

GEORGIA MEDICAL INSTITUTE

**GEORGIA MEDICAL  
INSTITUTE**

CATALOG

Vol. X  
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FROM THE HEART OF THE PRESIDENT  
OF GEORGIA MEDICAL INSTITUTE:

To the prospective or currently-enrolled student at Georgia Medical Institute, I would like to share a few words of introduction that comes from my heart. I am sure you have seen the caption: "From the desk of the president." Well, the statements you will read in this letter express what I have felt in my heart ever since I became president of this school.

I could give statistics about the growth that the medical profession has experienced over the past decade and tell you about its projected growth; however, the fact you have taken the time to consider or begin training for your place in the profession says to me that you already know something about the potential in this field, or that you have a genuine interest in helping others.

I have not always been a school president. I have worked in the business world for many years. I have experienced in business that most people are looking out for their own interests and how they might get ahead as individuals. In the allied health field, I am impressed with the two other goals that seem to be typical of this profession: First, there is a sincere feeling of caring for fellow humans, a trait that, I might add, shapes the entire personality of those who have it. Second, unlike the approach in business of individual success, the medical profession relies on teamwork. This attitude of cooperation creates a satisfaction that will stay with you during the time you spend in the medical profession.

As you know, education is not just attending school. It is an entire life experience that includes learning from others, sharing, dreaming, and sometimes learning what you should not do.

Our sincere desire at Georgia Medical Institute is to help you in acquiring those skills that will make you employable in the medical field, to help you in finding fulfillment, and to aid you in making a meaningful contribution to your family and to this great country.

Congratulations on your wise decision to join the medical profession.

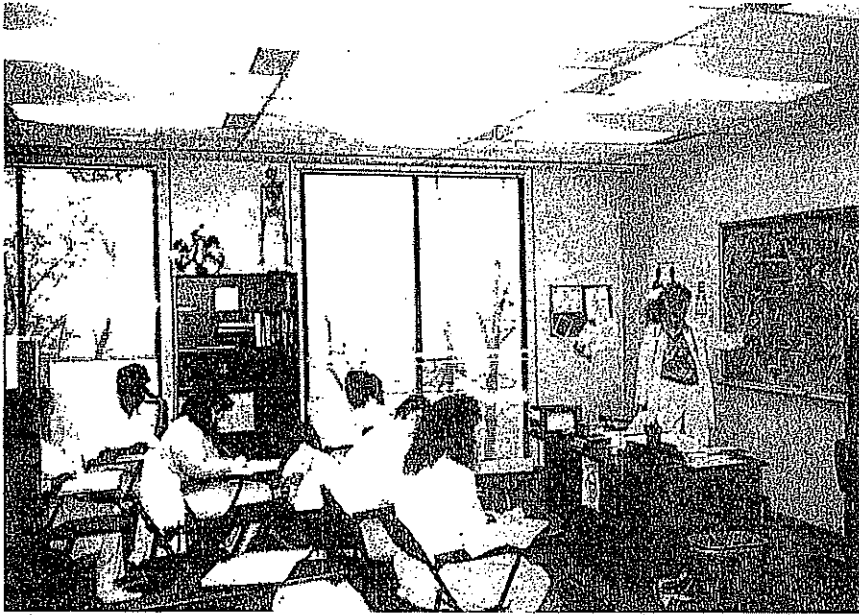
*Warmly,*

*Dominic Dean*

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### HISTORY OF GMI

Georgia Medical Institute was founded in 1977 by Ginger Gibbs. At that time the school's name was Georgia Medical, Employment Preparatory Center. Ms. Gibbs was instrumental in developing Georgia Medical's training reputation as one of the best training schools for medical personnel in the Atlanta area. In the fall of 1986, Ms. Gibbs sold to school to its present owners: Dominic Dean, Art Cuff and Linda Lipman-Cuff. At that time the school's name became Georgia Medical Institute. They have continued the fundamental principles of providing quality medical education while helping Georgia Medical and those who attend it grow.

### PHILOSOPHY AND OBJECTIVES

We at Georgia Medical Institute believe that the world should be a better place as a result of our efforts. Our commitment is to enable people to become productive, fulfilled and healthy

contributors to society and for the valid human resource needs of society (both current and anticipated) to be met through delivering quality, ethical and workable vocational training in the private sector. By "valid human resource" requirements, we mean those that in our view promote the quality of human life and the natural environment.

Specifically, the fundamental purpose of Georgia Medical Institute as a school business is to educate people in the skills required for them to be competent and compassionate caregivers in the medical community while accounting for the interests of our students, faculty/staff, owners and other important persons concerned with GMI.

### LOCATION AND FACILITIES

Georgia Medical Institute is located at 40 Marietta St., 5th floor (classrooms), 13th floor (administrative offices). The main campus is located just up from the Five Points MARTA station. Extensions are located at 1895 Phoenix Blvd. (One Crown Center), Suite 310 Atlanta, GA (Airport area) and 1355 South Marietta Parkway, American Business Center, Bldg. 100 Suite 104, Marietta, GA (one mile below the "Big Chicken"). Each program area at all campuses contains modern classrooms/laboratories, a computer/typing lab, and available student lounge areas. Each campus has handicap accessibility.

### ADMINISTRATIVE OFFICE HOURS

The Administrative Offices on the 13th floor of the main campus are open from 8:30 am to 5:00 pm Monday through Thursday and until 3:00 pm on Friday.

### STUDENT PRIVACY ACT

Georgia Medical Institute complies with the rules and regulations set forth by the United States' government under the provisions of the Family Educational Rights and Privacy Act of 1974.

Parents of dependent students and eligible students have the right to review and inspect certain educational records of the student. Information on procedures for review of records, location of

records, amendments to educational records, and disclosure of educational records may be obtained upon written request to the Registrar.

Complaints regarding violations of rights accorded parents and eligible students under these provisions should be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Education, 300 Independence Ave., S.W., Washington, DC 20201.



### GENERAL ENTRANCE REQUIREMENTS

Prospective students who have a high school diploma or a GED and pass our entrance examination are eligible to apply for regular admission. Applicants under the age of 18 will need their parents signature to be admitted. Regular admission may include an interview with the program coordinator or director of the particular campus. The Campus Director has the final decision on which students will be admitted.

All entering students must submit evidence of satisfactory health. A student (depending on their program and/or extern site) may be required to have a physical examination that would include and not limited to a PPD test (TB), Hepatitis vaccination, and other necessary immunizations or blood tests. The entering student must have filed a health statement acknowledging that he/she is in good health and has no significant health conditions that may affect his/her training and later job placement.

All students seeking admission to Georgia Medical Institute must pass a written admission test. A nationally recognized and standardized test will be administered to those people, and the scoring will be determined by the standards set by that particular test's methods.

Anyone who has not met the minimum test score requirements may re-test once. At that time, the GMI Test will be administered. Unsatisfactory scores on this test will require more admissions counseling.

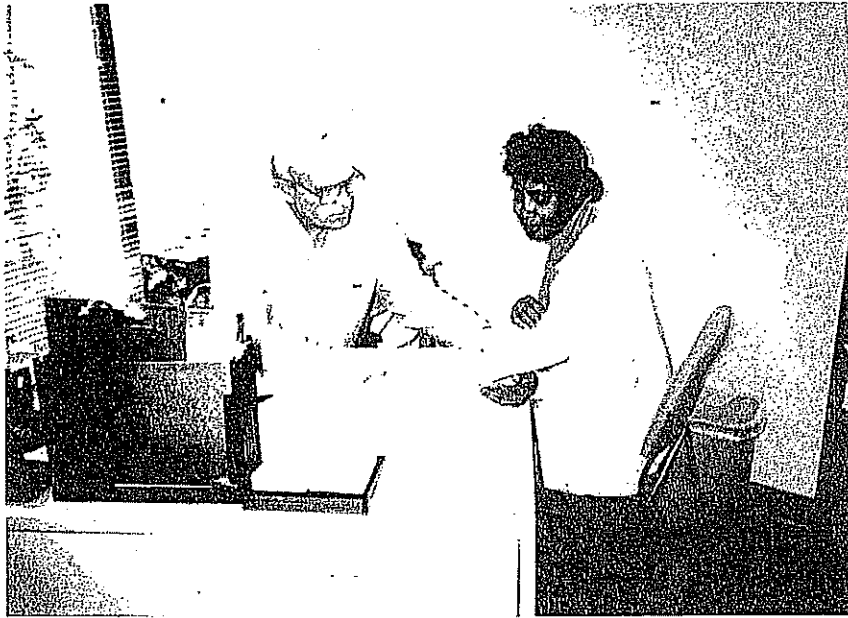
Those prospective students applying for enrollment in the Nursing Technician program who do not have a high school diploma or GED and who are beyond the age of compulsory school education, will be considered for admission to the school only under the following conditions:

1. All students entering must pass a nationally recognized examination administered by an independent testing administrator to measure their ability to learn.
2. Students must undergo a personal interview with the Director of the campus in order to assess the student's ability to benefit from the training offered at Georgia Medical Institute.
3. Fulfill all other general requirements for admission.
4. Based on the above criteria, the Campus Director will determine whether the applicant has the ability to benefit from the program and if the applicant will be admitted.

### TUITION AND FEES

A schedule of tuition and fees for all programs is provided on the tuition supplement. (See insert) Students are required to pay all tuition, fees when due in agreement with school policies. If a student fails to make any payment when due, the school reserves the right to

exclude such students from class until such financial obligations are brought up-to-date.



### SCHOOL HOURS

The school is in session throughout the year except for the holidays and the vacations listed in the academic calendar that can be found in the student handbook. Day classes are scheduled Monday through Friday for up to 6 hours per day. Evening classes are scheduled Monday through Thursday for 4 hours per evening. Classes are offered on a morning, afternoon, and evening schedule.

### SCHEDULING/REGISTRATION

Each program has its own course schedule; however, students from different programs may share some classes where applicable. The course of study and the credit hours in each course must be completed as outlined in this catalog. Scheduling of required classes is done by the Campus Directors. Each student will

be provided with a class schedule on the first day of class. Students who fail a particular course must wait until it is offered again to repeat it.

### GRADING SYSTEM/CREDITS

The following grading system is used in all programs at all campuses:

A = 90-100	I = Incomplete
B = 80-89	WP = Withdraw passing
C = 70-79	WF = Withdraw failing
F = below 69	P/F = Pass or Fail

Numerical grades are issued on report cards and recorded on transcripts. Students will only receive the designated credits for a course when they have made 70 or better in that course. Students will be recognized for their academic/personal achievements as determined by the Campus Directors or Program Coordinators.

Final course grades (at all campuses) are determined consistently in the following manner:

- 80% - Tests, quizzes, reports, final exam.
- 20% - Quality Assessment, a form that the instructor will use to assess objectively: attendance, responsibility, peer interaction, maturity, etc.

**NOTE:** Final examinations are required to be taken in all courses. An "I" will be issued to a student who enrolled in a course for an entire term yet did not take the final exam or has not completed all course requirements. This status of incomplete can only be changed by the instructor. Incompletes must be removed by the end of the third week following the grading period in which it was issued. To do this, a student must meet with the instructor to find out what needs to be done to receive a final grade. **IT IS THE STUDENTS RESPONSIBILITY TO DO THIS!** If an incomplete is not removed within the prescribed time, it will automatically convert to a "F."

## STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress requires an overall average of 70% in all courses.

If after the first four weeks of a student's first term, he or she falls below the 70% grade average in all courses, he/she will be placed on academic probation for the last four weeks until one day before the ending of the first term of instruction.

If a second or subsequent term student's grade average falls below 70% in all courses at the end of any eight week term, he/she will be placed on academic probation until one day before the ending date of the following term.

Failure to achieve an overall average of 70% in all courses at the end of the probationary period will result in the student's termination from the school before any financial obligation for the remaining terms of the course. Such termination is called **ACADEMIC DISMISSAL**.

It is the policy at Georgia Medical Institute that all students who are on academic probation will continue to receive financial aid during the probationary period. However, if the student fails to remove the probationary status, he/she will be dismissed from the program, and all financial aid will end at that time.

A student who receives an **ACADEMIC DISMISSAL** must remain out of school for at least one term before being eligible to apply for readmission. Upon applying for readmission, the student must be determined to be able to benefit from training in his/her chosen area and if readmitted, they must meet the requirements for satisfactory academic progress. Such determinations will be made by the Campus Director.

**Failed Courses:** A student who receives a grade of 69 or less in a course receives no course credits. The course may be repeated once, as the schedule allows. When a course is repeated, only the last grade earned will be counted in computing the overall grade average. However, all grades earned are recorded on the student's permanent record.

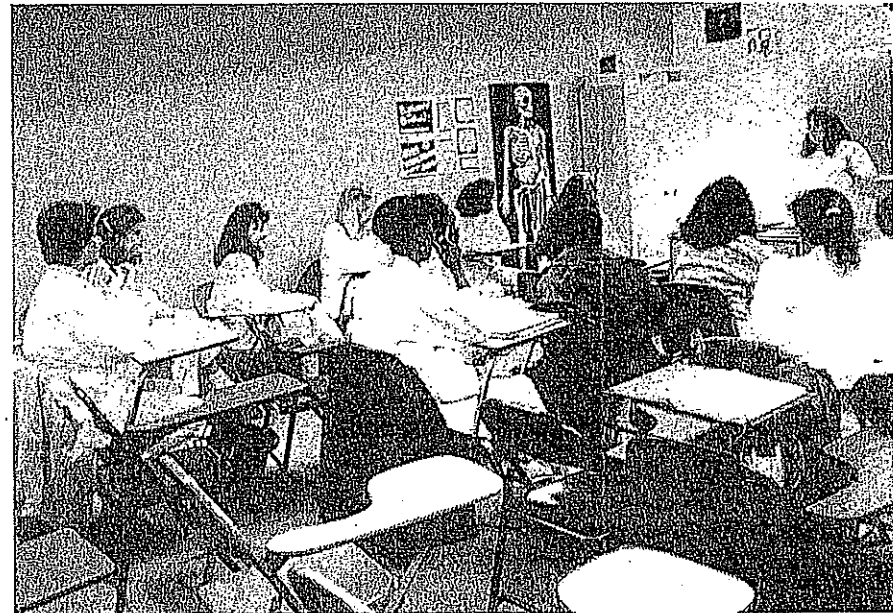
**Incompletes, Withdrawals, Repetitions, and Remedial Work:**

Students engaged with completing incomplete course work, or remedial work due to withdrawal or failing, are eligible to continue as students at Georgia Medical Institute if the following conditions are met:

1. The student is attending classes regularly and otherwise making satisfactory academic progress as defined above.
2. The time needed to make up and complete any coursework is within the program time frame as defined on page 5, "Grading System (NOTE: grades or incompletes)"

**Maximum Time Frame:** A student must satisfactorily complete a minimum number of credits toward his/her educational goal based on time increments; and he/she must complete the course work in no more than one and one half times the normal time frame for completion.

**Appeals:** Students who wish to appeal the determination that they are not maintaining satisfactory academic progress must submit a letter of appeal to the Campus Director. In cases of extenuating circumstances, special arrangements may be made with school officials. Each appeal will be handled on an individual basis.





## ATTENDANCE

Attendance is monitored on a daily basis. It is to the student's educational benefit that he/she be present for all classes. Students must attend 85% of the didactic part of their program and 100% of their externship. Each instructor has the right to establish as part of any course plan a requirement for participation in the course.

A student is placed on ATTENDANCE PROBATION when his/her overall attendance percentage falls below the 85% minimum attendance requirement. Continued poor attendance will result in the student being required to repeat a course, termination from the course(s) or the school.

When the maximum allowable absences (usually three, but may vary depending on the scheduling of the course) in a course have been reached, the student is placed on attendance WARNING status. A fourth absence will place the student on ATTENDANCE PROBATION.

Students missing final examinations because of illness or other acceptable reasons are entitled to make-up final examination as scheduled by the instructor. It is to the discretion of the instructor whether to allow make-ups for regular tests. Most instructors do not give regular make-ups.

Appeals: Students who wish to appeal the determination that they have violated the attendance policy must submit a letter to the Campus Director. In cases of extenuating circumstances, special arrangements may be made with school officials. Each appeal will be handled on an individual basis.

## TARDINESS

As a student, you are entering a career field where it is especially important to be ON TIME. If you are going to be late, you must call the particular campus you attend to explain. Instructors may allow students to enter class tardy no more than three (3) times during a term. A fourth admittance will require special permission from the Campus Director.

If a student is more than five minutes late to a scheduled class, that student will be marked absence for that class period.

Therefore, chronic tardiness can affect a student's overall attendance percentage.

## LEAVE OF ABSENCE

A written request for a leave of absence due to medical reasons or other extenuating circumstances must be approved and signed by the Campus Director. Request forms may be obtained from the Campus Director.

When a leave of absence is granted during a term, no attendance or academic credits will be counted for that incomplete term. A student is eligible for one leave of absence during his/her program unless there is an unusual circumstance, in which cases, a second leave would require Georgia Nonpublic Postsecondary Education Commission approval.

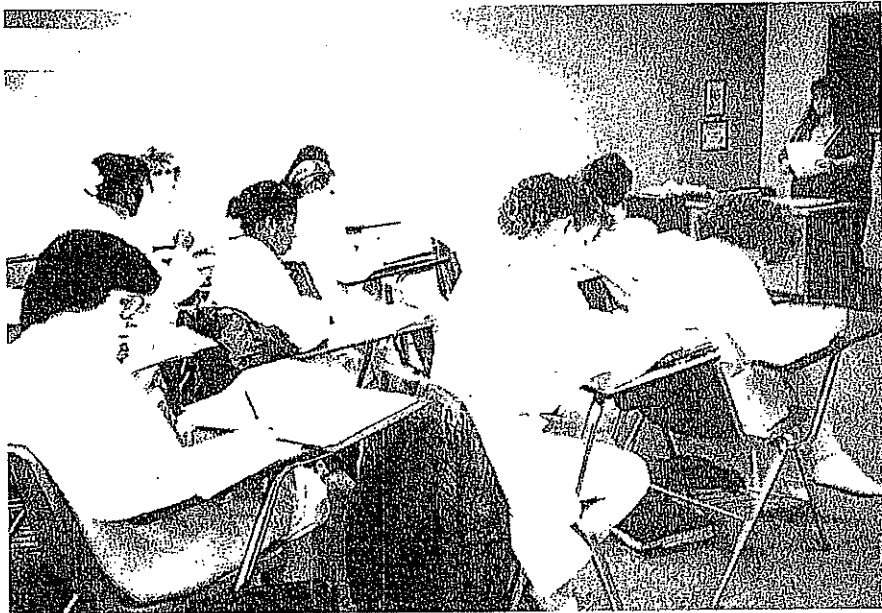
## READMITTANCE

The Campus Director will determine the eligibility for readmittance for any student who has been terminated from the school for either academic or attendance reasons. Also, they may determine eligibility for readmittance on students who have taken a leave of absence.

A written request for readmittance must be submitted to and approved by the Campus Director and Financial Aid Officer. Always, a complete new application procedure will be required as the applicant will be considered with other applicants who have applied for a particular program of study.

Tuition and fees will be prorated as appropriate depending upon one or more of the following:

1. The length of time the student was previously enrolled and how much of the program was completed.
2. The cost of the program during the previous enrollment period.
3. The current cost of the program.
4. The current academic requirements of the program.



### CONDUCT

Students are required to maintain acceptable standards and rules of conduct at all times. Students who do not abide by this are subject to being dismissed from the school. Rules of conduct pertaining to a particular course/instructor will be given out on the first day of class. These rules, while given by the individual instructor, have met with approval by Georgia Medical Institute's administration and must be followed.

Each disciplinary problem will be reviewed separately and the student will be given the opportunity to express his/her side of the situation. A counseling form will be written up and placed in the student's file.

In cases where the disciplinary problem does not warrant warning such as in the use of drugs or insubordination, the student may be terminated immediately from the school. When a student is found to be in repeated violation of the school's rules or if civil laws/criminal laws have been violated, then disciplinary (if necessary, legal) action up to and including termination may take place.

### NONDISCRIMINATION

It is the firm policy of Georgia Medical Institute that we will not tolerate discrimination against anyone, generally or specifically, based on race, creed, religion, national origin, gender, or handicap. Therefore, in accordance with Section 504, regulation 34 cfr, Section 104.7 (a), our Director of Financial Aid will be available to any person who has a complaint against the institute that would fall under Section 504. The Financial Aid Director's office is located at 40 Marietta St., Suite 1333, Atlanta, Georgia 30303. The telephone number is 525-3272, ext. 115.



### COUNSELING ACTIVITIES

Georgia Medical Institute offers counseling service to all students throughout their program. Counseling is available on request during school hours to help students with academic or related problems. Tutorial assistance in various courses is also available through sessions held by instructors. An advisement day is scheduled each term where the Program Coordinator or instructors

meet with and counsel (if needed) each student in their program. The faculty/staff conducts periodic seminars on such topics as substance abuse, infectious diseases, and career guidance.

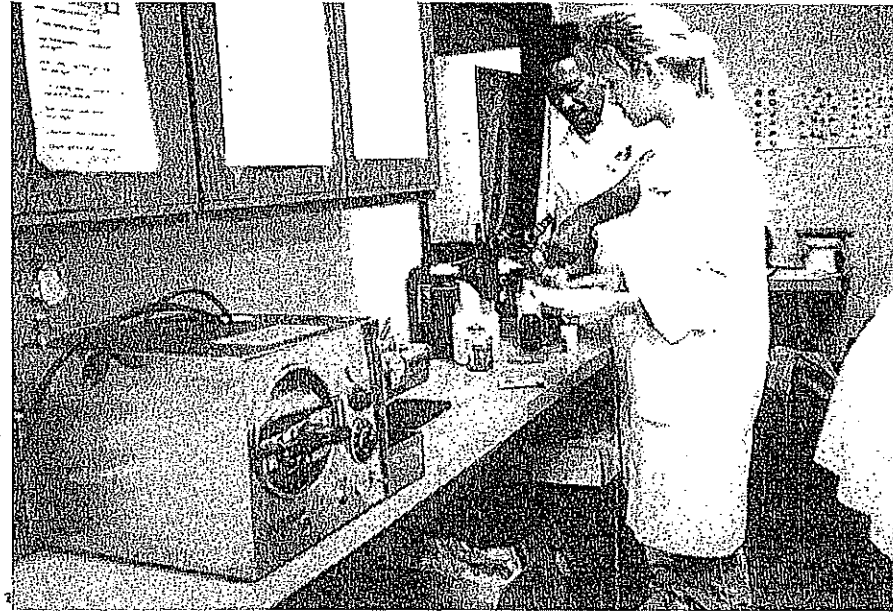
Drug and alcohol counseling services are available through Georgia Medical Institute's Information, Resource and Referral (IRR) program. This program provides students, as well as faculty/staff, counseling and appropriate referral for substance abuse problems.

### GRIEVANCE PROCEDURE

When a student believes that he/she has been treated unfairly, they may exercise the following procedure:

- 1) Any student having a complaint of any type should first request a meeting with their instructor to resolve the matter.
- 2) If the matter cannot be resolved within a three day period, the student is to request a meeting with their Program Coordinator (if the coordinator is other than their instructor). This meeting should be within one week of meeting with the original instructor and the complaint should be in written form for the Program Coordinator.
- 3) The Program Coordinator will resolve the matter and give a documented response to the student within one week of the meeting.
- 4) Should the matter remain unresolved, the student can request a meeting with the Campus Director. This request can be made within three days of receiving written response of the Program Coordinator. The request also should be in written form.
- 5) The Campus Director will then schedule a meeting with the student and Program Coordinator in an effort to resolve finally the matter. The instructor also may attend, and the student may bring one other person who has appropriate knowledge of the situation. The meeting will be scheduled as soon as possible, but never longer than two weeks from the date of the request to meet with the Campus Director.
- 6) The Campus Director will make the final decision on the matter and will document the response within one week following the meeting.

A formal written complaint file is kept at the Downtown (main) campus and is available for inspection on request.



### GRADUATION

Formal graduation ceremonies are held once a year during the early summer term.

Graduation Requirements: To receive a certificate of graduation, a student must have met all the following criteria:

- 1) The student must have passed all required courses and maintained at least 70% overall grade average in all courses.
- 2) The student must have successfully completed their required clinical experience or externship.
- 3) The student must have satisfied besides academic, attendance and any other obligations to the school.
- 4) The student must have met their financial obligations to the school.

5)The student must have completed an application form for graduation that is signed by the Program Coordinator. These application forms may be requested through the Program Coordinator.

Certificates will be issued to those students whose accounts are paid in full approximately 30 days after completion of the above criteria. Request to have certificates mailed must be submitted in writing (with current mailing address) to the Campus Director.

### TRANSCRIPTS

Requests for copies of completed transcripts must be made in writing or by phone to the Registrar at least two days before issuance. The first copy of the transcript is free of charge; each next one is two dollars--five dollars if it is notarized.

Request for copies and or replacements of certificates will follow the same procedure.

Any student owing money to Georgia Medical Institute will not be issued an official transcript until the balance is cleared.

### PLACEMENT SERVICES

While no guarantee of employment is made to any student, prospective student or graduate, it is of vital importance to the school to help each graduate in securing employment. Employment opportunities and assistance for job interviews are made for the student upon graduation. Graduates should register with and consult with the Program Coordinator for information on employment opportunities.

### FINANCIAL AID

Georgia Medical Institute participates in the Title IV Financial Aid Program. Under these programs, students may apply for Federal Pell Grants and Stafford Student Loans(Federal Family Education Loan), depending on their educational needs. Certain eligible students also may participate in Federal Supplemental Educational Opportunity Grants (FSEOG) and Federal College Work Study

(FCWS) programs.

Stafford Loan (Federal Family Education Loan after July 1, 1993): The Stafford Loan is a loan that is received through a bank. It must be repaid. Students do not pay any interest on the loan while they are in school. Repayment begins six (6) months after a student graduates or leaves the school.

Pell Grant (Federal Pell Grant after July 1, 1993): The Pell Grant is an entitlement grant based on a student's income from the previous year. For those students considered dependent, need will be based on the parent's income for the previous year.

The Federal College Work Study (FCWS) Program: This program gives part-time employment to students who need the income to help meet the cost of postsecondary education. To be eligible for a FCWS job, the student must meet all eligibility requirements for federal aid. In addition, a student must have "financial need."

Federal Supplemental Educational Opportunity Grants (FSEOG): This a grant based on the student's financial needs and distributed as funds are available. These funds are distributed to Pell eligible students with exceptional needs. Funds are divided equally between each starting class.

### TUITION REFUND POLICY

An applicant may cancel the Enrollment Agreement without penalty or obligation within three (3) business days (postmarked no later than the 3rd. day) from the date of the Enrollment Agreement. Cancellation must be by written notice. If the student is under age 18, such notice must be made by parent or legal guardian. Applicant fulfilling the above cancellation requirement is entitled to a refund of all moneys paid to the school.

- A) An applicant may cancel enrollment at any time before the commencement of classes. An applicant not requesting cancellation by the scheduled starting date will be considered a student.
- B) All moneys paid by an applicant, (except the applicable non-refundable application fee), are refunded if requested within

- three (3) business days after signing the enrollment agreement or making an initial payment.
- C) An applicant requesting cancellation after more than three business days since signing the contract is entitled to a refund of 95% of the tuition and fees.
  - D) A student termination is considered to have occurred no later than seven calendar days after the last date of actual attendance at the school unless earlier written notice of termination is received by the school, in which case, termination is the date of receipt of written notice. A refund will be determined by the last date of attendance.
  - E) For a student terminating training after 3 business days but within the first 5% of the course, charges by the school to the student shall not exceed 5% of total contract price of the course plus an administrative fee of \$100.00; however, in no event may the amount be more than \$350.00.
  - F) For a student terminating training after 5% but within the first 10% of the course, the charges will not exceed 10% of the total contract price of the course plus \$100.00.
  - G) For a student terminating training after completing over 10%, but within 20% of the course, the charges made by the school to the student shall not exceed 20% of the total contract price of the course plus \$100.00.
  - H) For a student terminating training after completing over 20%, but within 30% of the course, the charges made by the school to the student shall not exceed 30% of the total contract price of the course plus \$100.00.
  - I) For a student terminating training after completing over 30%, but within 40% of the course, the charges made by the school to the student shall not exceed 40% of the total contract price of the course plus \$100.00.
  - J) For a student terminating training after completing over 40%, but within 50% of the course, the charges made by the school to the student shall not exceed 50% of the total contract price of the course plus \$100.00.
  - K) For a student terminating training after completing over 50%, but within 60% of the course, the charges made by the school to the student shall not exceed 60% of the total contract price of the course plus \$100.00.
  - L) After completing more than 60% of the course, the student is obligated for the full amount of the total contract price of the course.
  - M) In case of student injury or prolonged illness or death in the family or other circumstances that make it impractical to

complete the course, the school shall make a settlement that is reasonable and fair to the student and school. The school will propose a settlement within 30 days of receipt of notice of the circumstances.

- N) If the enrollment agreement is not accepted and executed by the school, all moneys paid by the student to the school will be refunded and the student and school shall be released from any obligation hereunder.
- O) All Title IV funds disbursed and credited to the student's account at intervals are based on credit hours offered.
- P) A financial aid administrator is available for consultation during regular hours.

NOTE: Percentage of course completion is based on time in school. The last date of actual attendance is used to compute refunds.

#### POLICY FOR REFUND DISTRIBUTION OF FEDERAL IV PROGRAM:

Refunds to Title IV programs are determined by program payment periods based on an academic year of 24 credit hours, and must be allocated to each Title IV program from which the student received funds except for college work study.

Institutional refunds (determined by the School's refund policy) are disbursed in the following order:

- Federal Stafford Student Loan
- Federal Pell Grant
- Federal College Work Study (CWS)
- Federal Supplemental Educational Opportunity Grant (SEOG)

#### RECOVERY OF OVER-PAYMENTS FOR NON-INSTITUTIONAL EDUCATIONAL EXPENSES:

If a student withdraws, the overpayment of moneys disbursed to the student for non-institutional educational expenses shall be based on the percent of time completed over the total time in the payment period. No overpayment shall result after half the payment period has been completed.

**STATEMENT OF EDUCATIONAL PURPOSE/CERTIFICATION  
STATEMENT ON REFUNDS AND DEFAULTS:**

To receive aid from SFA programs, a student must sign a Statement of Educational Purpose and a Certification Statement on Refund and Default. The statement states that the student does not owe a refund on any grant, and is not in default on any loan, have not borrowed in excess of the loan limits, under the Title IV programs, at any institution. Also, that they will use all Title IV money received only for expenses related to their students at that particular institution.

**STATEMENT OF REGISTRATION STATUS:**

A Statement of Draft Registration Status also must be signed to receive SFA funds for the Draft. A student must not only sign the statement, but also check the appropriate boxes, indicating either that the student has registered or the reason the student is not required to register.

**STATEMENT OF UPDATED INFORMATION:**

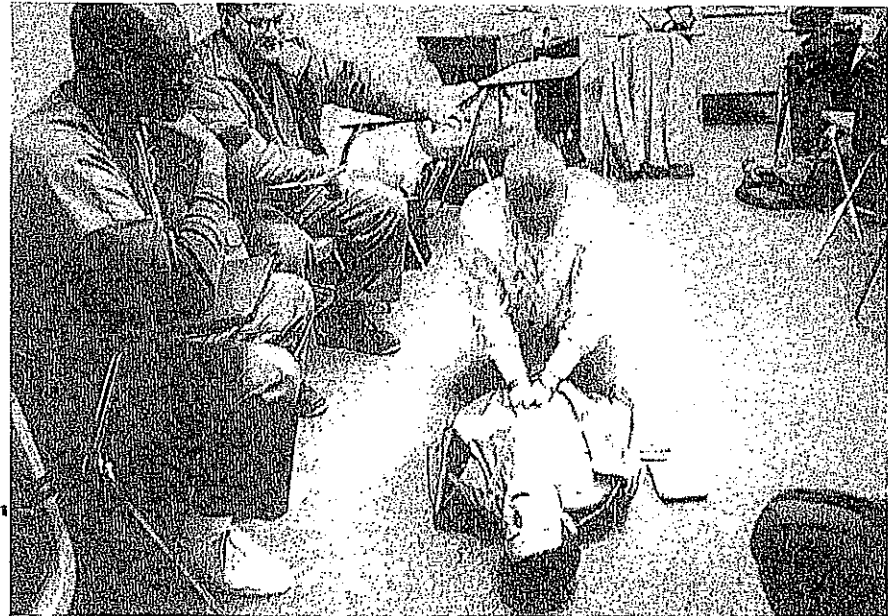
A statement of Updated Information must be signed by the student certifying that, as of this statement, all information regarding their dependency status, number in household, and number in household attending college reflects any changes that have occurred since they applied other than changes caused by a change in marital status.

**STATEMENT OF DRUG FREE WORKPLACE CERTIFICATION:**

The Federal Drug Free Workplace Act of 1988 (pub. L 100-630 Title V, Subtitle D) mandates that students receiving Pell Grants must comply with certain requirements. This is set out more fully in Section 5301 of the Anti-Drug abuse Act of 1988, which states: "If you are convicted of drug distribution or possession, the court may suspend your eligibility for Title IV financial aid."

**STUDENT ACTIVITIES**

Because many students at Georgia Medical Institute work after school or have family or other responsibilities, extra-curricular activities are planned and held on an informal basis as the student's schedule permits.



**UNIFORMS/EQUIPMENT**

All Georgia Medical Institute students are required to purchase and wear uniforms appropriate to their chosen field. New students will be given two weeks after beginning of classes to be in uniforms. Consult with your Program Coordinator about prices and availability. After the two week time period, all students will wear their uniforms during school/clinical times. There may be other equipment (i.e., watches, stethoscopes, blood pressure cuffs, etc.) the student wishes, but not required, to purchase at his/her option. Again, consult with your Program Coordinator on whether the equipment is mandatory or optional.

## ADDITIONAL EXPENSES

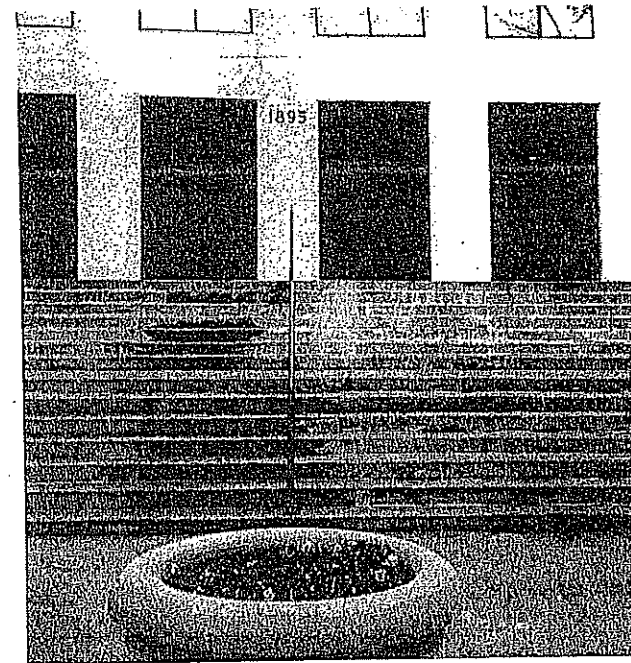
Besides tuition and the costs of uniforms or equipment. A student will have certain other expenses. A graduation fee is assessed (see Tuition Supplement). Also, some students will be required laboratory work, the Hepatitis vaccine or even a physical exam before beginning their clinical. These items will be paid by the student. Finally, all students before entering their clinical will be required to purchase individual professional liability insurance at a student rate (See Tuition Supplement).

## LIVING ACCOMMODATIONS

Because most students live within daily commuting distance of the various campuses, the school does not have formal housing. In cases where the student is not familiar with the Atlanta area, school officials will provide as much assistance as possible.

## TEACHING AIDS, SPECIAL LECTURES, AND FIELD TRIPS

Up-to-date equipment and audio/visual aids are available for the instruction of students. TVs and VCRs, Overhead projectors, models, etc. are utilized. Through cooperative efforts with hospitals and medical offices, students are also able to have exposure to more extensive equipment normally found in hospitals and clinical settings. Periodically, resource people from the medical/business field--including graduates--are invited to address students on various subjects. Students also take part in supervised scheduled field trips to local medical facilities.



## LIBRARY

A library is available at each of the campuses for the student's use. A study area is provided and students may take home books after signing out with the Campus Director. It is the student's responsibility to return items from the library. The library contains current periodicals covering a wide area of medical specialties. Also, the student is encouraged to use the area's larger public or university libraries for further research.



## EXTERNSHIP

Externship (clinical) is the final phase of a student's chosen program that gives the student an opportunity to apply the skills and knowledge learned in the classroom to actual practice in work settings. Placement of students on externship sites is a cooperative arrangement between the school and local medical facilities to provide on-site and normally unpaid training experience to students who have successfully completed their didactic training as outlined in the program.

Externship eligible students must complete a written application for externship that is approved or not approved by the Program Coordinator before being assigned to an externship site. All academic (which includes attendance at the Infectious Disease Seminar--required by the State and OSHA), attendance and financial obligations must be met and a financial aid exit interview must be done before starting externship.

All externship assignments are during daytime since most contract facilities have personnel to supervise students only during this time. Evening students need to be particularly aware of this and make accommodating plans for that time.

Students will be required to purchase individual professional liability insurance at nominal student fees (See Additional Expenses). Also, the student may be required to have a physical exam, lab work and Hepatitis vaccine.

For additional information and requirements regarding externship, please refer to the Student Handbook or consult the Program Coordinator.



## CURRICULUM

The following section presents the current programs and courses that Georgia Medical Institute offers. Note: not all programs are offered at all campuses. Please consult the Campus Director or Admissions Representative for further information.

The school has the right to review and revise the curriculum as the need for change becomes evident. An announcement will be made to all involved students if any changes occur.



## MEDICAL ASSISTANT



*"Wherever the art of medicine is loved,  
there is also a love of humanity."  
-- Hippocrates*

## MEDICAL ASSISTANT MODULAR PROGRAM

### Training Objectives for the Medical Assistant:

The Medical Assistant Modular Program at Georgia Medical Institute is designed to train students to function effectively and safely as integral members of the medical health care team. The program is a comprehensive course that combines basic knowledge with applied skills mastered in the classroom and laboratory. Students will be trained to do clinical tasks including EKGs, vital signs, injections, venipunctures, and X-rays. The student also will be instructed in how to handle tasks involving front office administrative procedures.

The Medical Assistant graduate can expect to find employment opportunities in private doctor's offices, clinics or other modern medical facilities.

The program is designed in modular format that allows students to begin training in any particular module listed below. NOTE: Because of scheduling logistics, each course listed under a particular Module may not be offered in a term.

MODULE #	COURSE TITLE	CREDITS
GE100	Orientation	0
1	Basic MA Skills	1.5
1	Typing	1.5
1	Medical Law & Ethics	1.0
1	Digestive System/Nutrition	1.0
2	Medical Office Procedures	3.0
2	Administration of Meds/Math	1.5
3	Microbiology/Minor Office Surgery	1.5
3	Disease Process	1.0
3	Human Relations	1.0
3	Respiratory System	1.0
3	Reproductive System	1.0
4	Circulatory System/EKG	2.0
4	Pharmacology	1.0
4	Special Senses	1.0
4	Musculoskeletal System	1.0
5	Data Entry I	1.0
5	First Aid/CPR	0.5

5	Urinary System	0.5
5	Hematology	1.5
6	Career Development	2.0
6	Nervous System	1.0
6	Integumentary System	1.0
6	Radiology/Body Planes/Cavities	2.0
7	Externship	5.0

TOTAL	34.5	
Didactic:	24 weeks (days)	36 weeks (evenings)
	32 weeks (days)	(9 month program)
Externship:	6 weeks (days-only)	

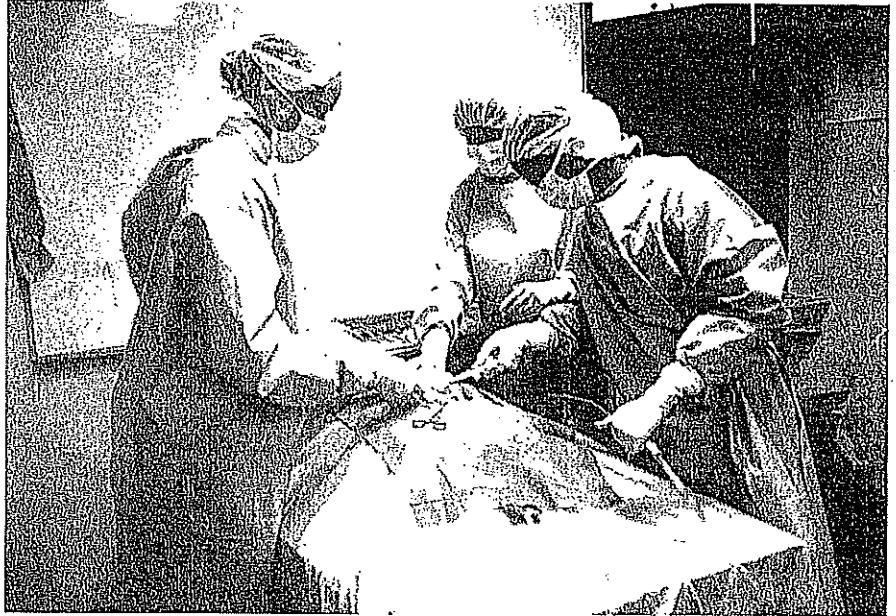
Classes start every four or eight weeks depending on the campus scheduling.

**NOTE: Students entering the Medical Assistant Program are required to challenge (sit) for the national certification exam to become a Registered Medical Assistant (RMA). The student is not necessarily required to pass the exam, but at least sit for the exam as a condition of completion of the program. Students should be aware that they will not be automatically certified as a Medical Assistant when they complete their training at Georgia Medical Institute. They will be a graduate Medical Assistant until they pass either the RMA or CMA examinations.**

A longer modular program (9 months) from time to time is offered for students when deemed appropriate. It includes the following extra courses:

COURSE TITLE	CREDITS
English	2.0
Disease Process (extra)	1.0
Typing II	1.5
Math	2.0
Medical Office Mgmt II	1.5
Computer Literacy	1.5
Human Relations (extra)	1.0
TOTAL	10.5

## SURGICAL TECHNICIAN



*"If anything is sacred the human body is sacred."  
-- Walt Whitman*

## SURGICAL TECHNICIAN PROGRAM

### Training Objectives for the Surgical Technician:

The Surgical Technician Program at Georgia Medical Institute is designed to train the reasonably diligent student to use proper surgical asepsis before, during and after surgical intervention; recognize basic instrument sets (major, minor and plastic); position patients with ease and knowledge; be aware of the general set-up of both the mayo tray and back table; and function effectively as a member of the surgical team.

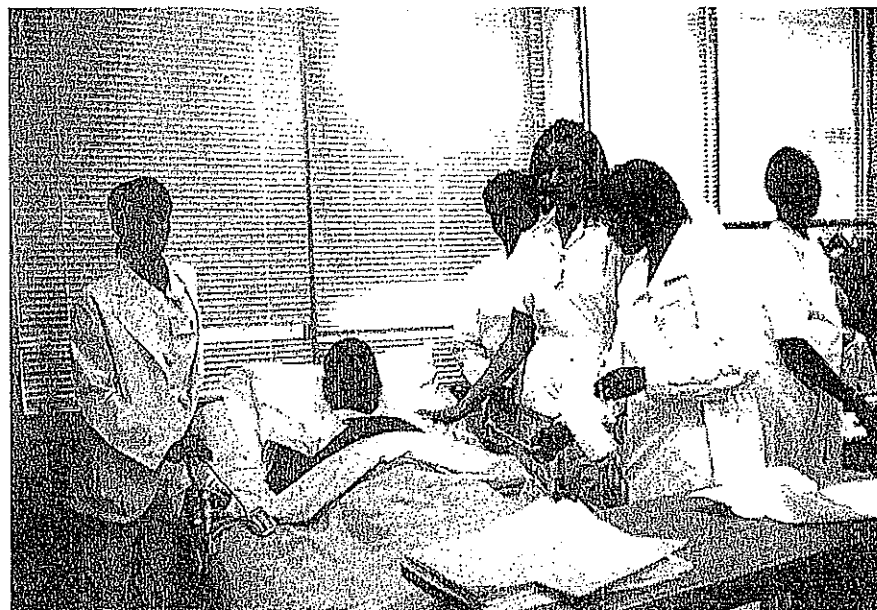
The Surgical Technician graduate can expect to find employment opportunities in hospitals, clinics and in private surgeon's offices.

COURSE #	COURSE TITLE	CREDITS
GE100	Orientation	0
GE101	Human Behavior	2.0
GE103	Medical Terminology	2.0
GE104	Communications	2.0
GE105	Math	2.0
GE106	Law & Ethics	2.0
GE107	Career Development	2.0
HS101a	Anatomy & Physiology I	2.0
HS101b	Anatomy & Physiology II	2.0
HS101c	Anatomy & Physiology III	2.0
ORT120	OR Technology I	4.0
ORT121	OR Technology II	4.0
ORT123	OR Technology III	3.0
ORT130	Anesthesia and Related Drugs	2.0
HS100	CPR	0
ORT122	OR Externship	13.5

TOTALS: 44.5  
 Didactic: 24 weeks (days)      40 weeks (evenings)  
 Externship: 16 weeks (days-only)

Classes start three times a year in September, January and May.

## NURSING ASSISTANT / NURSING TECHNICIAN



*"Care more for the individual patient  
 than for the special features of the disease."  
 -- Sir William Osler*

## MEDICAL OFFICE CLERICAL ASSISTANT

### Training Objectives for the Medical Office Clerical Assistant:

The Medical Office Clerical Assistant program at Georgia Medical Institute is designed to train the student to function effectively in a general office/medical office environment. The student will be trained in various clerical duties, filing, word-processing, spreadsheet generation, answering telephones, and general backup to the Administrative Assistant.

The Medical Office Clerical Assistant graduate can expect to find employment opportunities in physicians' offices, hospitals, nursing homes, and free standing clinics.

COURSE #	COURSE TITLE	CREDITS
GE100	Orientation	0
MO102	Communications & Career Development	2.0
GE103	Medical Terminology	2.0
MO103	Law & Ethics	2.0
MO104	Human Behavior	1.0
MO114	Computer Literacy I	1.5
M0214	Computer Literacy II	1.5
MO113	Medical Office Proc.	3.0
MO111	Typing	4.0
MO211	Transcription	1.0
MO115	Data Entry	1.5
HS100/b	CPR/Basic Medical	1.5
M0212	Records Management	1.5
MO300	Externship	3.5
TOTALS: 26.0		
Didactic: 32 weeks		
Externship: 4 weeks		

Classes start every eight weeks.

## PHLEBOTOMY TECHNICIAN



*"Blood is thicker than water."*

*-- Anonymous*

## PHLEBOTOMY TECHNICIAN

### Training Objectives for the Phlebotomy Technician:

The Phlebotomy Technician Program at Georgia Medical Institute is designed to train students to function effectively and safely as integral members of the laboratory team. The program combines basic knowledge with applied skills mastered in the classroom and laboratory. Students will be trained to do basic laboratory skills such as venipunctures, capillary sticks on adults and children/infants.

The Phlebotomy Technician graduate can expect to find employment opportunities in a clinical or hospital laboratory, free standing laboratory or other modern medical facilities that offers blood testing.

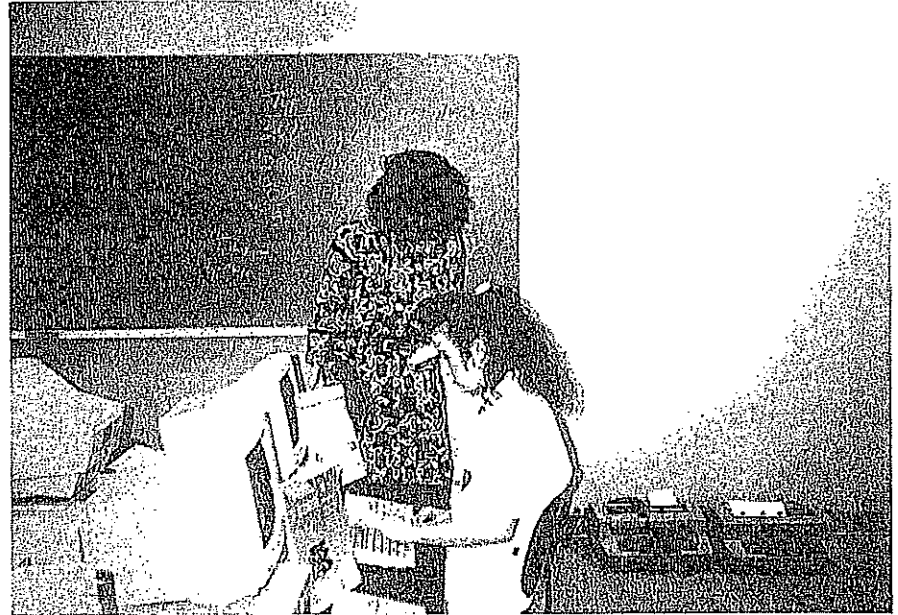
Upon completion of the program, the student is required to set for but not necessarily required to pass the certification exam for Phlebotomists.

**NOTE:** Students entering into the Phlebotomy program are required to challenge (sit) for a national certification examination as a Phlebotomist through the American Society of Phlebotomy Technicians (ASPT) to become a Certified Phlebotomy Technician. Student's are not necessarily required to pass the exam, but to sit for it is required for completion of the program. Students need to be aware that they are not automatically certified Phlebotomist when they graduate from Georgia Medical Institute. Students become certified only after passing the particular certification exam.

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
GE100	Orientation	0
PH101	Professionalism for the Phlebotomist	2.0
PH102	Human Behavior	1.0
GE103	Medical Terminology	2.0
PH103	Communications	1.0
PH104	Microbiology/Isolation Nursery Techniques	.0
PH105	Blood Collection Systems and Drug Awareness	2.0
PH200	Circulatory System	1.0
PH201	Review of Systems	2.0
HS100	CPR	0
PH220	Clinical Lab	3.0
PH202	Computer Literacy	2.0
PH300	Externship	3.5
<b>TOTALS:</b> 21.0		
Didactic:	16 weeks (days)	24 weeks (evenings)
Externship:	4 weeks (days-only)	

Classes start every eight weeks.

## MEDICAL OFFICE CLERICAL ASSISTANT



*"Natural abilities are like natural plants that  
need pruning by study."  
-- Francis Bacon*

## NURSING ASSISTANT/TECHNICIAN

### Training Objectives for the Nursing Assistant/Technician:

The Nursing Assistant/Technician Program at Georgia Medical Institute is designed to train students to function effectively and safely as integral members of the health care team. The program combines basic knowledge with applied skills mastered in the classroom and laboratory. Students will be trained to perform clinical tasks such as vital signs, personal care, reporting, observing, diet management, transferring height/weight measurement, wound care, glucose monitoring, and other tasks related to patient care. The graduate Nursing Assistant/Technician may apply these tasks to a variety of settings: Acute Care (hospitals), Chronic Care (nursing homes, etc.), or Home Care.

The Nursing Assistant/Technician Graduate can expect to find employment opportunities in hospitals, nursing homes, rehabilitation centers, and private homes.

The above described program is approved by the Georgia Medical Care Foundation. Those completing the program are eligible to sit for the Certification Exam which is given at Georgia Medical Institute.

The program is designed in modular format that allows students to begin training in any particular module listed below.

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
GE100	Orientation	0
NA120	Nursing Skills I	7.0
NA121	Nursing Skills II	6.0
NA122*	Nursing Skills III	7.0
	Nursing Skills III	6.0*
NA123*	Nursing Skills IV	4.0
	Nursing Skills IV	5.0*
TOTALS:		24.0

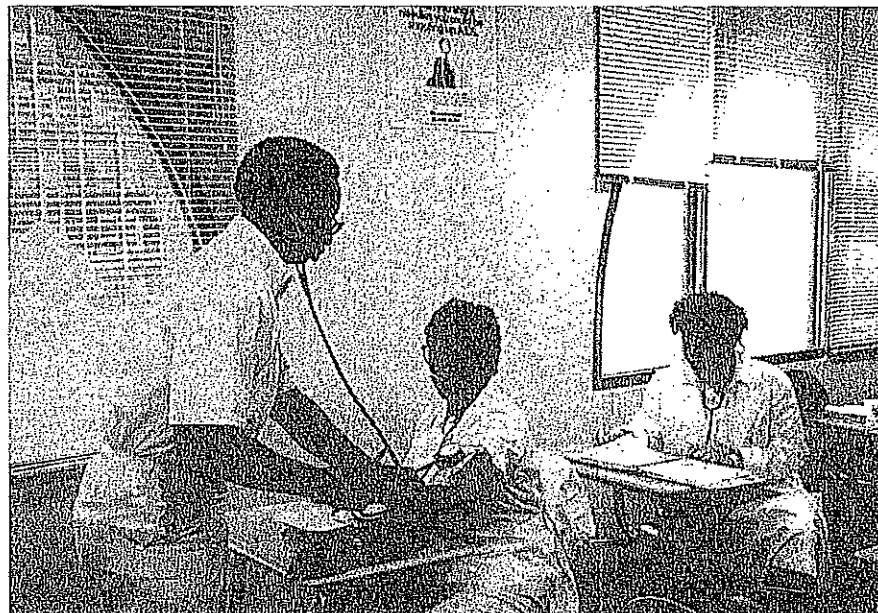
\*Because of numbers of students in a clinical class, the credits of Modules III and IV maybe different at the Downtown campus. The

same material is covered only the clinical time is adjusted to accommodate the size of the class.

Classes start every four or eight weeks depending on the campus scheduling.



## HOMEMAKER / HOME HEALTH AIDE



## HOMEMAKER/HOME HEALTH AIDE

6-3 2-20 / week 160  
16 / week 256  
416

### Training Objectives for the Homemaker/Home Health Aide:

The Homemaker/Home Health Aide Program at Georgia Medical Institute is designed to train students to be efficient, caring members of the health care team who are utilized in a home environment. Students will be trained to communicate effectively and provide basic nursing skills to clients in their homes.

The Homemaker/Home Health Graduate can expect to find employment opportunities in private homes and nursing homes.

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
GE100	Orientation	0
HH100	Unit #1	1.0
HH110	Unit #2	0.5
HH120	Unit #3	1.0
HH130	Unit #4	1.0
HH140	Clinical	1.0
TOTALS	4.5	

Didactic: 2 weeks

Clinical: 1 week

The program is designed to meet for eight (8) hours a day/5 days a week for a total of 40 clock hours. The complete program is therefore 120 clock hours. This is a cash pay program that does not have available financial aid. All tuition and fees for liability insurance, TB testing and stethoscopes are included in the base price (Consult the Tuition Supplement or your Admissions Representative). Students may begin only at the start of a new program which will be once a month.

## COURSE DESCRIPTIONS

### GENERAL EDUCATION

#### GE100 ORIENTATION

Orientation is a necessary part of the enrollment process. This course is designed for and required of all students entering a specific program of study. It is held for approximately four hours on the first day of classes. During this orientation, students will be advised of the rules and regulations of the school, informed of student services that are available, made familiar with the school's facilities and introduced to the school's faculty/staff. Also, the student will be provided with information on creating or maintaining good study skills and test-taking abilities.

#### GE101 HUMAN MOTIVATION AND BEHAVIOR

This course is designed to help the student develop skills needed for succeeding in a school or work setting. Understanding personal traits, human relations, goal setting, time management, stress management, reading and memory processes, and test taking are among the topics stressed. Class activities include individual and group interactive experiences, motivational speakers and video presentations.

#### GE103 MEDICAL TERMINOLOGY

This course is designed to help the student recognize, understand, correctly spell and pronounce the most commonly used terms in the health field. This course lays a foundation for the more advanced medically related courses the student will encounter. Also, the course is tailored to meet the needs of the particular program the student is enrolled. For example, the Medical Terminology taught to MOCA students will have a different emphasis than the Medical Terminology taught the Surgical Technicians.

#### GE104 COMMUNICATIONS

This course is designed to help the Surgical Technician student with the daily activities of written and oral communications.

A basic review of part of speech, grammar, sentence structure and spelling is covered.

#### GE105 MATH

This course is designed to help the Surgical Technician student with the basic math skills needed to function in the Operating Room setting. A basic review of addition, subtraction, multiplication and division is done. The metric system is introduced as well as proportions and percentage.

#### GE106 LAW AND ETHICS

This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society.

#### GE107 CAREER DEVELOPMENT

This course is designed to help the student prepare for entering the job market, in particular, the health field. The course is usually taken towards the end of a student's program. It includes professional growth, job hunting skills, and interviewing skills. Heavy emphasis is made on formulating a professional resume.

### HEALTH SCIENCE

#### HS100/b CPR/Basic Medical Skills

This course is designed to help the student recognize and respond to life-threatening emergencies. Students are taught the principles of Cardiopulmonary Resuscitation (CPR) as defined by standards of the American Red Cross and American Heart Association. Successful completion of this course qualifies the student for CPR certification through the American Red Cross. Note: this course maybe taught as a separate class in some programs (i.e. Phlebotomy, MOCA) or incorporated in another course in other programs (i.e. Surgical Technician, Medical Assistant, and Nursing Technician).

The MOCA students take the Basic Medical Skills portion of this course which is designed to provide for them basic medical skills such as vital signs, height and weight, etc.

#### HS101a/b ANATOMY AND PHYSIOLOGY I/II

This course is designed to help the Surgical Technician student be introduced to the structure and function of the human body. The course(s) are the first set in a series of four classes that are usually taught in pairs (i.e., I & II, then III & IV). Besides providing an introduction to basic anatomical terms, the course covers the pathology of the various systems. Cellular structures, integumentary, skeletal, muscular, and digestive systems are covered in these courses. An emphasis is made on anatomy given that Surgical Technician students take these courses. Prerequisite: GE103

#### HS101c ANATOMY AND PHYSIOLOGY III

This course is designed to be a continuation of HS101a/b. Structure, function, and pathology are presented as part of the remaining body systems (i.e., cardiovascular, respiratory, urinary, reproductive, endocrine, and nervous). Prerequisite: HS101a/b

### SURGICAL TECHNICIAN

#### ORT120 OR TECHNOLOGY I

This course is designed to introduce the Surgical Technician student to the surgical environment. The course covers an introduction to the health care facility, principles of asepsis, and sterilization procedures. Gowning, gloving and scrubbing techniques are demonstrated and practiced.

#### ORT121 OR TECHNOLOGY II

This course is designed to familiarize further the student with the surgical procedure and the various instruments involved. Common surgical conditions, operative procedures, and post-operative care are presented in this course. Material also covered includes: hemostasis, electrosurgery, wound closure/tissue layers, and preparation of the surgical site/pre-op care. Prerequisite: ORT 120.

### ORT123 OR TECHNOLOGY III

This course is designed to complete the student's knowledge of the skills learned in ORT I/II. The student spends considerable time practicing draping, instrumentation, and surgical routines in simulated situations. The technical aspects of pre-, peri- and post-operative care required to be given by the Surgical Technician are emphasized. Prerequisite: ORT121

### ORT130 ANESTHESIA AND RELATED DRUGS

This course is designed to introduce the Surgical Technician student to the more commonly used medications administered before, during and after surgery. Recognition of drug names and their actions/side effects are primarily stressed as opposed to drug dosages and calculations.

### ORT122 EXTERNSHIP

During this course, the student will spend his/her time in a hospital or clinic operating room setting working under the supervision of a nurse or operating room technician. This course is the final course of the Surgical Technician program and its successful completion is required for graduation. Prerequisite: Coordinator approval.

## NURSING TECHNICIAN

NOTE: The Nursing Technician program is taught in a modular format and so designed that a student may enter the program during any one of the following four courses. A combination of general education, clinical theory and practicum are the basic part of each Nursing Skills course.

### NT120 NURSING SKILLS I

In this module, the student will develop the basic skills required to do general patient care. Skills include taking vital signs, aseptic techniques, bedmaking, positioning, lifting, and transporting patients. Students also will become familiar with basic medical terms, concepts of human behavior and the organizational structure of hospitals and skilled nursing facilities.

### NT121 NURSING SKILLS II

In this module, the student will continue the basic skills required to do general patient care. This will include: infection control, patient safety, skin care and other activities of daily living. Laws governing patient rights and liabilities, the technician's liabilities and CPR are also presented in this course.

### NT122 NURSING SKILLS III

In this module, the student will learn to chart and report patient's conditions, to measure intake and output, to recognize specific complications of patients. The rehabilitation process is discussed and presented as well. During this course, clinical time is spent outside the classroom/lab setting.

### NT123 NURSING SKILLS IV

In this module, the student will understand the practical applications of nursing skills as they relate to specialized areas such as home health, residential care, pediatric care, pre- and post-operative, and terminally-ill care. English and terminology along with job seeking skills, and interpersonal communications are general topics also included in this course.

## HOMEMAKER/HOME HEALTH AIDE

### Unit #1

This unit will provide the student with information on Communication Skills, how to communicate with patients and family members. Also, Medical Terminology will be presented. Medical Law and Ethics will be approached in its relationship to the Home Health Aide. Finally, Client observation, record keeping, reporting, and Client teaching will be emphasized.

### Unit #2

This unit will provide the student with information on Basic Nursing Skills which would include vital signs, specimen collection, Intake and Output, Range of Motion exercises, and special procedures. Emergency care/first aid along with death and dying/Postmortem care will be presented.

### Unit #3

This unit will provide the student with information on Diet and Nutrition which would include shopping for clients, meal planning, and preparation, and feeding clients. General household functions are also presented in this unit.

### Unit #4

This unit will finish the didactic part of the student's training. It will cover Infection Control, maintaining a hygienic environment for the client, safety in the client's home and also certification through the American Red Cross in Community CPR.

### Clinical

This is time that the student is placed in a supervised setting where they may apply the skills they learned in the above units.

## MEDICAL OFFICE CLERICAL ASSISTANT

### MO102 COMMUNICATIONS AND CAREER DEVELOPMENT

This course is designed to help the MOCA student with daily activities of oral and written communication. A basic review of punctuation, capitalization, grammar, and spelling is done. Techniques of letter writing, reports and oral presentations are practiced. The course includes job search skills, resume writing and interviewing skills.

### MO103 LAW AND ETHICS

This course is designed to help the MOCA student understand moral behavior and professional relations. Laws pertinent to the health care field will be discussed. Also, the course will develop skills in time and stress management as it relates to an office setting.

### MO104 HUMAN BEHAVIOR

This course is designed to help the MOCA student understand the aspects of human behavior both personally and professionally. Class activities are designed to provide realistic and

participative experiences that will help the student develop behavioral goals which will enable them to succeed on the job.

### MO114 COMPUTER LITERACY I

This course is designed to introduce the MOCA student to the computer age. Basic terms and concepts of computers and their methods of processing data to deliver information are covered in this course. The course also emphasizes use of computers in the workplace, basic features to consider when purchasing a computer, and contemporary social issues and concerns with computers.

### MO214 COMPUTER LITERACY II

This course is designed to expand the MOCA student's knowledge of different facets of the computer industry. Introduction to various application software and providing hands-on experience as it relates to the medical office is presented in this course. Prerequisite: MO114

### MO113 MEDICAL OFFICE PROCEDURES

This course is designed to train the MOCA student in handling and properly completing insurance forms, patient statements, laboratory reports, and file maintenance. In addition, proper telephone use, inventory control, and the pegboard accounting system with light bookkeeping will be presented.

### MO111 TYPING

This course is designed for the MOCA student to enhance the fundamental skills and techniques in typing that the student should already acquired. Experience with the keyboard is normally required before beginning this course, however, introductory keyboarding maybe provided if the instructor deems necessary. An emphasis on speed and accuracy is made in this course. Much of the time is typing practice. Upon completion of this course, the student will be required to type a minimum of 50 gross words per minute. However, to achieve adequate post graduate placement, 65-70 minute is strongly encouraged.

### MO211 TRANSCRIPTION

This course is designed to help the MOCA student concentration on production skills of transcription. Students are expected to produce

mailable copies of business letters, medical reports, and forms. Exposure to a broad base of medical terms that began with Medical Terminology also is provided. The course will involve additional experience in working with more advanced medical reports, transcribing case histories, X-ray, operative, and pathology reports, along with discharge and consultant summaries. Prerequisite: GE103, MO111

#### MO115 DATA ENTRY

This course is designed to help the MOCA student with proficiency in keying data, managing information systems, data organization, and file processing. Emphasis of hands-on techniques is made in this course.

#### MO212 RECORDS MANAGEMENT

This course is designed to assist the MOCA student in learning and efficiently performing the various aspects of filing and coding involved in medical records keeping.

#### MO300 EXTERNSHIP

During this course, the student will spend time out-of-school in a medical facility setting where hands-on experience may be obtained. This course is the last one taken in the MOCA program and its successful completion is required for graduation. Prerequisite: Coordinator approval.

### PHLEBOTOMY

#### PH101 PROFESSIONALISM FOR THE PHLEBOTOMIST

This course is designed to familiarize the Phlebotomy student with the early history of phlebotomy. The remaining portion of the course is to inform the entry level student of the various laws that govern medical personnel. Ethical situations are discussed as well. Standards of professionalism are stressed and aspects of career development are also covered.

#### PH102 HUMAN BEHAVIOR

This course is designed to help the Phlebotomy student understand different types of behaviors, both positive and negative and how they affect us personally or professionally. The course also examines stress and its effect and how to control it.

#### PH103 COMMUNICATIONS

This course is designed to help the Phlebotomy student with the daily activities of oral and written communications. A basic review of punctuation, grammar and spelling is done. Techniques of writing reports and charting are practiced.

#### PH104 MICROBIOLOGY, ISOLATION/NURSERY TECHNIQUES AND LABORATORY SAFETY

This course is designed to introduce the student to the fundamental concepts of microbiology. Aseptic technique is reemphasized and procedures of isolation and nursery protocol for lab personnel is presented. Finally, an overview of laboratory safety based on OSHA guidelines is provided.

#### PH105 BLOOD COLLECTION SYSTEMS

This course is designed to introduce the Phlebotomy student to the various components necessary for obtaining and transporting blood samples. An overview of the more common laboratory tests is also provided. Understanding of the Vacutainer system is emphasized.

#### PH200 CIRCULATORY SYSTEM

This course is designed to help the Phlebotomy student understand the structure and function of the cardiovascular system. Emphasis on the vasculature structure related to phlebotomy is made.

#### PH201 REVIEW OF SYSTEMS

This course is designed to familiarize further the Phlebotomy student with the other body systems. Organ recognition, and physiology as it relates to the phlebotomist is presented.

## PH220 CLINICAL LAB

This course is designed to introduce first the Phlebotomy student to the theory of hematology as well as the application of venipuncture techniques. Substantial practice time is utilized.

## PH202 COMPUTER LITERACY

This course is designed to introduce the Phlebotomy student to the computer age. Basic terms and concepts of the computer and its methods for processing are discussed. Applications of data entry as it would relate to the laboratory are presented.

## PH300 EXTERNSHIP

During this course, the student will work in a clinical setting outside of the school. Application of theory and practice is expected.

This is the last course taken in the Phlebotomy program and successful completion is required for graduation. Prerequisite: Coordinator approval.

## MEDICAL ASSISTANT MODULES

### MODULE 1

#### BASIC MA SKILLS

This course is designed to introduce the MA student to basic clinical skills needed in a doctor's office. These will include collecting patient data and vital signs (temperature, pulse, respiration, and blood pressure).

#### TYPING

This course is designed to introduce the MA student to the alphabetic and numeric keyboard. Students will be given ample practice time. Those students with prior typing experience will be given placement tests in order to do more advance work.

#### MEDICAL LAW AND ETHICS

This course is designed to help the MA student understand moral behavior, acceptable standards of conduct--personally and

professionally, and laws pertaining to the patient, physician or health care facility. This course also examines the various ethical codes and their current impact in society.

## DIGESTIVE SYSTEM/NUTRITION

This course is designed to help the MA student understand and identify structure, function, disorders, and procedures related to the digestive system. The student also will be provided information about proper diet and diet therapies.

### MODULE 2

#### MEDICAL OFFICE PROCEDURES

This course is designed to acquaint the MA student with basic duties and responsibilities needed to assist in the front office in medical facility. Students are introduced to a broad range of office skills--including appointment scheduling, telephone etiquette, mailing, filing, keeping day sheets, ordering supplies, billing, and ICD9/CPT coding. Patient record management will be stressed.

#### ADMINISTRATION OF MEDICINES/MATH

This course is designed to help the MA student develop skills needed to administer medications effectively and safely. The student will be able to show the use of syringes and needles in order to give a variety of injections. Concepts of math as it relates to drug calculations is also presented in the course.

### MODULE 3

#### MICROBIOLOGY AND MINOR OFFICE SURGERY

This course is designed to help the MA student develop skills needed to identify microorganisms and understand their methods of growth. This includes assisting in basic laboratory tests and utilizing the microscope for identification. The student will be instructed in the theory and practice of aseptic technique. Proper handwashing and infection control is stressed. Also, the student will learn to identify and properly chose and handle surgical instruments that would be used in common office surgical procedures. OSHA guidelines are stressed throughout this course.

## DISEASE PROCESS

This course is designed to introduce the MA student to diseases, their etiology, treatment and prevention. Concepts of public health are discussed. Immunity and its function are also covered. The course includes with it an overview of medical terminology as well.

## HUMAN RELATIONS

This course is designed to help the MA student understand the aspects of human behavior as it relates to oneself, co-workers, and patients. Class activities provide experiential practice in dealing with people both personally and professionally. This course will hopefully help the MA student develop traits that are needed for job and personal success.

## RESPIRATORY SYSTEM

This course is designed to help the MA student understand and identify structure, function and pathology of the respiratory system. The student will be introduced to such skills as oxygen administration and obtaining throat cultures.

## REPRODUCTIVE SYSTEM

This course is designed to help the MA student understand and identify structure, function and pathology of both the male and female reproductive system. Emphasis is on the more complex female system. Skills are learned in order for the MA to assist the doctor in doing various procedures (i.e., Pelvic exams, PAP smears, SBE instruction, etc.)

## MODULE IV

### CIRCULATORY SYSTEM AND EKGs

This course is designed to help the MA student understand the structure and function of the heart and blood vessels. The second half of the course is devoted to understanding the principles and skills involved with performing a routine 12-lead EKG.

## PHARMACOLOGY

This course is designed to introduce the MA student to the more commonly prescribed medications in the medical office. The student will become proficient in utilizing the Physicians' Desk Reference (PDR) to identify drug classes, brand or generic drug names, and the action/side effects of those drugs. Also laws governing drug distribution, ordering, dispensing and storing controlled drugs are also covered.

## SPECIAL SENSES

This course is designed to help the MA student develop skills to name the basic senses and to understand the ability to measure vision, to irrigate the ear and to administer eye, ear and nose medications. An overview of the anatomy and physiology of the senses is included.

## MUSCULOSKELETAL SYSTEM

This course is designed to help the MA student understand the structure, function and pathology of the skeletal and muscular systems and their respective effect on body mechanics.

## MODULE V

### DATA ENTRY

This course is designed to give the MA student hands-on computer experience in entering data. Software program involving medical office billing is utilized as part of the practice. MA students will gain baseline computer literacy.

### FIRST AID/CPR

This course is designed to instruct the MA student in the basic skills needed to recognize and provide assistance in medical emergencies. The student will be instructed in CPR (see HS100) as well.



## URINARY SYSTEM AND URINALYSIS

This course is designed to introduce the MA student to the structure, function and pathology of the urinary system. Skills are learned in terms of obtaining urine specimens for urinalysis. The basic urinalysis is presented in theory and practice.

## HEMATOLOGY

This course is designed to introduce the MA student to the structure, function and pathology of the blood. The course mainly covers theory, demonstration and clinical practice of common tests done in medical offices and blood drawing techniques such as "finger sticks" and venipuncture. Again, OSHA guidelines are emphasized and followed in this course as they were in Micro/Minor Office Surgery.

## MODULE VI

### CAREER DEVELOPMENT (SUCCESS)

This course is designed to improve the MA student's marketable skills as they prepare to enter or re-enter the work force. Students will be able to prepare a resume and cover letter, locate and apply for employment, and present themselves in a positive perspective during job interviews. Heavy emphasis is placed on developing a marketable resume.

## NERVOUS SYSTEM

This course is designed to give the MA student basic information on the structure, function and pathology of the complex nervous system. Understanding various tests the doctor may employ in evaluating the nervous system is also covered.

## INTEGUMENTARY SYSTEM

This course is designed to introduce the MA student to the structure, function and pathology of the skin, hair and nails. Skills are learned to assist the doctor in diagnosis and treatment of skin conditions.

## RADIOLOGY/BODY PLANES AND CAVITIES

This course is designed to familiarize the student with the general structure and layout of the human body. Terminology is stressed. The course also includes principles of radiation, and the use of X-rays. This part of the course fulfills state requirements in the area of X-ray safety. A certificate in X-ray safety will be issued upon meeting the state's criteria.

## MODULE VII

### EXTERNSHIP

During this course, the student will spend time in a clinical setting (i.e., doctor's office or clinic) where they will apply the skills that have been taught. This is the last course the student takes in their program. Externship must be done during the day. Successful completion is a graduation requirement.

### EXTRA MODULES

#### ENGLISH

This course is designed to help the MA student with the daily activities of oral and written communications. A basic review of the parts of speech, sentence structure, and spelling is covered. A oral presentation is usually part of the course.

#### TYPING II

This is a continuation of the typing course in which the MA student can increase their speed and accuracy. Practice sessions are mainly provided with periodic typing drills.

#### MATH

This course is designed to help the MA student with understanding the basic mathematical functions utilized in the medical office. Emphasis is made on the working of proportions, percentage and drug calculations. An introduction to the metric system also is provided.

#### COMPUTER LITERACY

This course is designed to introduce the MA student to the computer age. Basic terms and concepts of computers and their

methods of processing data to deliver information in the office is covered.

#### DISEASE PROCESS

See listing under Module 3

#### MEDICAL OFFICE PROC. II

This course is a continuation of Medical Office Procedures in Module 2.

## CORPORATE STAFF

### 13TH FLOOR

Mr. Dominic Dean	President/CEO
Mr. Arthur Cuff	Financial Director
Mr. Donnie Sasser	Financial Aid Director
Mr. Lloyd Johnson	Fiscal Operations Manager
Ms. Debbie Heiges	Bursar
Ms. Doreen Jordan	Billing/Bursar
Ms. Terri Clark	Student Default Coordinator
Ms. Natalie Moorehead	Registrar
Ms. Taylor Moultry	Administrative Coordinator
Ms. Diane Walton	Research and Development

### DOWNTOWN STAFF

#### 5TH FLOOR

Mr. LeVon Alexander	Downtown Campus Director
Mr. Dennis Crocker	Admissions Representative
Ms. Belinda Jones	Financial Aid Officer

### AIRPORT STAFF

Ms. Angela Brightwell	Airport Campus Director
Mr. Larry Graf	Admissions Representative
Ms. Jackie Gregg	Financial Aid Officer
Ms. Beverly Roddy	Receptionist

### MARIETTA STAFF

Ms. Ruth Baker	Admissions Representative
Ms. Donna Belmont	Admissions Representative
Ms. Trina Hodge	Administrative Assistant
Ms. Peggy Kurz	Marietta Campus Director
Ms. Katherine Hanna	Financial Aid Officer

## FACULTY

### ACADEMIC DEAN

Malcolm, Mr. Zell, BA, BMSc., PA-C, MS  
Pfeiffer College--Bachelors Degree in Chemistry, Emory  
University School of Medicine--Certificate as a Physician  
Associate and Bachelors of Medical Science, Georgia State  
University--Masters Degree in Community Counseling.

### AIRPORT

Clark, Ms. Janice, BS Business/Gen. Education  
Tuskegee Institute--Bachelors of Science in Fashion  
Design/Business Administration.

Evans, Ms. Amy, BA Medical Assistant  
Drury College--Bachelors of Arts in Biology/Chemistry.

Fleet, Dr. Kenneth, BA, DDS Health Science Courses  
Dillard University--Bachelors of Arts in Biology, Howard  
University College of Dentistry--Doctorate of Dental Surgery.

Flood, Ms. Sheila, CMA, RMA  
Medical Assistant Program Coordinator  
Samford University, St. Bernard College, Georgia Medical  
Institute--Certificate for Medical Assistant.

Lindgren, Ms. Anna, RMA Medical Assistant  
University of Southern Mississippi, Jefferson Davis College,  
Georgia Medical Institute--Certificate for Medical Assistant.

Long, Ms. Phyllis, LPN Clinical Nurse  
Technician Instructor  
Clayton Junior College--Diploma in Practical Nursing.

Powers, Ms. Bonita, LPN Nurse Technician  
Program Coordinator  
Griffin Vocational Tech.--Diploma in Practical Nursing,  
Clayton Junior College.

Wilson, Mr. Stuart, CPT            Phlebotomy Courses  
Clayton Junior College, University of Georgia.

## MARIETTA

Alexander, Ms. Sharon, RN        Clinical Operating Room Instructor  
Mercy School of Nursing--Diploma Program, Regents  
College, Delta College.

\*Campbell, Ms. CeCe, EMT        Medical Assistant  
Chicago Illinois State--Certificate as an Emergency Medical  
Technician, U.S. Army.

Davis, Ms. Sandra, LPN        Surgical Techician Program Coordinator  
South Louisiana Vocational Technical Institute--Diploma in  
Practical Nursing.

DiGeronimo, Micheal, BA, CPT    Phlebotomy Courses  
(Night Administrator)  
Worcester College--Bachelors Degree in Business  
Administration, Georgia Medical Institute--Certificate in  
Phlebotomy.

\*Durham, Samanetha, ORT        Surgical Techician  
Georgia State University, Grady Memorial Hospital

Eighner, Ms. Renna            MOCA Program Coordinator  
Indian River Community College

Howard, Ms. Lisa, CMA        Medical Assistant Program Coordinator  
Commonwealth College--Certificate for Medical  
Administrative Assistant, Old Dominion University.

Moe, Ms. Tamera, RN            Medical Assistant  
Florida Community College--Associate Degree in Nursing.

Stroud, Ms. Patrica, MA        Medical Assistant  
Georgia Medical Institute--Certificate for Medical Assistant.

Turner, Ms. Peggy, CPT, CMA, AS Phlebotomy Program Coordinator  
DeKalb Community College--Associate Degree in Science,  
Certificate for Medical Assistant.

## DOWNTOWN

\*Brice, Ms. Barbara, RN, BS, MPA    Medical Assistant  
Medical College of Virginia St. Phillips School of Nursing-  
Diploma Program, Clark College--Bachelors Degree in  
Medical  
Record Science, Central Michigan University--Masters  
Degree in Public Administration, Georgia State University--  
current Ph.D candidate.

\*Cole, Mr. Arthur, BA, MA        General Education  
Duke University--Bachelors Degree in Psychology,  
Harvard University (Graduate School of Design)--Masters  
Degree in City and Regional Planning.

Can, Ms. Carolyn, RN            Medical Assistant  
Des Moines School of Practical Nursing--Diploma in Practical  
Nursing, Cape Cod Community College--Associate Degree in  
Nursing.

Jenkins, Ms. Sheila, LPN        Nurses Technician  
Durham Junior College--Diploma in Practical Nursing,  
Atlanta            Junior College, Clayton State College.

Hill-Davis, Ms. Vivian, LPN        Nurses Technician  
Wayne State University, Atlanta Area Tech--Diploma in  
Practical Nursing.

Kelleher, Mr. Gerald, BA, CMAMedical Assistant  
Program Coordinator  
St. Joseph's College--Bachelors Degree in Marketing and  
Business, Georgia Medical Institute--Certificate for Medical  
Assistant.

\*Palmer, Cheryl, EMT            Medical Assistant  
Pensacola Junior College, U.S. Navy

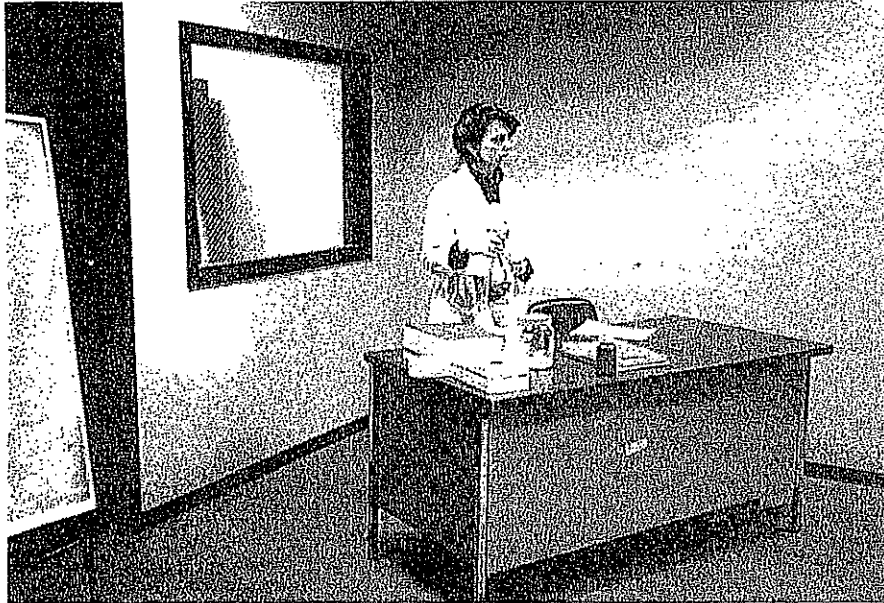
Rowe, Ms. Carolyn, BS            Business/Gen.  
Education Georgia State University--Bachelors of Science  
Degree in Business Management and Bookkeeping.

Snipes, Ms. Vickie, LPN        Nurses Technician  
Atlanta Area Technical School--Diploma in Practical Nursing.

Wilson, Ms. Urmel, AS, LPN      Medical Assistant  
Goldey Beacom College--Associate Degree in Business  
Administration, Southern Vocational College--Diploma in  
Practical Nursing.

Woodruff, Ms. Charlene, RN      Nurses Technician/  
CNA  
Testing Coordinator  
Grady Hospital School of Nursing--Diploma in Nursing.

\*Part time instructor



## PROFESSIONAL RECOGNITIONS

### INSTITUTIONAL ACCREDITATION:

\*Accredited by the Accrediting Bureau of Health Education  
Schools (ABHES). [Accredited since 1984]

### LICENSED BY:

\*State of Georgia

### AUTHORIZED BY:

\*Georgia Non-public Postsecondary Education Commission

### APPROVED BY:

\*U.S. Department of Education

\*Georgia Medical Care Foundation for the Certified Nursing  
Assistant Program

Documents supporting Georgia Medical Institute's accreditations,  
licensing, chartering, authorization, approval, and memberships are  
available for review in the administrative offices at the downtown  
location during normal business hours, Monday through Friday.

Consumer Information (i.e. Retention rates, Graduates, etc) Reports  
are available on request through the Financial Aid Director located at  
the downtown campus.

It is the policy of Georgia Medical Institute not to discriminate based  
on sex, handicap, race, color religion, or national or ethnic origin in  
its educational programs, admissions policies, employment policies,  
or other school-administered programs. This policy is enforced by  
Federal law under Title IX of the Civil Rights Act of 1964, and  
Section 504 of the Rehabilitation Act of 1973.

