



**GEORGIA
MEDICAL
INSTITUTE**

CATALOG
1997-1999

GEORGIA MEDICAL INSTITUTE

CATALOG

VOLUME XVI 1997-1999

DOWNTOWN ATLANTA/MAIN LOCATION

41 Marietta Street, 2nd Floor
Atlanta, Georgia 30303
(404) 525-1111

AIRPORT LOCATION

1895 Phoenix Blvd., Suite 310
Atlanta, Georgia 30349
(770) 994-1900

*MARIETTA LOCATION

1395 So. Marietta Parkway,
Building 500, Suite 202
Marietta, Georgia 30067
(770) 428-6303

** (Not Handicap Accessible)*

PROFESSIONAL RECOGNITIONS

INSTITUTIONAL ACCREDITATION:

Accrediting Bureau of Health Education Schools
(ABHES) Accredited 1984

LICENSED BY:

Business License City of Atlanta/102508
Business License Marietta/2561090-8244000
Business License College Park/92-0291

AUTHORIZED BY:

Non-public Postsecondary Educational Institutional Act of 1990
International Association of Continuing Education and Training

CERTIFIED BY:

U.S. Department of Education

APPROVED BY:

Georgia Medical Care Foundation/Certified Nursing Assisting

MEMBERSHIP AFFILIATIONS

National Association of Career Health Schools
Georgia Association of Student Financial Aid Administrators
Southern Association of Student Financial Aid Administrators
American Society of Phlebotomy Technicians
Association of Surgical Technologists
National Center for Competency Testing
Georgia Nursing Home Association
Career College Association
National Association of Student Financial Aid Administrators
National Association of Career Health Schools

Documents supporting Georgia Medical Institute's accreditation, licensing, 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 reports (completion rates, placement rates, crime statistics) are available upon request through the Admissions Representatives located at each campus.

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HISTORY OF GEORGIA MEDICAL INSTITUTE

Georgia Medical Institute was founded in 1977 by Ms. Ginger Gibbs and named at that time Georgia Medical Employment Preparatory Center. Ms. Gibbs guided Georgia Medical to become a primary training school for medical personnel in the Atlanta area. In 1986 the school was acquired by its present owners; Mr. Dominic J. Dean, Mr. Arthur Cuff, and Ms. Linda Lippmann-Cuff. At that time, the school became "Georgia Medical Institute." The founders' goal of providing quality medical education continues while Georgia Medical Institute and those who attend, 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 care givers in the medical community while accounting for the interests of our students, faculty/staff, owners and other important persons concerned with Georgia Medical Institute.

LOCATION AND FACILITY

Georgia Medical Institute has three locations:

MAIN CAMPUS
DOWNTOWN ATLANTA
 41 Marietta Street
 2nd Floor (Classrooms)
 Suite 33 (Administration)
 Atlanta, Georgia 30303
 (404) 525-1111
 (404) 525-0966

AIRPORT CAMPUS
 1895 Phoenix Blvd., Suite 310
 Atlanta, Georgia 30349
 (770) 994-1900
 (770) 996-8434

MARIETTA CAMPUS
 1395 So. Marietta Parkway
 American Business Center
 500 Building, Suite 202
 Marietta, Georgia 30067
 (770) 428-6303
 (770) 428-8415

CAMPUSES

Each school contains modern classrooms with attached laboratories, a computer/typing lab, and a student lounge. All schools are equipped with fire extinguishers to comply with the local fire codes and are properly ventilated, heated and air conditioned. All labs are properly equipped and OSHA safety guidelines are met. The Airport and Downtown Atlanta Schools have accessibility for disabled persons.

ADMINISTRATIVE OFFICE HOURS

The Administrative Offices of the Main School Location is open from 8:30 a.m. to 5:00 p.m., Monday through 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 record review, location of records, amendments of 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 Avenue, SW, Washington, D.C. 20201.

GENERAL ENTRANCE REQUIREMENTS

Prospective students who have a high school diploma or a GED are eligible to apply for admission. A parent's signature is required of any applicant under the age of 18.

An approved, standardized test will be administered to all applicants. Scoring will be determined by the standards set by the testing institute. Unsatisfactory scores on this test will require counseling and retesting. Some programs may have additional entrance requirements.

Applicant qualifications are reviewed by the Acceptance Committee at each school prior to acceptance. The GMI Acceptance Committee has the right to refuse applicants based on failure to meet established entry requirements. The Acceptance Committee also ensures that the admissions process has been successfully completed and student needs will be met based on their chosen curriculum. The Acceptance Committee members include the School Director, Admissions Representatives, Financial Services Officers, and Program Coordinators/Faculty Members.

Students entering GMI must submit to a physical examination. PPD testing is required. The Admissions Representative will advise students of the on-site physical exam process. The Program Coordinator will advise students of MMR and heptavac requirements/costs.

TUITION AND FEES

Students are required to pay all tuition and 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. A schedule of tuition and fees for all programs is provided on the tuition supplement. (See insert)

SCHOOL HOURS

The school is in session throughout the year except for the holidays and the vacations listed in the academic calendar (See Official School Calendar Insert). Day classes are scheduled Monday through Friday for up to five (5) hours per day. Evening classes are scheduled Monday through Thursday for four (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 General Education or Health Science courses when applicable. The course of study and credit hours in each course must be completed as outlined in this catalog. Scheduling of required classes is accomplished by the School Director. Each student will be provided with a class schedule on the first day of class. Students who fail a particular course must repeat that course, at the expense of the student.

ORIENTATION

All students are required to attend an orientation prior to starting classes in their designed program. The orientation is held on the first day of the term. Students will receive a Student Handbook at orientation which will cover all rules, regulations and policies while attending Georgia Medical Institute.

TEST-OUT/TRANSFER OF CREDIT

Any student who has either attended this school or been enrolled in a similar course elsewhere, may upon paying the required fees and meeting the policy requirements, be tested and given appropriate credit, provided all other requirements have been met. In all cases, acceptance of transfer of credits must be approved by the School Director or Dean of Education. Transfer of credit could result in a lower cost of the program as well as an earlier graduation date.

Transfer of Credit for Students receiving VA Benefits:

VA Students who have previously attended GMI or either have been enrolled in a similar course at another postsecondary institution must provide the School Director with a transcript reflecting the course(s). Students will be given appropriate credit after meeting all Transfer of Credit policy requirements including testing, if testing is required for a particular course.

In all cases, acceptance of transfer credits must be approved by the School Director or Dean of Education. Transfer of credits will decrease tuition costs and may provide an earlier program completion date.

GRADING SYSTEM/CREDITS

The following grading system is used in all programs:

A=90-100	I=Incomplete	AU=Audit (no Credit)
B=80-89	WP=Withdraw Passing	TC=Transfer of Credit
C=70-79	WF=Withdraw Failing	
F=Below 70	P/F= Pass or Fail	

Numerical grades are issued to the student on report cards and recorded on transcripts. Students will only receive the designated credits for a course when they have achieved 70 or better in that course. Students will be recognized for their academic/personal achievements as determined by the School Director/Program Coordinators. Final course grades are determined consistently in the following manner:

85% - Tests, quizzes, reports, miscellaneous classroom evaluations and final exams
15% - Quality Assessments

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. The 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 or it will be changed to the grade of "F."

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**GEORGIA MEDICAL INSTITUTE DEFINES SATISFACTORY PROGRESS BY THE FOLLOWING CRITERIA:**

1. An overall academic grade average of seventy percent (70%).
2. Completing eighty-five percent (85%) of scheduled classroom time.
3. Meeting the specified conditions for incompletes, withdrawals, repetitions.

PROBATIONARY STATUS

If a student falls below the criteria listed above in numbers one and two, consultation with a school official is scheduled.

A. ACADEMIC PROBATION:

First-Term Student: If after the first four-week period, a new entry student falls below the 70% grade point average, he or she will be placed on academic probation for the next four (4) weeks. Failure to have a 70% grade point average by the end of the probationary period is considered failing and the student is terminated prior to any financial obligation for the next term.

Continuing Student: If a continuing student fails to maintain a 70% grade point average, he or she will be placed on academic probation for the next term. Failure to maintain a 70% grade point average by the end of the probationary period is considered failing and the student is terminated prior to any financial obligations for the next term.

B. ATTENDANCE PROBATION:

Students must attend 85% of the program in which they enroll. They are allowed to miss two (2) days in a four (4) week term and four (4) days in an eight-week term prior to being in violation of the attendance policy. Attendance is monitored daily. The student is notified when attendance status is in jeopardy and cautioned that poor attendance will result in termination. Once a student is placed on academic probation, the student will be subject to dismissal if the attendance policy is violated within the probationary period.

INCOMPLETE, WITHDRAWALS and REPETITIONS:

Students with course incompletes, withdrawals and repetitions are eligible to continue to receive financial aid if the following conditions are met.

1. The student is otherwise making satisfactory progress as previously defined.
2. The time needed to make up and complete course work is within the program time frame.
3. Repetitions of courses will be an additional cost to the student at a rate comparable to the cost of the applicable program.

MAXIMUM TIME FRAME:

To remain eligible for federal funds, all students must complete their program in the maximum number of months allowed. Following is the number of months allowed for each program offered at Georgia Medical Institute:

Health Claims Examiner	14 months (evenings)
Medical Assisting	11 months (days); 13 months (evenings)
Medical Office Assisting	12 months (days); 14 months (evenings)
Phlebotomy Technology/ECG Technician	10 months; (evenings)
Surgical Technology	15 months (days); 21 months (evenings)

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY:

Students who have lost eligibility for financial aid may be reinstated by entering a new class that begins after the class from which they had been terminated, prior to the point satisfactory progress was breached.

APPEALS:

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the School Director. In the case of extenuating circumstances, special arrangements may be made with School Directors. Each case will be handled on an individual basis.

ATTENDANCE

Students must attend 85% of the program in which they enroll. Attendance is taken daily in each class. All absences are recorded and made a permanent part of the student's record. At the end of every term, attendance is totaled and percentage monitored. Students not in compliance with 85% attendance will be placed on attendance probation for the following term. Any student that falls below 85% two (2) terms consecutively will be dismissed as an ATTENDANCE DISMISSAL.

Perfect attendance is expected of a student just as an employer expects perfect attendance of an employee. Any student who is continuously absent from class cannot hope to benefit from the instructor's knowledge, supplementary material, and personal assistance necessary to receive satisfactory grades.

In order to graduate from a program, a student must have a minimum attendance rate of 85% of the total didactic portion of the program, and 100% attendance on externship.

TARDINESS

If a student is more than fifteen (15) minutes late to a scheduled class that student will be marked absent for the class period. Four (4) tardies equals one (1) absence. Tardies are defined as arrival to class between five (5) and fifteen (15) minutes after the onset of class.

READMITTANCE

A student requesting a restart is a student who was terminated or withdrew from school before completing the program, and wishes to re-enter the school with the intention of completing the program.

A completely new application and application fee will be required as the applicant will be reconsidered by the Acceptance Committee prior to entering school. The student will re-enter at the current cost of the program.

If a student drops or re-enters that student must complete the program they were originally attending if 50% or more of the program had been completed.

Any student who changes programs when restarting school may encounter additional financial services obligations. The new financial package will be analyzed by the Financial Services Officer and presented to the student during the financial aid interview.

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 dismissal from the school. Rules of conduct pertaining to a particular course/instructor will be received by each student during orientation. These rules have been established 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 or her side of the situation. A counseling form will be written and placed in the student's file.

In the case where the disciplinary problem warrants more than a warning such as in the case 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, age, or disability. Therefore, in accordance with Title IX, Section 504, Section 104.7 (a) the Director of Student Financial Services will be available to any person who has a complaint against the Institute that would fall under Title IX Section 504. The office of the Director of Student Financial Services is located at 41 Marietta St., Suite 33, Atlanta, Georgia 30303, (404) 525-3272 Ext. 115.

SEXUAL HARASSMENT

Sexual harassment is illegal. Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination, including sexual harassment. Any complaints regarding sexual harassment must be immediately referred to the Director of Financial Services Title IX Coordinator.

GRIEVANCE PROCEDURES

In the event that a student believes they have been treated unfairly, the following procedures may be executed:

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 the student is to request a meeting with their Program Coordinator (if the Coordinator is other than their Instructor.)
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 Director/Dean of Education.
5. The Director/Dean of Education will then schedule a meeting with the student and Program Coordinator in an effort to resolve the matter. The Instructor also may attend, and the student may bring one other person who has appropriate knowledge of the situation.
6. The Dean of Education and the School Director will collaborate to review, discuss and analyze the data in order to finalize the decision.
7. Should the matter remain unresolved, the student can then request a meeting with the School Director.
8. The School Director will then schedule a meeting with the student, Program Coordinator and the Director/Dean of Education in an effort to resolve the matter. The Instructor may also attend, and the student may bring one other person who has appropriate knowledge of the situation.
9. The School 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 school location and is available for inspection on request.
10. Additional concerns, complaints or questions should be addressed to:
 Nonpublic Postsecondary Educational Institution
 2100 East Exchange Place Suite 203
 Tucker, Georgia 30084-5313
 (770) 414-3300

COUNSELING ACTIVITIES

Georgia Medical Institute offers counseling services to all students. Counseling is available upon request during school hours to help students with academic, personal, or related other problems. The counseling staff conducts periodic seminars on such topics as substance abuse, infectious diseases, study skills, relationships and career guidance. Drug and alcohol counseling referral services are also available through Georgia Medical Institute's counseling center. Information, resources and referrals are made available for those seeking help.

Tutorial assistance in various courses is available through sessions held by instructors. An assessment day is scheduled each term where the Program Coordinator/Instructor meets with and advises each student in their program.

GRADUATION

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

Graduation Requirements: To receive a certification of graduation, a student must meet all of the following criteria:

1. The student must have passed all required courses and maintained at least a 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 all obligations (academic/attendance/current financial) to the school.

Certificates will be issued to those students who have successfully completed their programs and those meeting their financial obligations. *(Allow 30 days after completion of the program to receive certificates.)*

TRANSCRIPTS

Requests for completed transcripts must be made in writing to the Registrar at least five (5) days before issuance. The first copy of the transcript is free of charge. Each additional copy is five dollars. Request for copies or replacement of certificates, health forms, etc., will follow the same procedure.

A student must be current on financial repayment due Georgia Medical Institute prior to the student being issued an official transcript.

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 and consult with the Career Development Coordinator for information on employment opportunities.

LIBRARY

A library is available at each of the schools for the students' use. The library contains current books and periodicals covering a wide area of medical specialties and various other subject matter. The students are encouraged to use the area's larger public or university libraries for further research. Various campus facilities have access to the world wide web on the Internet.

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 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 by the Program Coordinator before being assigned to an externship site.

All externship assignments are during the 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 arrangements for the daytime schedule.

Students will be required to purchase individual professional liability insurance at nominal student fees (See Tuition Insert). Also, the student may be required by a hospital, clinic, etc., to have a physical exam, lab work, and/or a Hepatitis vaccine at their expense prior to starting an externship. For additional information and requirements regarding externship, please refer to the Student Handbook or consult your Program Coordinator.

Certification Exams: Students in the Medical Assisting, Phlebotomy, and Surgical Technology Programs are expected to challenge their respective certification exams. Below are the costs of the exams for students.

<u>Medical Assisting</u>	- GMI pays \$59.00 toward the cost of the exam; students are required to pay the remaining \$26.00.
<u>Medical Office Assisting</u>	- National CyberTech Certification Exam. Students are required to pay \$20.00 for the complete cost of the exam.
<u>Phlebotomy</u>	- Cost of the exam is included in the tuition.
<u>Surgical Technology</u>	- The student is required to pay the complete cost of \$165.00 for the exam.

HONORS AND AWARDS

Georgia Medical Institute's Honors Program allows the student to receive a certificate as a member of the Director's List at the end of each eight-week period if the student has successfully maintained a GPA of 95% or better. Students are awarded the Honors List certificate if they have successfully maintained a GPA of 90-94% for the eight-week term. Perfect Attendance awards are also awarded for each eight week period.

Graduation ceremony recognizes the students with the highest GPA in their graduating class from each school as an Honor Student. Perfect Attendance awards for the entire program are also presented.

CURRICULUM

The following section represents the current programs and courses offered by Georgia Medical Institute. Note: Not all programs are offered at all schools. Please consult calendar insert for listings.

The school has the right to review and revise the curriculum as needed if evidence shows that change is appropriate. An announcement will be made to all involved students if any changes occur.

Classes begin on a four (4) week or eight (8) week term depending on the program offered.

Credit Hour/Clock Hour conversions are as follows:

- 1 Credit Hour = 15 Clock Hour Lecture
- 1 Credit Hour = 30 Clock Hour Laboratory/Clinical
- 1 Credit Hour = 45 Clock Hour Externship

HEALTH CLAIMS EXAMINER PROGRAM

Training Objectives for the Health Claims Examiner Program

The Health Claims Examiner Program is designed to provide the student with comprehensive training in medical billing and health claims examining. The student will be trained in coding, billing, insurance terminology, ICD-9, CPT, medical reports, claims administration and adjustments. The Medical Health Claims Examiner graduate can expect to find employment opportunities in doctors offices, hospitals, clinics, insurance carriers and HMOs. *Classes start every six weeks. Students must start the program on an assigned start date.*

HEALTH CLAIMS EXAMINER PROGRAM

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>HOURS</u>
HCE 100	Medical Billing Theory	4.0	96
HCE 101	Medical Billing Practical	4.0	96
HCE 102	Medical Terminology w/ Anatomy and Physiology	6.0	96
HCE 103	Medical Office Basics	4.0	96
HCE 104	Health Claims Examining Theory	4.0	96
HCE 105	Health Claims Examining Practical	4.0	96
HCE 106	Dental Claims Theory and Practice	4.0	96
HCE 107	Computerized Clinical Practice	2.0	96

TOTALS 32.0 768

TOTAL WEEKS: 44 Weeks (Evenings)

*Didactic 44 weeks (evenings)
4 hours Monday-Thursday
Externship 3 weeks (days or evenings)
Five days per week Eight hours per day*

MEDICAL ASSISTING PROGRAM

Training Objectives for Medical Assisting:

The Medical Assisting 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 of study 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, venipuncture, and X-rays. The student also will be instructed on how to handle tasks involving front office administrative procedures.

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

The program is designed in a modular format thus allowing students to begin training in any particular module listed below.

Students entering the Medical Assisting Program are expected to challenge the national certification exam to become a Registered Medical Assistant (RMA). Students become certified only after passing the certification exam.

Students in the Medical Assisting Program will be certified in Community CPR. Classes start every four weeks. Students must start the program on an assigned start date.

MEDICAL ASSISTING MODULAR PROGRAM

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>HOURS</u>
<u>Module I</u>			
MA100	Basic Medical Assisting (MA)	1.5	32
MO111A	Computer Keyboarding I	1.0	32
MA102	Digestive System/Nutrition	1.0	16
MA110	Respiratory System	1.0	16
<u>Module II</u>			
MA106	Microbiology/Minor Office Surgery	1.5	32
MA122	Urinary System/Urinalysis	0.5	16
MA108	Disease Process	1.0	16
GE101	Human Behavior & Motivation	2.0	32
<u>Module III</u>			
MA124	Hematology	1.5	32
HS106	Medical Law & Ethics	2.0	32
MA121	Musculoskeletal System	1.0	16
MA128	Integumentary System/First Aid	1.0	16
<u>Module IV</u>			
HS105	Medical Data Base Management	1.5	32
MA114	Circulatory System/EKG	1.5	32
HS116	Pharmacology	1.0	16
MA118	Special Senses/Nervous System	1.0	16
<u>Module V</u>			
MO113	Medical Office Procedures	3.0	64
MA104	Administration of Medications	1.5	32
<u>Module VI</u>			
GE102	Career Development	2.0	32
MA112	Reproductive Systems	2.0	32
MA130	Body Planes/CPR/Radiology Safety	1.5	32
<u>Module VII</u>			
MA132	Externship	5.0 credits	240 clock
TOTALS		35.0 credits	816 clock
TOTAL WEEKS		30 weeks (Day Program) 42 weeks (Evening Program)	
Didactic:	24 weeks (days) Five hours per day Monday-Thursday Four hours per day Friday 36 weeks (evening) Four hours per day Monday-Thursday		
Externship:	6 weeks (days) only Five days per week Eight hours per day		

MEDICAL OFFICE ASSISTING PROGRAM

Training Objectives for Medical Office Assisting:

The Medical Office Assisting Program is designed to provide the student with comprehensive training in front office procedures within the medical office. The student will be trained in various clerical duties, filing, word processing, spreadsheet generation, coding, billing, scheduling and transcription. The Medical Office Assisting graduate can expect to find employment opportunities in physicians' offices, hospitals and clinics. *Classes start every four weeks. Students must start the program on an assigned start date.*

MEDICAL OFFICE ASSISTING PROGRAM

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>HOURS</u>
GE101	Human Behavior & Motivation	2.0	32
GE102	Career Development	2.0	32
GE104A	Introduction to Writing Skills	1.0	16
GE104B	Introduction to Speech	1.0	16
HS103A	Medical Terminology I	2.0	32
HS103B	Medical Terminology II	2.0	32
HS105	Medical Data Base Management	1.5	32
HS106	Medical Law & Ethics	2.0	32
HS116	Pharmacology	1.0	16
MO100	First Aid/Patient Assessment	0.5	16
MO105	Accounting	1.0	16
MO111A	Computer Keyboarding I	1.0	32
MO111B	Computer Keyboarding II	1.0	32
MO111C	Computer Keyboarding III	1.0	32
MO111D	Computer Keyboarding IV	1.0	32
MO112	Medical Records Management	1.5	32
MO113	Medical Office Procedures	3.0	64
MO114A	Software Applications I	1.5	32
MO114B	Software Applications II	1.5	32
MO114C	Software Applications III	1.0	16
MO117	Medical Billing & Coding	2.0	32
MO211A	Medical Transcription I	1.5	32
MO211B	Medical Transcription II	1.0	32
HS001	Infectious Disease Seminar	---	---
MO300	Externship	3.5 credits	160 clock
TOTAL:		36.5 credits	832 clock
TOTAL WEEKS:		36 weeks (Day Program)	
		46 weeks (Evening Program)	

Didactic: 28 weeks (days)
 Five hours per day Monday-Thursday
 Four hours per day Friday
 42 weeks (evening)
 Four hours per day Monday-Thursday

Externship: 4 weeks (days) only
 Five days per week eight hours per day

PHLEBOTOMY TECHNOLOGY PROGRAM

*With Multi skilled Dual Certification
 (Phlebotomy/EKG Technician)*

Training Objectives for Phlebotomy Technology/EKG Technology:

The Phlebotomy Technology 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 venipuncture, capillary sticks on adults and children/infants. Students will learn fundamental principles of bacteriology, the physiology of the heart; cardiopulmonary resuscitation, and how to administer a basic stress test. Students will also gain the ability to operate, maintain and troubleshoot the EKG in order to perform a high quality diagnostic EKG required to evaluate cardiac status.

The Phlebotomy Technology graduate can expect to find employment opportunities in a clinical or hospital laboratory, free standing laboratory, or other modern medical facilities that offer blood testing. Additionally, students completing the EKG portion of the curriculum can expect to find employment in hospitals, or medical centers, skilled nursing facilities, medical office and clinics.

Students entering the Phlebotomy Program are expected to challenge a national certification examination as a Phlebotomist and the certification examination for EKG through the American Society of Phlebotomy Technicians (ASPT) to become a Certified Phlebotomy Technician and a Certified Electrocardiogram Technician. Students become certified only after passing the certification exam. Students in the Phlebotomy Technology Program will also be certified in Community CPR. **Classes start every eight (8) weeks. Students must start the program on an assigned start date.*

***PHLEBOTOMY PROGRAM**

*With Multiskilled Dual Certification
(Phlebotomy/EKG)*

<u>Course #</u>	<u>Course Title</u>	<u>Credit</u>	<u>Hours</u>
GE101	Human Behavior & Motivation	2.0	32
GE102	Career Development	2.0	32
HS101A	Anatomy & Physiology I	2.0	32
HS103	Medical Terminology I	2.0	32
MO111A	Keyboarding I	1.0	32
HS110	Hospital Data Base Management	1.5	32
HS106	Medical Law & Ethics	2.0	32
MA124	Hematology	1.5	32
PH104	Isolation Techniques & Safety	1.0	16
PH220	Clinical Lab I	1.0	32
PH222	Clinical Lab II	1.0	32
PH224	EKG/Clinical Skills	1.5	48
PH300	Externship	3.5 credits	160 clock
TOTAL:		22.0 credits	544 clock
TOTAL WEEKS:		30 weeks (<i>Evening Program</i>)	

*Didactic: 24 weeks (evening)
Four hours per day/Monday-Thursday*

*Externship: 6 weeks (days)
Eight hours per day/Monday-Thursday*

* Offered at Airport School only in Evenings

SURGICAL TECHNOLOGY PROGRAM**Training Objectives for Surgical Technology:**

The Surgical Technology 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 Technology graduate can expect to find employment opportunities in hospitals, clinics and in private surgeons' offices. Students in the Surgical Technology Program will be certified in Community CPR. Students are expected to challenge the certification exam offered by the Association of Surgical Technologists.

Morning classes are offered three times a year in September, January and May. Evening classes are offered in November, March and July. A student must start the program on an assigned start date.

SURGICAL TECHNICIAN PROGRAM

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>HOURS</u>
GE101	Human Behavior & Motivation	2.0	32
GE102	Career Development	2.0	32
GE104B	Introduction to Speech	1.0	16
HS101A	Anatomy & Physiology I	2.0	32
HS101B	Anatomy & Physiology II	2.0	32
HS101C	Anatomy & Physiology III	2.0	32
HS101D	Anatomy & Physiology IV	2.0	32
HS103A	Medical Terminology I	2.0	32
HS103B	Medical Terminology II	2.0	32
HS110	Hospital Data Base Management	1.5	32
HS106	Medical Law & Ethics	2.0	32
ST120A	Surgical Technology I	4.0	60
ST120B	Surgical Technology II	4.5	80
ST120C	Surgical Technology III	3.0	80
ST120D	Surgical Technology IV	2.0	52
ST124	Anesthesia & Related Drugs	2.0	32
ST300	Externship	12.0 credits	560 clock
TOTAL:		48.0 credits	1200 clock
TOTAL WEEKS:		46 weeks (<i>Day Program</i>) 54 weeks (<i>Evening Program</i>)	

*Didactic: 32 weeks (days)
Four hours per day Monday-Friday
40 weeks (evening)
Four hours per day Monday-Thursday*

Externship: 14 weeks (days) only

COURSE DESCRIPTIONS

HEALTH CLAIMS EXAMINER

HCE100 MEDICAL BILLING THEORY

This course is designed to assist the student in gaining an understanding of legal issues, the usage of reference books and the medical billing process including completing an HCFA 1500. The student will also learn principles and eligibility guidelines for billing Medicare, Medicaid, and CHAMPUS.

HCE101 MEDICAL BILLING PRACTICAL

This course is designed to introduce the student to and develop a working familiarity with the ICD-9-CM and the Current Procedure Terminology used in medical records and billing throughout the United States. Students will become familiar with different types of medical reports, and how to use these reports to bill for services rendered.

HCE102 MEDICAL TERMINOLOGY/ANATOMY AND PHYSIOLOGY

This course was designed to acquaint the student with insurance terminology, and the meaning and pronunciation of medical terms, including prefixes, root words, and suffixes. The student will learn provider and medical abbreviations, medical symbols, and appropriateness of services rendered. The student will also learn the names, pronunciations and location of all body systems and their principal parts.

HCE103 MEDICAL OFFICE BASICS

This course is designed to teach the student office procedures, basic computer and calculator skills, correspondence styles and skills, and job preparation skills, including interviewing techniques, and resume preparation.

HCE104 HEALTH CLAIMS EXAMINING THEORY

This course is designed to help the student understand the insurance industry, the responsibilities of departments within insurance companies and of health claims examiners. Student will also learn to interpret insurance contracts and process health claims.

PREREQUISITES: HCE 100-101-102-103

HCE105 HEALTH CLAIMS EXAMINING PRACTICAL

This course is designed to introduce the student to various types of health claims, including DXL, surgery, anesthesia, hospital, COB, and others. Students will also learn common lab tests, and learn to identify which tests and procedures are appropriate for certain diagnosis, and for certain cosmetic procedures.

PREREQUISITE: HCE 100-101-102-103-104

HCE106 DENTAL CLAIMS (THEORY AND PRACTICE)

This course is designed to allow the student to develop an understanding of the basic structures of the teeth, the supporting structures, names and pronunciations. TMJ, as well as other surgeries and procedures of the mouth will be studied. The student will also learn dental benefits structures and dental claims processing and payment.

PREREQUISITE-HCE100-HCE101-HCE102-HCE103

HCE107 COMPUTERIZED CLINICAL PRACTICE

This course is designed to allow the student to gain practical knowledge of computerized medical billing and health claims processing system. The student will engage in a simulated work program and bill for services and/or process claims on these systems.

PREREQUISITE-ALL COURSES

MEDICAL ASSISTING**MA100 BASIC MEDICAL ASSISTING SKILLS**

This course is designed to introduce the student to basic clinical skills needed in a doctor's office. The skills will include collecting patient data and vital signs.

HS106 MEDICAL LAW AND ETHICS

This course will help the student understand moral behavior, acceptable standards of conduct, and professional relations. It will include information on the ways in which the laws of Georgia and the United States impact the daily practice of the medical professional. Through written and oral presentation, students will also discuss the ethical issues which affect medical practice and how those issues are determined in various societies.

MA102 DIGESTIVE SYSTEM/NUTRITION

This course is designed to assist the student in understanding and identifying structures, functions, disorders, and procedures related to the digestive system. The student also will be provided information about proper diet and diet therapies.

MO111A COMPUTER KEYBOARDING I

This course is designed to introduce the student to keyboarding methodology. Students will gain an understanding of computer operations. Fundamental skills and techniques are stressed in order to lay a foundation for succeeding keyboarding courses.

MA104 ADMINISTRATION OF MEDICINES/ MATH

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

MA106 MICROBIOLOGY AND MINOR OFFICE SURGERY

This course is designed to help the student develop skills needed to identify microorganisms and understand their method 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 hand washing and infection control is stressed. Also, the student will learn to identify and properly choose and handle surgical instruments that are commonly used in surgical office procedures. OSHA guidelines are stressed and taught throughout this course.

GE101 HUMAN BEHAVIOR AND MOTIVATION

This course is designed to help the student understand the importance of positive human relations in the medical field, and to apply different behavioral theories and positive interpersonal skills to work and to their personal situations. Students will also be provided with techniques to improve learning skills and to modify attitudes and behaviors related to fulfilling financial goals and meeting financial obligations.

MA108 DISEASE PROCESS

This course is designed to introduce the student to diseases, their etiology, treatment and prevention. Concepts of public health, immunity and its function are also covered. The course includes an overview of medical terminology for the applicable body system.

MA110 RESPIRATORY SYSTEM

This course is designed to assist the student in understanding and identifying the structure, function, and pathology of the respiratory system. The student will be introduced to such skills as oxygen administration and obtaining throat cultures. The course includes an overview of medical terminology for the applicable body system.

MA112 REPRODUCTIVE SYSTEM

This course is designed to help the student understand and identify the structure, function, and pathology of both the male and female reproductive system. Emphasis is placed on the more complex female system. Skills are learned in order for the student to assist the doctor in performing various procedures. The course includes an overview of medical terminology for the applicable body system.

MA114 CIRCULATORY SYSTEM/EKG

This course is designed to assist the student in understanding the structure and function of the heart and blood vessels. The second half of this course is devoted to understanding the principles and skills involved with performing a routine 12-lead EKG. The course includes an overview of medical terminology for the applicable body system.

HS105 MEDICAL DATABASE MANAGEMENT

This course is designed to help the student gain proficiency in keying data, managing information systems, file processing, and data organization. A software program involving medical office billing is utilized as part of the practice.

MA116 PHARMACOLOGY

This course is designed to introduce the 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. The laws governing drug distribution, ordering, dispensing and storing controlled drugs are also covered. The course also includes an overview of medical terminology for the applicable subject matter.

MA118 SPECIAL SENSES/NERVOUS SYSTEM

This course is designed to help the student develop skills to name 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. The course includes an overview of medical terminology for the applicable body system.

MA121 MUSCULOSKELETAL SYSTEM

This course is designed to help the student to understand the structure, function and pathology of skeletal and muscular systems and their respective effect on body mechanics. This course is also designed to give the student basic information on the structure, function and pathology of the complex nervous system. Also covered is an understanding of various tests the doctor may employ in evaluating the nervous system. The course includes an overview of medical terminology for the applicable body system.

MA122 URINARY SYSTEM/URINALYSIS

This course is designed to help the student understand 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. The course also includes an overview of medical terminology for the applicable body systems.

MA124 HEMATOLOGY

This course is designed to introduce the 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, followed, and taught in this course. The course also includes an overview of medical terminology for the applicable body system.

MA128 INTEGUMENTARY SYSTEM/FIRST AID

This course is designed to introduce the 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. This course is also designed to help students respond and recognize life-threatening emergencies.

MA 130 BODY PLANES/CPR/RADIOLOGY SAFETY

This course is designed to familiarize the student with the general structure and layout of the human body. Emphasis is placed on terminology. 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. Students are also taught the principles of Cardiopulmonary Resuscitation (CPR) as defined by the American Red Cross and American Heart Association.

MO113 MEDICAL OFFICE PROCEDURES

This course is designed to train the students on insurance form completion, patient statements, laboratory reports, and file maintenance. In addition, students are instructed in proper grammar, telephone etiquette, inventory control, pegboard accounting systems, and light bookkeeping.

GE102 CAREER DEVELOPMENT

This course is designed to help the student prepare for entering the job market in the health field, to include professional growth, job hunting skills, and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview.

MA132 EXTERNSHIP

During this course, the student will spend time in a clinical setting where they will apply the knowledge, skills, and abilities acquired in the classroom. This is the last course of a student's program and the externship must be performed during the day. Successful completion of the externship is a graduation requirement.

MEDICAL OFFICE ASSISTING**MO100 FIRST AID/PATIENT ASSESSMENT**

This course is designed to help the student recognize and respond to life threatening emergencies. Students are taught the principles of CPR as defined by the American Heart Association.

GE102 CAREER DEVELOPMENT

This course is designed to help the student prepare for entering the job market in the health field, to include professional growth, job hunting skills, and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview.

GE104A INTRODUCTION TO WRITING SKILLS

This course is designed to provide students with practice in basic grammar skills and writing exercises, placing emphasis on punctuation, capitalization, grammar, spelling, and paragraph development.

GE104B INTRODUCTION TO SPEECH

This course is designed to assist the student with the daily activity of oral communication. Public speaking and correct pronunciation of words are emphasized. Oral presentations are also practiced and a requirement for successful course completion.

HS106 MEDICAL LAW AND ETHICS

This course will help the student understand moral behavior, acceptable standards of conduct, and professional relations. It will include information on the ways in which the laws of Georgia and the United States impact the daily practice of the medical professional. Through written and oral presentation, students will also discuss the ethical issues which affect medical practice and how those issues are determined in various societies.

GE101 HUMAN BEHAVIOR AND MOTIVATION

This course is designed to help the student understand the importance of positive human relations in the medical field, and to apply different behavioral theories and positive interpersonal skills to work and personal situations. Students will also be provided with techniques to improve learning skills and to modify attitudes and behaviors related to fulfilling financial goals and meeting financial obligations.

MO105 ACCOUNTING

This course is designed to familiarize the student with the accounting systems used in the medical office. The student will learn how to create and manipulate data in the general ledger, accounts payable, accounts receivable, invoicing, inventory, and payroll.

MO111A COMPUTER KEYBOARDING I

This course is designed to introduce the student to keyboarding methodology. Students will gain an understanding of computer operations. Fundamental skills and techniques are stressed in order to lay a foundation for succeeding courses. Those students with prior typing experience will be given placement tests in order to do more advanced work.

MO111B COMPUTER KEYBOARDING II

This course is designed to enhance and advance a student's skill at the computer in terms of learning how to type basic documents such as letters, reports, memos, and outlines. Speed tests will be given weekly as an assessment tool in this course.

MO111C COMPUTER KEYBOARDING III

This course is designed to enhance the student's current skills. Fundamentals in speed building and accuracy are emphasized, simulation exercises and various production work are also presented.

MO111D COMPUTER KEYBOARDING IV

This course is designed to enhance and increase the speed and accuracy of the student. Simulation exercises are continued to increasingly practice the work performed in an actual medical environment.

MO113 MEDICAL OFFICE PROCEDURES

This course is designed to train the students on insurance form completion, patient statements, laboratory reports, and file maintenance. In addition, students are instructed in proper grammar, telephone etiquette, inventory control, and pegboard accounting systems, and light bookkeeping.

MO114A SOFTWARE APPLICATIONS I

This course is designed to give the student the basics of utilizing the computer. This course will consist of the DOS system, usage of the computer, computer terminology and various software applications, including a preliminary introduction to Windows and WordPerfect.

MO114B SOFTWARE APPLICATIONS II

This course is Windows-based, focusing on commands and other word processing-related concepts. Students gain a knowledge of software applications through hands-on exercises, production of documents, and running applications.

MO114C SOFTWARE APPLICATIONS III

This course will provide in-depth knowledge of spreadsheets and other word processing applications. Students will become proficient in understanding terms and performing various spreadsheet calculations.

HS105 MEDICAL DATABASE MANAGEMENT

This course is designed to help the student gain proficiency in keying data, managing information systems, file processing, and data organization. A software program involving medical office billing is utilized as part of the practice.

MA116 PHARMACOLOGY

This course is designed to introduce the 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. The laws governing drug distribution, ordering, dispensing and storing controlled drugs are also covered. The course also includes an overview of medical terminology for the applicable subject matter.

MO117 MEDICAL BILLING AND CODING

This course is designed to introduce the student to the ICD-9-CM and enables the student to develop a working knowledge of the Current Procedure Terminology used in medical records and billing throughout the United States.

MO211A MEDICAL TRANSCRIPTION I

This course gives the student an opportunity to enhance computer keyboarding skills focusing on speed and accuracy when transcribing medical reports. Students will increase proficiency and understanding of physician office dictation and the various types of transcription applications.

MO211B MEDICAL TRANSCRIPTION II

This course is a continuation of Medical Transcription I. The student will transcribe medical reports from individual case studies which depict patients with specific medical problems.

MO112 MEDICAL RECORDS MANAGEMENT

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

HS103A MEDICAL TERMINOLOGY I

This course is designed to help the student recognize, understand, spell, and pronounce commonly used terms in the medical vocabulary. Students will be challenged through spelling and vocabulary exams, and through oral recitation to develop comfort in the use of medical terminology.

HS103B MEDICAL TERMINOLOGY II

This course further provides principles of medical word building in order for the student to readily apply words to the building of an extensive medical vocabulary. Upon completion of this course students should gain a brief overview of terms used in anatomy and physiology.

MO300 EXTERNSHIP

During this course, the student will spend time in a clinical setting where they will apply the knowledge, skills, and abilities acquired in the classroom. This is the last course of a student's program and the externship must be performed during the day. Successful completion of the externship is a graduation requirement.

MARIETTA SCHOOL

Peggy Kurz, RN, BSN
 School Director
 Mercy Hospital of Nursing
 Our Lady of Cincinnati College

Duane Prickett, CST
 Evening Administrator/Extern Site Visitor
 Georgia Medical Institute
 Floyd College
 Regents College

Hannah Leonard
 Administrative Assistant
 Barnes Business College

Katherine Hanna
 Student Financial Services Coordinator
 DeVry Institute of Technology

Melissa Cunningham
 Receptionist

FACULTY

DOWNTOWN ATLANTA SCHOOL

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 Program Coordinator, Medical Assisting
 Atlanta College of Medical and Dental Careers
 Western Illinois University

Lucille Fagin, NCMA
 Medical Assisting, Instructor
 Richmond Meadows
 Tuskegee Institute

Carolyn Harrell, LPN
 Medical & Nursing Assisting, Instructor
 Atlanta Area Technical Practical Nursing School

Vanessie Johnson-Smith, RN
 Medical Assisting, Instructor
 Harlem Hospital School of Nursing

Andrea Martinez, RMA
 Medical Assisting, Instructor
 Georgia Medical Institute

Jennie Whitley, RMA
 Medical Assisting, Instructor
 National Education Center

JoEvelyn Blackwell
 Program Coordinator, Medical Office Assisting
 Data Entry Business
 North Georgia Tech
 Crown Business Institute

Marsha Turner
 Medical Office Assisting, Instructor
 The Bryman School

Vicki Snipes, LPN
 Career Development Coordinator
 Atlanta Area Technical Practical Nursing School

MARIETTA SCHOOL

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Shelena Keys
Medical Assisting, Instructor
Barnes College of Nursing
A-Med Academy

Lisa Noah, RMA
Medical Assisting, Instructor
Georgia Medical Institute

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Health Claims Examining
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Bronx Community College
Georgia State University

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Naval School of Health Sciences

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Marietta Cobb Vocational Training

Jennifer Pitts, CST
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