior to graduation, all Medical Assistant students must complete a four week working externship in a doctor's office, clinic or hospital.

C.A.R.E. PROGRAM

Class Audit Refresher Education is provided to all Medical Education Center diploma graduates. This review privilege is provided without cost to the student.

COUNSELING

Academic counseling is a continuing experience between student and teacher. Progress reports are available upon request.

CREDIT FOR PREVIOUS TRAINING

Credit for up to 20% of the requirements of any diploma program may be granted upon presentation of evidence of valid parallel previous training.

STUDENT SERVICES

BOOKS & SUPPLIES

Students may purchase necessary books and classroom supplies at each facility as needed.

FINANCIAL ASSISTANCE

Students attending the Medical Education Center are eligible for student financial assistance through federal grant, work and loan programs. See the separate brochure provided for details. The school also provides financial assistance through the Educational Resource Company.

HOUSING

Inasmuch as most Medical Education Center students reside within commuting distance, the Center does not maintain dormitory facilities. Special arrangements can be made for out-of-town students desiring local residence during their stay. For information about private housing, interested students should communicate with the admissions representative or the Center business office.

CREDIT HOURS DEFINITION

One hour of credit normally requires between 10 and 12 hours of work in class.

Laboratory subjects having a disproportionate ratio of instruction to practice require additional class or laboratory hours per credit hour, depending on the particular circumstances.

A standard class hour is 50 minutes.

REFUND POLICY

Student cancellation prior to commencement of classes shall result in a refund of all monies paid other than the application fee. If a student withdraws after commencement of classes, the refund shall be based upon the following policy:

During the first week of classes the institution may retain 10% of stated course price; thereafter,

During the next 3 weeks of classes the institution may retain 20% of stated course price; thereafter,

During the first 25% of the course the institution may retain 45% of stated course price; thereafter,

During the second 25% of the course the institution may retain 70% of stated course price; thereafter,

The institution may retain 100% of stated course price.

Percentage of course completion shall be computed on the basis of credit hours as listed in the catalog. Units of credit earned are not the criterion in implementing this policy; rather, it is the amount of time attended.

RESERVATIONS AS TO PROGRAMS AND CHANGES

The Center reserves the right to modify its tuition and fees; add to or withdraw members from its faculty and staff; rearrange its programs from time to time as teaching policies make it desirable; and withdraw subjects, courses and programs if registration falls below the required number. Any specific course requirements in any area may be changed or waived by the Director of the Center upon written request and for reasonable cause. The total hours specified in each program are the minimum requirements for the diploma.

GRADING SYSTEM - PROGRESS REPORTS

Grade reports are given to the student at the end of each term. The following grading system is used:

<u>GRADE</u>	<u>EVALUATION</u>	<u>Grade Points per CREDIT HOUR</u>
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
W	Withdrawal	0
F	Failure	0
NG	No Grade	Not Calculated

The manner of calculating grade point average and progress regulations may be found in the current College Catalog. C average required for graduation.

RESUSCIA ANNIE AND FAMILY

Specialized equipment used in the medical training includes the Resuscita Family of mother, father, and child. These models are used in training students in the life saving techniques of cardiopulmonary resuscitation.

The Medical Education Center devotes time and resources to the tasks of providing students with instructional materials ideally suited for the Center's educational programs.

Students must learn the techniques involved with handling patients, paper work, records, insurance forms, office supplies, medical supplies, and medical equipment.

LIBRARY

Each facility maintains an appropriate library. Books, periodicals and journals are available for students. The library may also be used for individual study by the students.

ADMISSIONS POLICIES

ADMISSIONS PROCEDURE

The admissions procedure is dependent upon a free exchange of information between the applicant and the Center. The Center maintains a staff of representatives responsible for this liaison. High schools are visited by our representatives to provide information about the Medical Education Centers to prospective students. Our representatives conduct personal interviews with prospective applicants before any decision is made to submit an application for training. During the interview, the representative will discuss the Center's programs in relation to the applicant's career preferences, training needs and individual motivations.

Each application submitted with the application fee will be reviewed by the Director. If the applicant is accepted, notification will be sent within seven days; if rejected, the applicant will be notified immediately and any fees paid with the application will be refunded.

Students in need of tuition financing must submit an appropriate application as early as possible prior to entry.

ADMISSIONS REQUIREMENTS

Graduation from high school or its equivalent is a prerequisite for admission. It is not necessary for applicants to have had prior medical training in high school or college. The Center's programs are designed to provide quality training regardless of previous educational experience.

TUITION AND FEES

Educational expenses for attendance at the Medical Education Center is set annually by the Board of Trustees. A catalog supplement is inserted separately to provide up-to-date information. The one time application fee is \$25 and, following acceptance, is not refundable.



ADMINISTRATION & FACULTY

BOARD OF TRUSTEES

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Hon. Judge Tyrie A. Boyer
First District Court of Appeals
Tallahassee

Dr. Richard H. Laube, Dean
College of Business Administration
Valparaiso, Indiana

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Jones College Jacksonville

Dr. Robert W. Sneden, President
Davenport Group of Schools
Grand Rapids, Michigan

Mrs. Dorothy D. Jones, Secretary-Treasurer
Jones College Jacksonville

MEDICAL EDUCATION CENTER ADMINISTRATION AND STAFF

John W. Baska Dean of Instruction
Joel P. Weiner Director of Admissions and
College Relations
Linda S. Dodge Business Officer
J. Alan Boone Financial Aid Officer
Nancy C. Rogers Admissions Representative
Sheila C. Spitler Admissions Representative
Mary W. Sullins Administrative Assistant
Bonnie-M. Lysaght Academic Coordinator

MEDICAL EDUCATION CENTER FACULTY

Bonnie M. Lysaght, R.N., A.A.S. Valencia Community
College, Orlando, Florida
Howard S. Culber, A.A.S. State University of New York
Albany, New York
Marilyn Harrison, R.N. Lander College
Greenwood, South Carolina

Elizabeth A. Carter, R.N. Methodist Medical Center
School of Nursing, Peoria, Illinois
Virginia M. Kilian, R.N. Temple University Hospital
School of Nursing, Philadelphia, Pennsylvania
Janie King, B.S. Coker College
Hartsville, South Carolina

COURSE DESCRIPTIONS

MEDICAL ASSISTANT/MEDICAL RECEPTIONIST

<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
ANATOMY AND PHYSIOLOGY , 80 Clock Hours Major systems of the human body including skeletal, muscular, circulatory, nervous, digestive, and respiratory systems.	.6
CLINICAL PROCEDURES , 40 Clock Hours Inner office procedures; height, weight, temperature, blood pressure, cardiopulmonary resuscitation, and patient histories.	.3
COMMUNICATION SKILLS , 40 Clock Hours Effective written communication including business letters, sentence and paragraph construction, and spelling.	.3
ENGLISH USAGE , 40 Clock Hours A study of English fundamentals including grammar, punctuation, and usage.	.3
LABORATORY PROCEDURES , 40 Clock Hours Basic Laboratory procedures and functions.	.3
MEDICAL ASSISTING TECHNIQUES , 60 Clock Hours Basic clinical procedures including injections, venipunctures, and EKG administration.	.4
MEDICAL OFFICE PRACTICES , 40 Clock Hours Office procedures including bookkeeping, insurance, jurisprudence, ethics, filing, and billing.	.3
MEDICAL OFFICE PROCEDURES, 40 Clock Hours Examining procedures, instruments and equipment, emergencies and first aid.	.3
MEDICAL TERMINOLOGY , 80 Clock Hours A study of the root words, suffixes, prefixes, word combinations and short forms unique to the medical profession.	.6
PROFESSIONAL DEVELOPMENT , 80 Clock Hours Office decorum, human relations, personal appearance, telephone techniques and the maintenance of an appointment system.	.6
TRANSCRIPTION I , 40 Clock Hours Machine transcription with emphasis placed on methods of transcribing and the production of quality work.	.3
TRANSCRIPTION II , 40 Clock Hours A continuation of Transcription I with emphasis placed on speed.	.3
TYPING I , 40 Clock Hours Emphasizes keyboard knowledge, typewriter functions, touch techniques, and typewriting habits.	.3
TYPING II , 40 Clock Hours A continuation of Typing I with an increased emphasis on speed.	.3
MEDICAL ASSISTING EXTERNSHIP , 160 Clock Hours A four week, practical in-service experience in a physician's office or hospital.	.5

SCHOOL CALENDAR

STARTING DATES AND HOLIDAYS

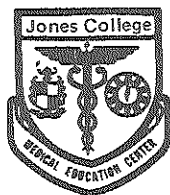
1979

New Years Day Monday, January 1, 1979
Monday, January 22, 1979
Wednesday, February 21, 1979
Thursday, March 22, 1979
Easter Holiday Friday, April 13, 1979
Monday, April 23, 1979
Monday, May 21, 1979
Memorial Day Monday, May 28, 1979
Wednesday, June 20, 1979
Independence Day Wednesday, July 4, 1979
Monday, July 23, 1979
Monday, August 20, 1979
Labor Day Monday, September 3, 1979
Tuesday, September 18, 1979
Wednesday, October 17, 1979
Monday, November 19, 1979
Thanksgiving Holiday November 22 - 23, 1979
Monday, December 17, 1979
Christmas Holiday Mon. December 24 - 31, 1979

1980

New Years Day Tuesday, January 1, 1980
Wednesday, January 23, 1980
Wednesday, February 20, 1980
Wednesday, March 19, 1980
Easter Holiday Friday, April 4, 1980
Monday, April 30, 1980
Monday, May 19, 1980
Memorial Day Monday, May 26, 1980
Wednesday, June 18, 1980
Independence Day Friday, July 4, 1980
Monday, July 21, 1980
Monday, August 18, 1980
Labor Day Monday, September 1, 1980
Wednesday, September 17, 1980
Monday, October 20, 1980
Wednesday, November 19, 1980
Thanksgiving Holiday November 27 - 28, 1980
Monday, December 22, 1980
Christmas Holiday Thurs., December 25 - 31, 1980

Send Your Application Today!



*For More Information about
Career Programs
Write or Call*

Orlando
1720 South Orange Avenue
Orlando, FL 32806
(305) 425-4098