Catalog Addendum No. 1
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Medical Assisting Diploma Program (Offered at the Fort Lauderdale location)

36 semester credits: approximately 1050 clock hours, 3 semesters, 10 months

The Medical Assisting diploma program is designed to prepare students for positions as entry-level medical assistants in a physician's office, or other medical facilities. This program focuses on providing instruction, through a combination of classroom, laboratory and clinical experiences, in the skills necessary to assist physicians in both the administrative and clinical duties of a medical facility. Upon successful completion of the program a diploma is granted.

Admissions Requirements:

Applicants should apply for admission order to be officially accepted into a program or class. To begin the application process, the applicant can visit our website at www.HCI.edu or call HCI College at (954) 626-0255 (FortLauderdale campus) or come into our office for a tour and visit with our Admissions Representative. Please note that all requisite documents are required to be submitted before starting classes.

Medical Assisting Diploma Program – Admissions Requirements

In order to begin the Medical Assisting Program, an applicant must:

- Complete and sign an application including payment of the application fee.
- Be 18 years of age prior to the start of classes
- Provide a valid Driver's License or government issued photo ID
- Provide proof of High School graduation (Diploma), or successful completion of the General Education Development test (GED), or may provide a recognized equivalent of a high school diploma, or verificationof graduation from an Associate degree or higher program from an accredited college or university. Acceptance of any of the documents listed above is at the sole discretion of the Institution.
- Pass the SmarterMeasure Learning Readiness Indicator with a minimum score of 70% in Technical Competency, 70% in Life Factors, and 60% in Technical Knowledge (please see the SmarterMeasure policy for more information).

Medical Assisting Program – Clock Hours Breakdown

In Months	10	Theory	510
In Semesters	3	Labs	270
		Externship	270
			1,050

Medical Assisting Program – Tuition Breakdown

The College's tuition charges for its Medical Assisting program are presented below. A set of required materials, textbooks, and uniforms are provided at no additional cost.

Tuition and Application Fee	
Tuition	$ 17,500
Application Fee	$ 50
Total Program Cost	**$ 17,550**

Medical Assisting Program – Goals and Objectives:

The goal of HCI College's Medical Assisting Program is to prepare students to perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Course Number	Required Courses	Semester Hours
HLT101	Introduction to Health Careers	3
MED101	Medical Terminology	4
MED110	Foundations of Anatomy and Physiology	4
MED231	Clinical Skills for Medical Assistants	3
MED233	Medical Procedures	3
MED242	Fundamentals of Pharmacology	4
MED251	Allied Health Clinical Skills	3
MED253	Allied Health Laboratory Skills	3
MED265	Medical Assisting Externship	6
MOS201	Introduction to Electronic Health Records	3
Total Credits		**36**

NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Registered Medical Assistant (RMA) or Certified Clinical Medical Assistant (CCMA). The College makes no representation, promise, or guarantee that completion of this program either assures

eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended toprepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

Medical Assisting Program - Course Descriptions

HLT101   **Introduction Health Careers**   **3 credit hours**

This course describes health care delivery systems and health occupations. The course also includes communication and use of interpersonal skills, legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include recognition of and practice of safety and security procedure, recognition and response to emergency situations, factors related to the transmission of diseases, HIV/AIDS awareness, domestic violence awareness, cardio-pulmonary resuscitation, OSHA/ standard precautions blood borne pathogen awareness, infection control/hand washing, and Alzheimer's awareness. Lab included.

MED101   **Medical Terminology**   **4 credit hours**

The student will study medical terminology including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice.

MED110   **Foundations of Anatomy and Physiology**   **4 credit hours**

This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination.

MED231   **Clinical Skills for Medical Assistants**   **3 credit hours**

This course develops the theory and practical components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking and recording vital signs. Lab included. Prerequisite(s): MED110.

MED233   **Medical Procedures**   **3 credit hours**

This course covers instruction in clinical skills for the allied health fields. This course focuses on preparation of the patient, pulmonary function and assisting with and documenting routine clinical procedures. Lab included. Prerequisite(s): MED110.

MED242   **Fundamentals of Pharmacology**   **4 credit hours**

This course is the study of drugs with emphasis on concepts related to steps in the drug cycle and drug effects. A systems approach is used in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Prerequisite(s): MED101 or HLT101.

MED251   **Allied Health Clinical Skills**   **3 credit hour**

This course covers the performance and quality control for medical tests common to a medical office. Skills covered include assisting with X-ray safety and techniques, rehabilitation and therapeutic modalities and performing electrocardiograms. Lab included. Prerequisite(s): MED110.

MED253   **Allied Health Laboratory Skills**   **3 credit hours**

This course involves the study of medical laboratory procedures, and covers the collection, performance and quality control for medical tests common to a physician's office, including clinical chemistry, phlebotomy, and urinalysis. Lab included. Prerequisite(s): MED110.

MOS201   **Introduction to Electronic Health Records**   **3 credit hours**

This course introduces basic concepts of use and maintenance of an Electronic Health Records (EHR) system. Provides exposure to basic navigation of an EHR. Explores issues around privacy, security, government regulations and ethical legal aspects of the health information technology environment. Lab included.

MED265   **Medical Assisting Externship**   **6 credit hours**

This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. Prerequisite(s): Completion of all core courses.

Payment Period

The payment period shall be the semester. All tuition is due and payable on the first day of the payment period. Regardless of the student's funding source, all tuition must be paid in full thirty (30) days prior to the end of the payment period. The College reserves the right to withhold a grade report, diploma or transcript until all academic and financial requirements for the program have been met. Failure or withdrawal from a course does not give the student the right to repeat the course without additional charges. A student who voluntarily withdraws from or is terminated by the College after starting classes is obligated to the College for tuition and fees as per the refund policy.

1. Each student is entitled to one official copy of his/her official transcript and a diploma upon graduation. The additional transcript fee applies to any additional copies of official transcripts.
2. Students must be current with all financial obligations to the College in order to receive an official transcript and their diploma. Students may obtain unofficial transcripts at any time at no cost.
3. The bad check fee is charged for any check that is returned unpaid.

Graduation Requirements

- ▪ A student must meet the following requirements to qualify for graduation from any program of study:

- Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher.
- Meet or exceed the minimum standards of satisfactory academic progress (SAP);
- Satisfy all programmatic requirements; and
- Satisfy all financial obligations to the College.

Class Size

All students are taught by individualized instruction. The average student ratio is 20:1 for any session.Maximum class size is 30 students per session with exception of bigger classroom that may fit or have room for up to 35 students. Lab size is between 10 and 15 students.

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Satisfactory Academic Progress Policy

In order to demonstrate SAP toward completion of the Nursing Program, a student must maintain a specific course grade point average (see Required Grades) and must progress through the program at a specific minimum pace to ensure that the student does not exceed 150% of the published length of the Nursing Program ("Maximum Timeframe"). Maximum Time Frame for the Nursing Program is exceeded when a student attempts more than 108 semester credits. SAP is evaluated at the end of every semester in order to reestablish a student's eligibility to continue receiving federal financial aid funds for the next semester. The following abbreviations are used throughout this policy:

- **(SAP) Satisfactory Academic Progress**
- **(CGPA) Communitive Grade Point average**
- **(AFAW) Academic Financial Aid Warning**
- **(AFAP) Academic Financial Aid Probation**

There are two standards that must be met:

The **qualitative standard** for each program requires that a student achieve a minimum **CGPA** of 2.00 or better for the first semester in the program. When evaluated at the end of each semester, a student must achieve the **CGPA** listed on in Diagram 1 within this document at the end of the corresponding semester. At completion of the program, every nursing student must have a **CGPA** of at least 2.48 in order to graduate from the Nursing Program.

The **quantitative standard** requires students to complete the Nursing Program within the Maximum Timeframe of the program. Transfer credits that are accepted by HCI College for credit toward the Nursing Program are included in the calculation of the Maximum Time Frame.

The required minimum pace of completion percentage (Completion Rate) is derived by dividing the number of earned credits by the number of credits attempted. In this calculation, transfer credits are counted as both attempted and earned credits.

Students must successfully maintain a Completion Rate of at least 67% by the end of the first Semester and maintain a 67% minimum Completion Rate in all following semesters. The courses withdrawn during the add/drop period are not included in the Completion Rate as either attempted or completed credits. However, if a student withdraws from a course after the add/drop period has expired, the credits for that course will be included as credits attempted in the Completion Rate.

Treatment of incompletes, course completers, withdrawals, repetitions, transfer credit, audited courses, leaves of absence, and official grade changes.

- Course Incomplete grades: Grades of Incomplete are included in the minimum pace of completion percentage as credits attempted but are not included in GPA or **CGPA** until the official grade is posted.
- Completers (non-graduates): A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional federal student aid funds for that program.
- Withdrawals: Courses withdrawn during the add/drop period are not included as attempted credits in the minimum pace of completion percentage or in the student's GPA/**CGPA**. Courses withdrawn after add/drop period are included as attempted but not completed for the Completion Rate. They are not included in GPA or **CGPA**.
- Repeated Courses: Students may use federal student aid funds for which they are entitled to retake any course they previously completed with a grade of F. Students may also use federal student aid funds to retake a course they previously completed with a passing grade one time to improve their grade. For financial aid purposes each time a course is taken it counts as an attempted course for the Completion Rate. The higher grade will count towards the cumulative grade point average.
- Transfer credits: Transfer credits are considered as both attempted and completed for the Completion Rate. They are not included in the calculation of GPA or **CGPA**.
- Audited Courses: Courses taken as audits are not taken for credit and are not included in SAP calculations for the Completion Rate, GPA or **CGPA**.
- Leaves of Absence (LOA): HCI does not grant LOAs during a term. Any complete term during which a student is on an authorized LOA will not be included in the Completion Rate calculation.
- Grade Changes: In the event a grade for a prior term is officially changed by HCI College after SAP has been evaluated for that term, SAP will be reevaluated using the new grade at the next SAP evaluation point, however, the College may elect to reevaluate SAP for the student immediately following the official grade change.

Financial Aid Warning

If a student does not achieve the required minimum **CGPA** of 2.0 at the end of the first semester or the required **CGPA** at the end of any following semester as set forth on Diagram 1 (semester 2, 3,4, 5, etc.), or if

the student fails to achieve a 67% minimum pace of completion percentage after any semester, the student will be placed on **AFAW** for the next semester. Students on **AFAW** status remain eligible to receive federal financial aid for the semester on which they are on **AFAW**. Students may not be on **AFAW** for more than one consecutive semester.

- If a student successfully obtains the required minimum **CGPA** or achieves a minimum pace of completion percentage of 67% or better at the conclusion of the semester on **AFAW**, the student will be removed from **AFAW.**

- A student who is not meeting SAP requirements at the end of the semester on **AFAW** will lose eligibility to continue receiving federal financial aid, but the student may appeal the student's SAP status in order to preserve his/her financial aid eligibility. (Please see the section below "**SAP Appeal Process**" for information on how an SAP Appeal may be filed).

- If a student files an SAP appeal that is denied, they will be dismissed from the program and HCI College.

- Following a successful SAP appeal, the student will be placed on **AFAP**. Students on **AFAP** must meet with their academic advisor to develop an academic plan if the student is expected to need more than one semester to resume meeting SAP requirements. Students expected to need only one semester to resume meeting SAP requirements may also receive an academic plan at the discretion of HCI College and will be informed of the College's decision with the decision on the student's SAP appeal. All academic plans will be developed according to the judgement of the academic advising staff. Academic plans will contain a roadmap for the student to resume meeting SAP requirements by a specific point in time and may contain and benchmarks that the student needs to achieve in order to eventually resume meeting SAP requirements.

- At the conclusion of the student's semester on **AFAP** status, the student's progress shall be evaluated to determine if the student has resumed meeting SAP requirements or if the student is meeting the requirements established in the student's Academic Plan.

- If a student is on **AFAP** completes 67% or more of credit hours attempted by the next SAP review period and meets the applicable CGPA requirement stated on Diagram 1, the student will be removed from **AFAP** status and returned to good standing for academic/SAP purposes.

- If a student on **AFAP** has an academic plan that provides a pathway for the student to resume meeting SAP requirements within more than one semester and the student fails to meet requirements established in the academic plan, the student will be ineligible for federal financial aid and will be dismissed from HCI College.

- If the student on **AFAP** has an academic plan that provides a pathway for the student to resume meeting SAP requirements within more than one semester and the student is meeting the requirements established in the academic plan, the student will continue to be eligible to receive federal financial aid as outlined in the academic plan.

SAP Appeal Process

HCI College may only approve an appeal by a student if it is determined the student will meet SAP requirements based on the qualitative and/or quantitative standards in the next SAP review period or if the academic plan that the college proposes for the student demonstrates that a reasonable pathway exists to enable the student to resume meeting SAP requirements.

To appeal the loss of federal student aid eligibility due to SAP, the student must submit a written request to the Dean of Academic Affairs, or any such person designated by the Campus President. The reason for the appeal must be the result of mitigating circumstances, and documentation supporting a claim of mitigating circumstances must be provided in addition to the student's plan for improvement. As part of the appeal, the student must document in writing why they did not meet SAP, and what in the student's situation has changed that will allow them to meet SAP going forward. Typical student life issues and making the transition to college are not considered mitigating circumstances under this policy. Examples of mitigating circumstances that may impact Academic Progress include the following:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Other special circumstances

The Dean of Academic Affairs and/or designee will determine the appropriateness of the mitigating circumstance regarding severity, timeliness, and the student's ability to avoid the circumstance in the future. Upon receipt of the request for appeal and the supporting documentation, the Dean of Academic Affairs or designee will notify the student of the College's determination in writing of receiving the student's complete appeal submission.

Readmission to HCI College Following Dismissal for Failure to Meet SAP

If a student files an unsuccessful SAP appeal, which is denied, the student will be dismissed pursuant to HCI College policy but may apply to be readmitted after the end of the semester for which the SAP appeal was denied. Sitting out one term does not automatically reinstate a student's federal student aid eligibility.

A student who seeks to be readmitted after remaining out of school for one full semester will be subject to HCI College's evaluation of the student's academic records to determine if it is possible for the student to resume

meeting SAP requirements.

If HCI College determines that the student may be able to resume meeting SAP requirements, the student may be readmitted but is not eligible for federal student aid funds until the student successfully meets SAP requirements.

Diagram 1

Total Credits Attempted	GPA Requirement
Semester One	2.00
Semester Two	2.12
Semester Three	2.21
Semester Four	2.33
Semester Five	2.48
Semester Six	2.48

Note:

The Veterans Administration is notified of unsatisfactory progress of a veteran student who remains on academic probation beyond two consecutive semesters/pay periods. At that point, veterans' benefits can be terminated. A student terminated from veterans' benefits due to unsatisfactory progress maybe recertified for benefits when the student meets the **CGPA** requirement or meets the minimum 67% Completion Rate requirement for progression.