

CATALOG
1994/1995 Terms



Since 1972
Training designed with employment in mind

Medical Assistant
Dental Assistant
Health Care Administrative Assistant
Health Insurance Specialist

Grand Rapids Campus
Kalamazoo Campus

From the president of Grand Rapids Educational Centers, Inc.

For over twenty years Grand Rapids Educational Centers (GREC) has provided trained health care assistants to area medical offices, labs, and hospitals. Our original programs, medical assisting and dental assisting, are still being offered today, along with health care administrative assisting and our newest program, health insurance specialist. Our 30 to 40 week program lengths are attractive to our students. Day and evening classes allow our students the opportunity to manage family schedules and/or continue a job while going to school.

GREC is not a traditional educational setting. We offer a fine blend of theory and hands-on learning. Our modern labs offer an actual working environment, providing the experience needed to feel comfortable with your new career. The staff of GREC look forward to assisting you in making the transition from prospective student to student to graduate. We promise you our very best efforts to insure your time at GREC is a positive and rewarding experience.

Thank you for considering GREC. We feel we are the finest health care training school in West Michigan and we are sure you will agree.

Sincerely,



Robert J. Malone
President



INTRODUCTION

Grand Rapids Educational Centers are licensed by the State of Michigan to provide training in the following fields:

MEDICAL ASSISTANT
DENTAL ASSISTANT
HEALTH CARE ADMINISTRATIVE ASSISTANT
HEALTH INSURANCE SPECIALIST

GREC is accredited by the accrediting committee of the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC) and by the Accrediting Bureau of Health Educational Schools (ABHES).

ACCSC and ABHES are listed by the U.S. Department of Education as nationally recognized accrediting agencies under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation. The Accrediting Bureau of Health Education Schools is recognized by the Council of Post-secondary Accreditation (COPA) to accredit institutions of allied health in the private sector. Written copies of these accreditations are available for review.

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GRAND RAPIDS CAMPUS



1750 Woodworth St. NE, Grand Rapids, MI 49505

KALAMAZOO CAMPUS



Golf Ridge Center, 5349 W. Main, Kalamazoo, MI 49009

SCHOOL PHILOSOPHY AND OBJECTIVES

GREC is dedicated to training individuals for their chosen career in the shortest practical time. The goal of the school is to provide the student with the training and technical proficiency that will make them employable upon graduation as a medical assistant, dental assistant, health care administrative assistant, or health insurance specialist.

We are committed to the importance of technical education and we are engaged in the constructive development of individuals who dedicate themselves to the health care profession. Our educational principle consists of a balanced coordination of theory and practice. The courses are updated as necessitated in order to meet the changing needs of physicians, dentists, clinics, hospitals, laboratories, and insurance companies.

HISTORY

GREC was founded in 1972 and was located in the heart of the city at the Towers Medical Building. In 1980, the school relocated to the Northbrook Office Park and continued with quality health career training programs. Since 1983, GREC has been operated by Malone Management Company. With ever-increasing enrollments and additional program offerings, GREC broke ground for a new facility in northeast Grand Rapids in October of 1992. The Center was completed in the spring of 1993.

GREC added a branch facility in Kalamazoo in 1989. In the current locations, GREC serves all of West Michigan, training students as far north as Petoskey, east to Lansing, south to the Indiana border, and west to the Lake Michigan communities.

PHYSICAL LOCATION AND FACILITY

GREC's Grand Rapids Campus is located at 1750 Woodworth St. NE (off Plainfield NE), Grand Rapids, conveniently located near 131 and I-96 expressways.

The Kalamazoo Campus is located in Golf Ridge Center (previously the Elk's Country Club), Suite 201, 5349 W. Main, Kalamazoo, convenient to 131 and I-94 expressways.

Both locations have plenty of free parking, are handicapped accessible, and are located near public transportation.

GREC is spacious (Grand Rapids: 9,450 sq. ft.; Kalamazoo: 5,830 sq. ft.), modern, smoke-free, air-conditioned, with administrative offices, lecture rooms, medical, dental, and computer labs, examination room, typing/business labs, and student lounges. Class enrollment is limited and many classes have less than 18 students.

ADMISSIONS REQUIREMENTS

GREC considers each applicant on the basis of scholastic ability, aptitude for profession, and employability. Applicants must be high school graduates or equivalent. However, students can be accepted after completion of their junior year in high school and will be considered for enrollment while completing the second semester of their senior year. Prospective students should arrange to visit GREC for a personal interview in advance of expected enrollment. Student health forms and high school/GED transcripts are required on or before the first day of class.

GREC retains the right to accept or reject an applicant based on testing scores and scholastic ability. Advanced enrollment will assure a seat in the class upon acceptance.

Typing is a prerequisite for all training courses.

ADMISSION PROCEDURE

Before enrollment, prospective students must schedule a personal interview and tour the facility. A qualification questionnaire must be completed and applicants must take an aptitude and typing test. Test results will be available within three days following the test date.

DISABLED STUDENTS

GREC does not discriminate on the basis of disability in admissions, or access to, or treatment in its programs and activities. However, employment opportunities may be limited for disabled individuals depending upon the nature and degree of their disability. Prospective students who have special needs or particular questions are urged to communicate directly with the Director of the school.

ORIENTATION

Approximately one week prior to class, an orientation will be scheduled. At orientation, students become acquainted with GREC staff, student expectations, policies, and regulations.

SCHOOL FACULTY AND GUEST LECTURERS

Selection of instructors is based on their educational and specialty background and practical experience. Instructors' qualifications are on file with the Michigan State Board of Education. GREC also has an active Advisory Board made up of local health professionals.

Guest lecturers speak frequently throughout the course and include local physicians, dentists, and technologists. Other speakers may familiarize students with the workings of health care facilities, as schedule permits.

EQUIPMENT AND VISUAL AID

To prepare GREC graduates for the health field, a variety of classroom/laboratory equipment is utilized throughout the program. Knowledge and proficiency are attained both by demonstration and actual operation of equipment by the students.

EXTERNSHIP

As students enter their final phases of training, GREC will assign students to externship sites, selecting sites from its files of hospitals, physicians, dentists, clinics and insurance companies. Students must be current on all course requirements and must be meeting Satisfactory Academic Progress (SAP) requirements before externship can begin.

GRADUATION REQUIREMENTS

To be eligible to graduate and to receive a certificate of completion, as well as placement assistance, a student must complete the entire course with an overall average of 75% or higher. A student may not have more than two individually graded areas between 70 - 74% (D) and must have a 75% or above in all other areas. Students must pay all financial obligations in full before they can receive their transcript and certificate.

Two formal graduations ceremonies are held each year. Graduates receive a certificate of completion and a program pin.

FINANCIAL ASSISTANCE

Financial aid funds are awarded to supplement family or student tuition contributions when family funds alone cannot cover educational expenses. A student's eligibility for loans and grants is determined by the financial aid representative, and the student must complete the Free Application for Federal Student Aid (FAFSA) and submit the FAFSA to the federal processing center.

Students may be eligible for one or more of the following federal financial aid programs.

- **Federal Pell Grant**
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
- **Federal Family Educational Loan Programs (FFELP)**
 - **Federal Stafford Subsidized Loan**
 - **Federal Stafford Unsubsidized Loan**
 - **Federal Parent Loan for Undergraduate Students (PLUS)**
 - **Federal Supplemental Loan for Students (SLS)**

(Available until July, 1994)

- **GREC High School Scholarship** — information is available through the student's high school guidance office. The scholarship is applied to the student's account after completion of the program.
- **Job Training Partnership Act (JTPA)** — several local agencies work with GREC on an individual (referral) basis to assist students with tuition and other school-related costs of attendance. Contact the admissions office for further information.
- **Vocational Rehabilitation Services** — students with a physical handicap or disability should contact their local state vocational rehabilitation office regarding tuition assistance.

** All loan recipients will be required to attend an entrance and exit interview as scheduled by the financial aid office.*

** All students must maintain Satisfactory Academic Progress (see page 10) to retain eligibility for Title IV Federal Student Aid Programs.*

SCHOOL TUITION PLAN

Details on our interest-free cash payment plans are available through GREC's business office. GREC also accepts payment of fees with Visa/MasterCard.

STUDENT SERVICES

PLACEMENT ASSISTANCE

GREC offers graduates placement assistance; however the school does not guarantee employment. Students participate in employment preparation such as resume writing, interviewing techniques, and job search methods. Securing employment for a graduate depends upon a mutual effort between the graduate and the Career Services Coordinator.

GREC is proud of its placement record and its continuing placement service available to our alumni. The success of our placement is due to the many satisfied physicians, dentists, hospitals, and clinics who have worked with and employed many of our graduates.

ADVISING

Faculty and staff encourage students to ask for assistance. Specific technical questions relating to the student's course should be directed to the instructor. The

administrative staff will advise students in areas of financial aid, placement, and other areas of concern that may affect grades or attendance. At the beginning of the program, students are provided with referral sources for substance abuse counseling.

REGISTRATION AND CERTIFICATION

Medical assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

Dental assistant graduates are immediately eligible to sit for the Radiation Health and Safety portion of the Certified Dental Assistant examination. Dental assistant graduates are radiography certified.

STUDENT LOUNGE

GREC offers a non-smoking lounge for the students. Many friendships are formed in the comfortable atmosphere shared by individuals with the same interest and dedication.

STUDENT HOUSING/CHILD CARE

It is the responsibility of the student to make arrangements for housing and child care while attending school. There are apartments and child care centers in the vicinity of the school. Please check with our admissions staff for current information.

POLICIES AND REGULATIONS

APPLICATION AND ENROLLMENT POLICY

A fee is not required to apply to GREC. Applicants must complete admissions requirements and be accepted by the school before they can enroll in a program. If an applicant has been accepted by the school and wishes to enroll in a program, a registration and enrollment agreement must be executed by the applicant and a school official. A registration fee is required at that time.

ATTENDANCE REQUIREMENTS

Due to the nature of the training, GREC does not differentiate between an excused or unexcused absence in computing the maximum number of absences allowed. Being tardy or leaving class early three times is counted as one absence.

All students are required to attend 85% of scheduled classroom time to remain eligible for funding and graduation. Excessive absences may be cause for termination from GREC.

The school must be notified in advance if the student will be absent from class. Arrangements must be made by the student to make up missed class work.

CANCELLATION AND REFUND POLICY

An applicant may cancel enrollment at any time before the commencement of his or her classes. An applicant requesting cancellation within this time shall be entitled to a refund of all monies paid to the school less the registration fee. The registration fee is only refundable within three (3) business days following enrollment, or three (3) business days following the initial visit to the school, whichever is later. Registration fee refunds will be issued to the student no later than fourteen (14) calendar days following receipt of the student's written request. An applicant not requesting cancellation by the scheduled starting date will be considered an enrolled student. Once classes have begun the last date of attendance will be used to calculate refunds. GREC requests that all cancellations be made in writing to the school. GREC reserves the right to reschedule or cancel any class up to one week in advance of the class start date.

For a student terminating within the first week after starting the program, the tuition charges made by the school to the student shall not exceed 10% of the contract price of the program plus the registration fee, but in no event more than \$350.00.

For a student terminating after one week but within the first 25% of the program, the tuition charges made by the school to the student shall not exceed 25% of the contract price of the program plus registration fee, books, and supplies.

For a student terminating after completion of 25% but within 50% of the program, the tuition charges made by the school to the student shall not exceed 50% of the contract price of the program plus registration fee, books, and supplies.

For a student terminating after completion of 50% but within 75% of the course, the tuition charge made by the school to the student shall not exceed 75% of the contract price for the program plus registration fee, books, and supplies. For a student terminating after completing 75% of the program, the school may retain the entire contract price of the program. Percent of course completion will be computed on the basis of the amount of time in the program expressed in weeks.

Tuition will be refunded in the following order: Federal SLS, Federal Stafford Unsubsidized Loan, Federal Stafford Subsidized Loan, Federal PLUS, Federal Pell Grant, Federal SEOG, Title III., student. In July of 1994, the following order will apply: Federal Stafford Unsubsidized Loan, Federal Stafford Subsidized Loan, Federal PLUS, Federal Pell Grant, Federal SEOG, Title III., student. In case of prolonged illness or accident, death in the family, or other circumstances which make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.

DRESS CODE

Medical, dental, and health care administrative assistant students are required to wear a white cotton turtleneck or white knit polo shirt, white uniform skirt or white straight-leg uniform pants to the ankle, white or natural hosiery with skirts and white socks with pants, and all-white leather tennis shoes or white uniform shoes. The only exception to not adhering to the dress code is on Saturdays. Each student is furnished with a patch that indicates that they are a GREC student, and it is to be worn at all times on the left shoulder of the uniform. Health insurance specialist students are required to wear professional business attire during training. Name tags are to be worn by all students at all times, even if not in uniform.

At graduation, female medical, dental, and health care administrative assistants are required to wear dress/skirt uniforms, white or natural hosiery and white leather tennis shoes or white uniform shoes. Male students must wear white dress shirts and white pants, and white leather tennis shoes or white uniform shoes. Health insurance specialists are required to wear professional business attire.

FINANCIAL POLICIES

Grand Rapids Educational Centers reserve the right to refuse class attendance, graduate attendance, awarding of certificate, placement services and/or any training services for students whose financial arrangements are not being met. Terms of the payment must be met as set forth at enrollment. Federal Pell Grant and Federal Family Educational Loan Awards must be used in fulfillment of a student's financial obligation at GREC. A service fee will be charged for any returned check and a finance charge may be applied to a past due account.

Students still waiting to receive federal student financial aid disbursements at the time of graduation will be allowed to attend graduation; however, they will not be awarded a certificate until payment in full is received.

GRADING SYSTEM

A	100 - 92 (Excellent)	D	74 - 70 (Poor)
B	91 - 84 (Good)	E	69 and below (Failing)
C	83 - 75 (Average)	I	Incomplete
		W	Withdrawal

INCOMPLETE, WITHDRAWAL, RE-ENTRY AND REPEAT POLICY

Students who receive an incomplete grade (I) and who do not satisfactorily complete the required work to remove the incomplete from their record, will receive the otherwise earned letter grade (normally an "E"). Students earning a grade of "E" in any section of the program must repeat the section satisfactorily prior to graduation. All repetitions of an academic area require prior approval from the Director of the school. If a course section is repeated, the last earned grade will substitute for the prior grade.

Students who withdraw or have been dismissed from the program are considered to have terminated from the school and may be considered for re-entry only after the Director's approval.

MAKE-UP WORK

Students who are absent when a test is given are allowed the next two (2) scheduled class days to make it up. After this time, if the student has not taken the missed test, 10 points will be deducted from the final grade. Two (2) weeks after returning to class, if the test is not made up, the student will be given a zero (0) grade. **ONLY** for extenuating circumstances, such as prolonged illness, accident, or leave of absence will the student be allowed to make special arrangements to make up work.

Any missed labs must be made up within one month from the date of absence, by special permission from the Director. A lab make-up form must be completed. Lab make-up is mandatory and will not erase the original absence.

HOLIDAYS AND VACATIONS

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the day following), and Christmas Day are scheduled holidays. Winter vacation is scheduled between Christmas and New Years Day.

STUDENT EXPECTATIONS

Students are required to follow standards of conduct that are typically expected in the health care profession. Violations include dishonesty, unprofessional conduct, use of profanity, insubordination, noncompliance with safety rules, vandalism of school property or equipment, or any conduct that interferes with the learning progress of other students.

Substance abuse, cheating, plagiarism, carrying weapons, and stealing during school related activities such as lecture, lab, business hours, field trips, externships, etc., will be cause for termination from GREC without re-entry into the school.

SATISFACTORY ACADEMIC PROGRESS

Student academic/attendance progress information is available upon request. Students must maintain an overall academic grade average of 75%. This includes no more than two individually graded areas between 70-74% (D) and must have 75% or above in all other graded areas. Students must attend no less than 85% of scheduled class time. Academic achievement will be evaluated monthly. Students whose grades are below 75% (C) will be placed on probation and notified. If satisfactory progress is not met by the end of the second probationary period, a student is notified in writing that continued unsatisfactory progress will result in termination.

Professional conduct must be maintained by GREC students at all times. Students will be placed on probationary status if the above criteria for academics, attendance, and conduct are not maintained. If a student does not complete course work in the maximum time frame allowed, the student's status will change from an incomplete to a drop.

STUDENT CONCERN POLICY

Any student with a concern regarding any portion of his/her training program at Grand Rapids Educational Centers should pursue the following procedure:

- Put the concern in writing and submit the concern to the appropriate staff in the following order:

1. Instructor
2. Director of Training/Training Coordinator
3. Executive Director
5. GREC Management Board
1750 Woodworth St. NE
Grand Rapids, MI 49505-2301

Each of the above listed parties will respond within 10 business days of having received the written concern. The student may proceed with the next appropriate party only if they have received an unsatisfactory response or if the appropriate party failed to respond within the time specified. The response of the GREC Management Board will be final. If you have followed the above guidelines and still feel that your concern has not been completely addressed, contact the Michigan Department of Education, Proprietary School Unit, Box 30008, Lansing, MI, 48909.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT) have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges of Technology, 750 First St., NE Suite 905, Washington, DC 20002-4242, (202) 336-6850. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the commission.

DENTAL ASSISTANT EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the necessary skills to obtain an entry-level position as a dental assistant. Students learn a fundamental knowledge of dental anatomy and physiology, terminology, dental materials, dental specialties, nutrition, preventive dentistry, chairside assisting, clinical experience/practice, radiography, instrumentation and equipment, sterilization, bacteriology, pathology, pharmacology, and laboratory demonstration/practice.

Externship provides the student with the opportunity to put these skills to use before being placed in the dental field.

COURSE OBJECTIVE

GREC's goal for the Dental Assistant Program is to provide the student with the necessary theoretical knowledge and skills the student needs to perform efficiently in a professional setting. The wide range of training will prepare the student to function as an integral member of the dental health team as a dental assistant both in the business and clinical areas.



GREC Dental Assisting students learn a wide spectrum of chairside procedures in our fully equipped dental laboratory.

DENTAL ASSISTANT

*Class size: average 15 students / 30 week program
(All GREC lectures, labs, and flexible business labs are based on a 50-minute clock hour.)*

Orientation

Business

96 hrs.

- Telephone Techniques and Scheduling Appointments
- Reception Duties and Public Relations
- Written Communications
- Bookkeeping and Billing
- Dental Insurance Fundamentals
- Patient Records and Collections
- Computer Training

Clinical

96 hrs.

- **Anatomy and Physiology**
 - Bacteriology
 - Pathology
 - Anesthesia
 - Sterilization
 - Terminology
 - Pharmacology

Chairside Procedures

98 hrs.

- Four-Handed Dentistry
- Instrumentation and Equipment
- Maintenance and Supplies
- Dental Materials
- Dental Specialties

Radiology

30 hrs.

Prevention

17 hrs.

- Diet and Nutrition
- Oral Hygiene and Tooth Brushing Techniques
- Dental Emergency First Aid/CPR

Employability Skills

5 hrs.

Classroom Total

337 hrs.

Externship

240 hrs.

Clinical Lab

113 hrs.

- Radiology (14 hrs.)
- Chairside (52 hrs.)
- Lab procedures (47 hrs.)

Flexible Business Lab

75 hrs.

Total: 770 hrs.*

* 770 hours = 41 quarter credit hours

One quarter credit hour is equal to: 12 hours lecture, 24 hours of laboratory, or 36 hours of externship.
GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

HEALTH CARE ADMINISTRATIVE ASSISTANT EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the necessary skills to obtain an entry-level position as an administrative assistant in a physician's office, dentist's office, hospital business office, health maintenance organization, or insurance company.

Career training includes appointment scheduling, medical records management, inventory control, payroll, collections, banking and bookkeeping, word processing, computerized patient management for both medical and dental practices, communication and organizational skills, medical/dental terminology, medical transcription, and human anatomy. Administrative assistant students receive in-depth instruction in insurance billing and CPR, blood pressure, and patient charting.

Externship provides the student with the opportunity to put these skills to use before actual placement in the health care field.

COURSE OBJECTIVE

Upon completion of the Health Care Administrative Assistant Program, the student will have the knowledge and skills to carry out administrative assistant responsibilities in a health care setting. This training program prepares the student to function as an integral part of the health care system.



Rounding out the GREC curriculum is an introductory course in computer operation. Students learn the concepts of word processing and computerized patient billing in realistic, simulated office situations.

HEALTH CARE ADMINISTRATIVE ASSISTANT

Class size: average 11 students / 30 week program

(All GREC lectures, labs, and flexible business labs are based on a 50-minute clock hour.)

Orientation	
Business Procedures	95 hrs.
• Medical Records	
• Billing and Collections	
• Bookkeeping	
• Filing	
• Appointment Control	
• Reception	
• Telephone Techniques	
Medical Transcription/Typing	12 hrs.
• Business Correspondence	
• Medical Reports	
Computer	30 hrs.
• Word Processing	
• Patient Billing	
• Record Keeping	
Management	32 hrs.
• Organizational Skills	
• Leadership	
• Psychology of Human Behavior	
Business English Review	20 hrs.
Insurance	72 hrs.
• Medical	
• Dental	
Medical/Dental Anatomy	40 hrs.
• Physiology	
• Terminology	
Basic Assisting	28 hrs.
• Charting	
• Vital Signs	
• First Aid	
• CPR	
Law and Ethics	8 hrs.
Employability Skills	5 hrs.
Classroom Total	342 hrs.
Externship	240 hrs.
Structured Business Lab	113 hrs.
Flexible Business Lab	75 hrs.
Total Hours:	770 hrs.*

*770 hours = 40 quarter credit hours.

One quarter credit hour is equal to: 12 hours lecture, 24 hours of laboratory, or 36 hours of externship.
GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

HEALTH INSURANCE SPECIALIST EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the skills necessary to obtain qualified entry-level positions in the insurance and allied health industries.

Hands-on experience will be gained as the student will prepare medical and dental insurance claims, using current CPT-4 and ICD-9 coding standards. This information will be transferred to the appropriate claim forms and be prepared for processing. The student will also learn how to review the claim as it is received by the insurance company and to examine the claim for payment. The course work includes medical/dental insurance terminology and medical/dental anatomy and physiology which provides the student with the information needed to evaluate and properly process insurance claims. Additional areas of training include customer service, business correspondence, and employability skills.

Externship provides the student with the opportunity to put these skills to use before being placed in the insurance field.

COURSE OBJECTIVE

Upon completion of the health insurance specialist program, the student will possess the knowledge and skills required to function as a health claims examiner, medical biller, insurance claims coder/keyer, or insurance office assistant.



GREC's Health Insurance Specialist Program prepares students for career opportunities in health claims examining and health insurance billing.

HEALTH INSURANCE SPECIALIST

*Class size: average 6 students; 34-40 week program
(All GREC lectures and labs are based on a 60-minute clock hour.)*

Orientation	
Introduction to Health Claims Examining & Billing	30 hrs.
<ul style="list-style-type: none"> • Legal Damages/Benefit Structures • Contracts • Computer Applications/Intro to Office Machines 	
Terminology	90 hrs.
<ul style="list-style-type: none"> • Insurance, Medical/Dental Terminology • Procedure Abbreviations • Medical/Dental Anatomy and Physiology 	
Health Claims Examining & Medical Billing Theory	90 hrs.
<ul style="list-style-type: none"> • Reference Book Usage • Billing Forms • Eligibility/Coordination of Benefits - Theory/General Plan Provisions 	
Health Claims Examining Practical Application I.	90 hrs.
<ul style="list-style-type: none"> • Usual, Customary, & Reasonable Physicians' Services • Policy Interpretation & Benefit Calculation • Diagnostic, X-ray, & Laboratory • Common Lab Tests/Laboratory Profile Index • Ambulance/Durable Medical Equipment 	
Health Claims Examining Practical Application II.	90 hrs.
<ul style="list-style-type: none"> • Surgery/Multiple Surgery/Second Surgical Opinion/Assistant Surgery • Anesthesia • Hospital Services/Hospital Revenue Codes • Coordination of Benefits/Calculation • Adjustments 	
Dental Claims Examining - Theory & Practical	30 hrs.
<ul style="list-style-type: none"> • Dental Guidelines/Coding • Types of Services: <ul style="list-style-type: none"> Policy Interpretation/Benefit Calculation Policy Limitations/Exclusions 	
Additional Job Functions	30 hrs.
<ul style="list-style-type: none"> • Customer Service and Professionalism • Employability Skills 	
Clinical Practice	150 hrs.
<ul style="list-style-type: none"> • Simulated Work Program • Practical Applications/Computerized Program 	
Externship	150 hrs.
Total:	750 hrs.*

*750 hours = 41 quarter credit hours.

One quarter credit hour is equal to: 12 hours lecture, 24 hours of laboratory, or 36 hours of externship.
GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

MEDICAL ASSISTANT EDUCATIONAL OBJECTIVES

This program will provide the student with the necessary skills to obtain an entry-level position as a medical assistant in a physician's office, hospital, laboratory, or clinic. It includes a specialized understanding of the latest methods, theories, and skills needed to assist in a medical setting.

Medical assistant training includes a study of anatomy and physiology, law and ethics, medical terminology, and pharmacology. Clinical procedures such as TPR, blood pressure, sterilization techniques, patient exam preparation, venipuncture, first aid, minor surgeries, EKG, CPR, and basic lab procedures are included. Externship provides the student with the opportunity to put these skills to use before being placed in the medical field.

COURSE OBJECTIVE

Upon completion of the Medical Assistant Program, the student will possess the knowledge and skills required to function in either administrative and/or clinical capacities in a physician's office, hospital, or clinic.



GREC Believes a "hands on" approach is the best way to teach the clinical skills needed for employment in the health care field.

MEDICAL ASSISTANT

Class size: average 18 students / 30 - 34 week program

(All GREC labs, lectures, and flexible business labs are based on a 50-minute clock hour.)

Orientation

Clinical

155 hrs.

- Anatomy and Physiology
- Medical Terminology
- Pathophysiology
- Laboratory Techniques
- Clinical Procedures:
 - Vital Signs
 - Injections
 - Venipuncture
 - EKG
 - Assisting with minor surgery

Pharmacology

28 hrs.

(Preparation and administration of medications)

First Aid/CPR

12 hrs.

Business

80 hrs.

- Telephone Techniques
- Appointment Control
- Medical Transcription
- Records Management
- Bookkeeping/Pegboard
- Business English Review
- Billing and Collections
- Law and Ethics

Computer/Word Processing/Typing

22 hrs.

Insurance

40 hrs.

Employability Skills

5 hrs.

Classroom Total:

342 hrs.

Externship

240 hrs.

Clinical Lab

113 hrs.

Flexible Business Lab

75 hrs.

Total Hours:

770 hrs.*

*770 hours = 40 quarter credit hours.

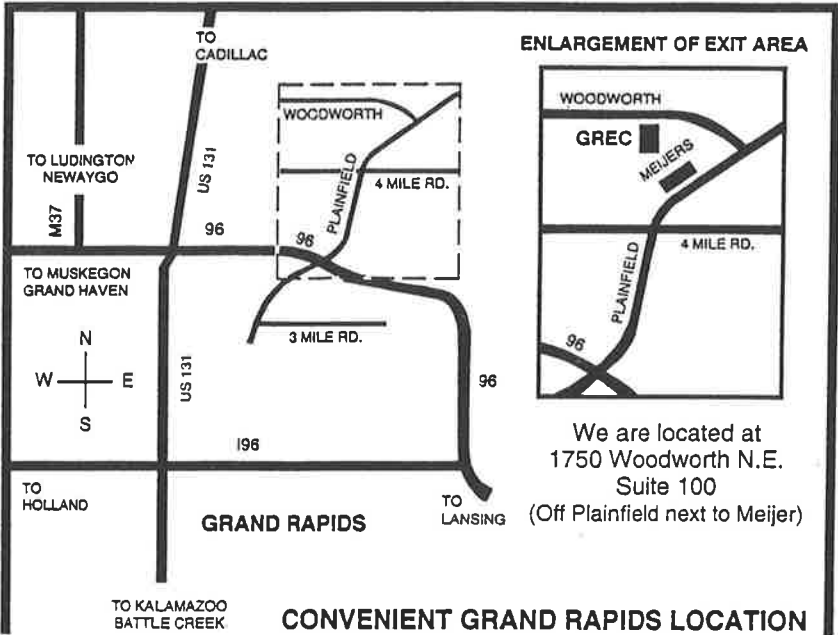
One quarter credit hour is equal to: 12 hours lecture, 24 hours of laboratory, or 36 hours of externship.
GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

PRESS ON

Nothing in the world can take the place of persistence. Talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education alone will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent.

-Author Unknown

GRAND RAPIDS CAMPUS

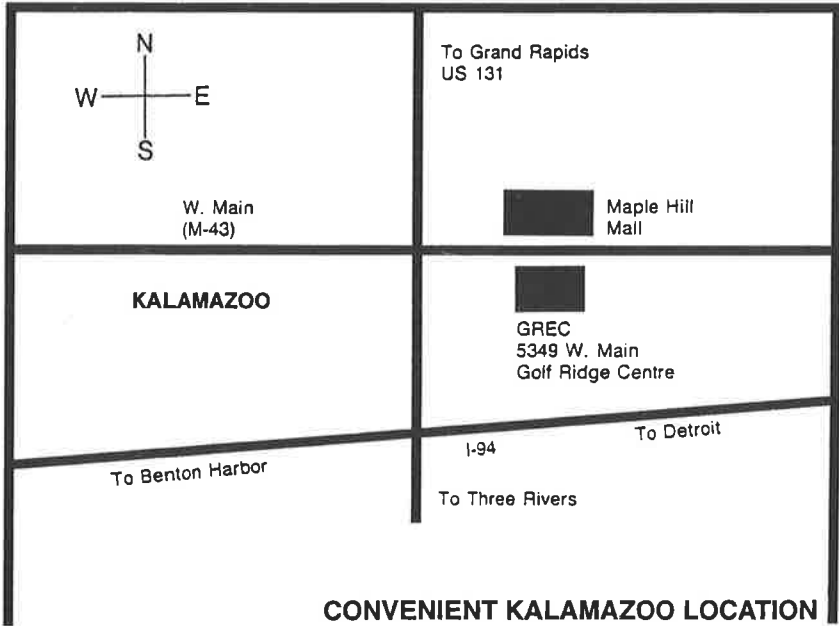


ENLARGEMENT OF EXIT AREA



We are located at
1750 Woodward N.E.
Suite 100
(Off Plainfield next to Meijer)

KALAMAZOO CAMPUS





Grand Rapids Educational Centers

GRAND RAPIDS CAMPUS

1750 Woodworth St. NE, Grand Rapids, MI 49505
Phone (616) 364-8464 or 1-800-522-7014

KALAMAZOO CAMPUS

Golf Ridge Center, 5349 W. Main St., Kalamazoo, MI 49009
Phone (616) 381-9616

Equal Opportunity Programs

GREC's admissions policy prohibits any discrimination on the basis of race, color, sex, national origin, age, or handicap.