

**Hollywood Career Institute**

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**HOLLYWOOD CAREER  
I N S T I T U T E**

**School Catalog**

**Effective Date: July 1, 2019**

Vol. 4: Ver. 3

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*Students will be notified of any change(s) made to this catalog that affect their enrollment.*

## INSTITUTION OVERVIEW

### Ownership

Hollywood Career Institute, LLC. Is a limited liability company formed in FL and is owned by Yudeimy Valdes.

### Governing Body

Hollywood Career Institute's governing body consists of Yudeimy Valdes.

### History

Hollywood Career Institute, LLC. Was established in the year 2016. Observing trends in the healthcare industry, the owner became aware of the need for well-trained caregivers and decided to contribute to society by meeting this need. Hollywood Career Institute provides training, education and individualized assistance.

### Licensure

The institution is licensed by the Commission for Independent Education, Florida Department of Education under license number 5721.

Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399 Telephone No: 850-245-3200/Toll Free 888-224-6684

### Accreditation

Hollywood Career Institute is not accredited.

## HOURS OF OPERATION

The Administrative Office is open weekdays from 8:30am through 6:00pm.

## PURPOSE AND PHILOSOPHY

Hollywood Career Institute's goal is to admit, retain and produce students who will successfully complete their program and enter the field of employment as proficient health care providers. The allied health curriculum at this institution is designed to prepare participants to deliver quality healthcare in an efficient manner. Students are taught to acknowledge the total individual by maintaining respect and dedication to their purpose in home health aide. The healthcare provider must recognize the individuality of each client, respecting cultural differences and/or similarities. Respect of their right to confidentiality must be foremost in the minds of caregivers.

Hollywood Career Institute encourages students to acquire the knowledge, develop creativity and strive for excellence. We believe that any person willing to apply themselves to the home health or allied health care fields can benefit from the training offered at this institution.

## MISSION STATEMENT

Hollywood Career Institute is committed to providing comprehensive training in allied health education that will inspire individuals to acquire knowledge and skills to be productive members of society, to develop their creativity, and to strive for personnel experience. Hollywood Career Institute's goal is to prepare individuals to enter the healthcare field and work in inpatient and outpatient medical facilities. Hollywood Career Institute is committed to reviewing this purpose at least annually and determining what additional training programs and student services are needed to meet the demands of the community it serves.

## INSTITUTIONAL OBJECTIVES

Within the program of study, students are taught the technical skills necessary to deliver quality health care. All classes are taught on site. Graduates may obtain the required certification or licenses to gain employment in health related areas.

The programs are recommended for anyone with a high-school diploma or equivalent desiring to gain employment in the health care industry.

## POLICY STATEMENT

Admission is open to any qualified applicant. Hollywood Career Institute does not discriminate regarding sexual orientation, national origin, disability or age.

Hollywood Career Institute also forbids any types of sexual harassment by its employees towards other employees, job applicants, student or prospective students. Any student who feels they have been discriminated against must file a complaint with the Administration. Hollywood Career Institute, Inc. does not offer tuition reduction for transfer of credit, advanced placement or credit for experiential learning.

The acceptance of the transfer of credit from Hollywood Career Institute is up to the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

The courses are numbered using an alphabetic prefix which depicts the description of the course followed by a numeric suffix which depicts the course sequence.

## ACADEMIC OVERVIEW

### Licensed Program

Program Title	Required Hours *	Credential
Home Health Aide	75 Clock Hours	Diploma
Medical Billing & Coding Specialist	1160 Clock Hours	Diploma
Patient Care Technician	600 Clock Hours	Diploma
Phlebotomy Technician	165 Clock Hours	Diploma

\* One clock hour constitutes 50 minutes of supervised, directed instruction and a 10 minute break.

### Admission Requirements

All applicants must meet the following general requirements:

- Be a U.S. citizen or provide valid documentation of eligible non-citizenship status
- Provide proof of completion of high school, GED or equivalent
- Submit a valid picture ID and social security card

**NOTE: If the applicant is under 18 years of age the parent/guardian must also sign the Enrollment Agreement**

### Enrollment Procedures

The 1<sup>st</sup> step in the enrollment process is to tour the institution and meet with a school official.

### Personal Interview

A personal interview with each applicant is required prior to acceptance into the school. We encourage you to bring your friends and family members to the interview. Both the applicant and the family have the opportunity to learn about the training programs. The personal interview also gives the institution an opportunity to evaluate the applicant and determine eligibility.

### Acceptance into the Institution

- A complete physical health form must be submitted to the School Director. Final acceptance to the program will be contingent upon the results of the medical form.
- The applicant will be informed of the admissions decision once all requirements have been met.

### Syllabus

Students receive a syllabus and class schedule on the first day of class.

### Class Schedule

Hollywood Career Institute offers residential training on a clock hour basis. The date of entry and completion of required theory and laboratory components, where applicable, will determine the date of completion. The program has set hourly/weekly requirements. The class schedule is:

Day:	Monday - Thursday 9:00am – 2:00 pm
Evening:	Monday – Thursday 5:00 pm – 9:00 pm
Weekends:	Friday, Saturday – 9:00am - 5:00pm and Sundays 9:00am-1:00pm

### Attendance

Students are expected to attend every class, arrive on time, and stay through the entire class. Occasionally situations may arise that conflict with training. If this happens, the student must communicate with the instructor.

### Absences

Students are allowed a maximum of 5 absences throughout their program without penalty. After 5 absences the grade will be reduced by one letter grade for each absence.

### Tardiness

Lateness or leaving class up to one-half hour early is counted as  $\frac{1}{4}$  of a day absence. Leaving  $\frac{1}{2}$  to 2 hours early is equal to  $\frac{1}{2}$  day absence. Leaving more than 2 hours early equals a full day absence. These absences are included in the absence calculation. All class times missed in excess of 15 minutes must be made up in order to graduate.

### Make-Up Work

Make-up work is required for any absence in excess of 15 minutes. Hours of make-up work will not be accepted as hours of class attendance. Tests that are not taken as a result of an absence must be made up within a timeframe determined by the instructor. A grade reduction may be made at the discretion of the instructors. Extra time charges that may apply to make-up work will be calculated based on the hourly cost for the program of enrollment.

**Charges for make up work broken down (Example):** The HHA program consists of 75 hours. The program cost is a total of \$775.00. Each hour based on the cost broken down is \$10.33 per hour (775/75). Students will be charged for make-up work at a cost of \$10.33 per hour of program missed. If the student misses 3 hours, a fee of \$31.00 will apply. **Waiver:** If a student has an excused absence, such as a doctor's note, the make-up work fee may be waived at the discretion of the School Director.

### Leave of Absence

A student may be granted a leave of absence for a maximum of 5 days. All requests for leaves of absence must be in writing with the reason for the LOA and the date of expected return specified. If the student does not return on the expected date, the student's enrollment will be terminated. A refund calculation will be completed according to the school policy. The withdrawal date will be the student's last recorded date of attendance.

## Standards of Academic Progress

Written examinations will be given during and at the completion of each course. Quizzes and special assignments may be given by instructors within a program. If quizzes or extra work assignments are to be counted as part of the student grades, the grading policy of any additional work will be discussed prior to the request of the work being given to the student. A signed statement of agreement on the policies governing grading terms will be requested of all students. Quizzes and extra work will not exceed 10% of the total grade for a student. All written portions of the examination are graded according to the following schedule:

- A=90-100%    B=80-89%    C=75-79%    D= 74–69%    F=68% or below

The minimal acceptable grade of passing any course of study is 75%. Grades of D and F are not acceptable indicators of successfully accomplishing the required theory/skill.

Hollywood Career Institute does not award pass/fail or incomplete grades. All attempts to pass a course will be counted in the calculation of the grade point average. Hollywood Career Institute does not offer non-credit courses.

The instructor evaluates the student during each course of study on the above grading scale. Evaluation is based on the student's ability to demonstrate competency in the required skills and ability to follow instructions. Students are given every opportunity to acquire the necessary skills to demonstrate required competencies for industry employment. No student will be automatically terminated for failure in their first attempts to acquire skills but will be advised on correctional assignment required to master the particular course.

## Maximum Timeframe

Although Hollywood Career Institute strictly adheres to maximum allowed time, all withdrawals, incomplete and or repeats must be completed within the time frame of 150% of the course length. The student must successfully complete the course objectives in a maximum time frame, not to exceed 150% of the normal program length.

## Probation

Students who do not comply with the academic requirements will be placed on probation for a two-week period and given the option to make up the work missed while on probation.

Once the student is placed on probation an advisement agreement must be signed. The advisement agreement specifies the conditions under which the student can regain satisfactory academic progress. When the student meets the terms of the agreement and has adhered to the satisfactory academic progress guidelines the student will then be removed from probation.

Students who fail to regain satisfactory progress by the end of the probationary period will be terminated.

## Appeals

Students terminated for unsatisfactory academic progress may file a written appeal based on mitigating circumstances. Mitigating circumstances include, among other things, the student being ill, employed full-time, or death or illness of a family member. Students terminated for disciplinary violations may also file a written appeal. All appeals should be submitted to the School Director.

Time Frame For Appeals: Appeals must be submitted within 5 calendar days of any mitigating circumstance. Once submitted the School Director will respond within 5 business days in regard to approval or denial of the appeal.

Approved Appeals: Once the appeal has been approved the student will be notified within 10 business days of the appeal having been filed and will be allowed to return to the program. If any make-up work is

needed the student will be allowed to make up the work. Please reference "Make-Up Work" policy on page 5.

Denied Appeals: Appeals that are denied will be notified to the student within 10 business days of the appeal having been filed. Students will have to restart the program and full tuition will be charged.

### Graduation Requirements

A Diploma is presented to the student who has:

1. Successfully completed all required course competencies of the enrolled program.
2. Completed attendance requirements
3. Met satisfactory academic progress
4. Fulfilled all monetary obligations to Hollywood Career Institute

### Re-Entry

A student who has cancelled or has been terminated and wants to re-enter must submit a written request to the School Director. The decision of the School Director is final.

### Holidays

♦Independence Day ♦Memorial Day ♦Labor Day ♦Thanksgiving Day ♦Christmas Day ♦ New Year's Day

## FINANCIAL OVERVIEW

### Program Charges

Program Title	Tuition/Books/Supplies	Application Fee**	Registration Fee	Total Cost
Home Health Aide	\$725.00**	\$25.00	\$25.00	\$775.00
Medical Billing & Coding Specialist	\$3,000.00 (Books <b>excluded</b> )	\$25.00	\$25.00	\$3,050.00
Patient Care Technician	\$1,300.00**	\$25.00	\$25.00	\$1,350.00
Phlebotomy Technician	\$440.00**	\$25.00	\$25.00	\$490.00

\* A down payment of \$100.00 is required prior to class start.

\*\***NON-REFUNDABLE:** \$25.00 application fee is non-refundable. Costs assessed for books, supplies and materials which are not returnable because of use are non-refundable. Other non-refundable charges can be found under the Cancellation and Refund Policy.

### Additional Costs Not Included

Students are responsible for purchasing their uniform and paying for their screenings. Uniforms can be purchased from the school for \$25 or from the local WalMart. Costs for screenings vary depending on what the employer requires.

### Financial Assistance

Hollywood Career Institute offers in house payment plans to assist with payment of tuition, fees and books. The total cost has to be paid in full by the end of the program.

Hollywood Career Institute does not participate in the Federal Student Aid programs.

### Payment Options

A \$25.00 non-refundable application fee is due at the time of signing the Application for Admission. A \$25.00 registration fee is due at the time of signing the Enrollment Agreement. The registration fee becomes non-refundable if not cancelled within specified time frame which can be found under the Cancellation and Refund Policy. An Individualized Payment Plan Agreement must be finalized prior to attending the first class.

Payments are due on the selected date on the Individualized Payment Plan Agreement. In addition to the application fee, registration fee and the down payment, students have the option of selecting from a variety of payment schedules.

### **Cancellation and Refund Policy**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, other than a book and supply assessment for supplies and materials which are not returnable because of use, if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
4. Cancellation after attendance has begun, but through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

## **RULES of BEHAVIOR**

### **Dress Code**

To promote pride in Hollywood Career Institute and the chosen profession, students are required to wear teal scrubs and comfortable shoes that help to support the arch and provide cushion and shock absorption.

### **Conduct**

Students are expected to conduct themselves in a professional manner at all times. Profane or foul language, possession of un-prescribed drugs and alcoholic beverages, possession of weapons of any type will be grounds for immediate dismissal. Disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself/herself in a manner detrimental to Hollywood Career Institute, staff or other students will be terminated. Theft of property from the school or other students will be grounds for immediate dismissal.

### **Drug Free Institution and Workplace**

Hollywood Career Institute has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on the institution premises under the influence of any substance. As a drug free and alcohol-free environment, individuals under the influence may be subject to immediate dismissal and/or removal. Individuals may request counseling for substance abuse and will be referred to available community resources.

### **No Smoking**

Smoking will not be permitted at the institution.

## Sexual Harassment and Anti-Hazing Policy

The administration takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among student or staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or the School Director. Students or staff involved may be subject to termination.

### Grievance Procedure

**Grievance Defined:** For purpose of this policy a grievance is defined as a student's perception of the improper application of the schools policies or procedures. All students have the right to file a grievance. The School Director shall establish appropriate procedures for facilitating grievances. The following steps are established to provide a fair review of student grievances.

### Informal Resolution

The student shall informally submit his/her grievance, either verbally or in writing, to the School Director. The student must submit his/her grievance within 10 calendar days after the incident is alleged to have occurred and the grievance must refer to the specific institution policy or procedure that was unfairly or misapplied. Students may choose to either ask for a specific action on the part of the school or are free to simply voice their grievance without asking for any action on the part of the school.

### Formal Resolution

If a satisfactory resolution cannot be reached with the School Director, the student may formally appeal the decision, in writing, within 10 calendar days after a response is received from the informal process. The School Director may serve as a liaison between students and staff at all levels of the grievance process.

Students who feel a grievance is unresolved may contact:

Executive Director, Commission for Independent Education,  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL 32399  
Telephone number: 850-245-3200 or Toll free 888-224-6684

Students, staff or faculty members with a grievance against another individual at Hollywood Career Institute which **cannot be resolved by personal effort**, shall submit a petition for an interview with the School Director. The interview should be scheduled and done no more than 10 days after received. If the matter still cannot be resolved, the student may contact the:

Commission for Independent Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL 32399  
Telephone number: 888-224-6684

## STUDENT SERVICES

Hollywood Career Institute has designated a properly trained individual to provide the following student services:

### Advising

Financial advising is conducted by the School Director. Academic and/or personal advising is conducted by the faculty. All students are expected to follow the catalog and course outline. Any students that need additional assistance will be given tutoring individually or in groups in addition to computerized self help programs. Since there is a 150% program deadline, any student that is NOT on task will be individually advised and help will be initiated.

### Tutoring

Tutoring is performed by the faculty. Any student who is lagging behind and/or requests additional assistance will be helped individually and/or in small groups. Students will initially be directed to the computer lab where all course and power point presentations are on line. Additional audiovisual material is available for in-depth learning. No student will be allowed to fail without direct assistance from his/her instructor and the School Director. Once the student is brought up to classroom standards he/she will be placed back in the appropriate study tract. NO student will be allowed to exceed the 150% time limit.

### Student Records

Student records are the permanent property of and are retained by Hollywood Career Institute. A student's record is available for review upon individual request. The school will provide a student transcript to potential schools or documentation supporting evidence of program completion to potential employers on written request. A transcript request fee may apply.

### Transfers to other Schools

The acceptance of the transfer of credit from Hollywood Career Institute, Inc. is up to the receiving institution. The student is responsible for determining whether the receiving institution will accept credits from Hollywood Career Institute, Inc.

### Transfers from other Schools

In the event transcripts are not available to determine credit for prior learning, the student will be required to take an examination to determine their knowledge in the subjects taught. Students will need to receive a passing grade of 75% on each subject exam in order to obtain credit for the prior learning. The student will not be allowed to retake any exams for prior learning in the event of a failing grade. No more than 75% of the total number of hours in the program may be transferred into the institution.

### Experiential Learning

Hollywood Career Institute does not offer advanced placement based on work experience.

### Student Placement

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The Admissions staff of Hollywood Career Institute, Inc. will assist the student with employment to the best of its ability, but cannot guarantee employment.

**DISCLOSURES:** Please note that students with a criminal background will not be able to obtain employment as a Home Health Aide. Some employers may require applicants to clear the following screenings:

- Physical examination
- Obtain or sign a declination for the Hepatitis B Vaccine
- Drug test
- Background check (some employers may require a criminal background check)

### Housing

Hollywood Career Institute does not provide, supervise, or recommend student housing.

## **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day Hollywood Career Institute receives a request for access. Students should submit to the School Director written requests that identify the record(s) they wish to inspect. The School Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Director, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Hollywood Career Institute to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for

the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

- If Hollywood Career Institute decides not to amend the record as requested by the student, Hollywood Career Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Hollywood Career Institute, Inc. in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Hollywood Career Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hollywood Career Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

## DESCRIPTION OF SCHOOL FACILITIES

Hollywood Career Institute consists of approximately 2500 square feet in Broward County, Florida. The facility includes 4 classrooms, a skills lab, secured restrooms, a student lounge, a reception area and an administrative office area. Free parking is provided. The facility is equipped to provide a positive learning experience. The skills lab is equipped with the appropriate items needed for the program. The lab is spacious enough for the students to work comfortably. The school is open from 9:00am to 9:00 pm Monday through Thursday.

## DIPLOMA PROGRAMS

### Medical Billing & Coding Specialist

**1160 Clock Hours**

**Program Objective:** To prepare students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, coding clerks, medical coder/biller or medical records and health information technicians.

**Program Description:** This program includes instructor-led classroom, practice in a skills lab and hands-on application. Courses are designed to teach medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

Course Number	Medical Billing & Coding Specialist Course Titles	Lecture	Lab	Clinical	Total
BSC 100	Basic Study Skills	15			15
BSC 101	Basic Computer Skills	5	10		15
BSC 102	Basic Math Skills	20			20
MBC 100	Introduction to Health Information Technology (HIVAIDS: 4 hours)	86	4		90
MBC 101	Anatomy and Physiology	140			140
MBC 102	Medical Terminology	120			120
MBC 103	Fundamentals of Disease Process	90			90
MBC 104	Health Information Services	90			90

MBC 105	Ethical and Legal Principles	90			90
MBC 106	Medical Billing	110			110
MBC 107	ICD and CPT Coding Systems	120			120
MBC 108	ICD Coding Complexities	120			120
MBC 109	Externship			140	140
TOTAL		1006	14	140	1160

### Home Health Aide

75 Clock Hours

Program Objective: To train students and provide the necessary skills to seek employment in Assisted Living Facilities and Home Health Agencies.

Program Description: This program includes instructor-led classroom and hands-on application or practice in a skills lab. Students must successfully complete daily quizzes, weekly tests and a final exam in order to graduate from this program. An HIV/AIDS is taught during this program. Upon completion of this course students will receive a certificate verifying the requirement has been met.

Course Number	Home Health Aide Course Titles	Lecture	Lab	Total
HHA 100	Home Health Aide	59	16	75
TOTAL		59	16	75

### Patient Care Technician

600 Clock Hours

Program Objective: To cross-train students for employment in allied healthcare professions.

Program Description: The Patient Care Technician program includes instruction in various procedures related to the hospital and home health environments. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Course Number	Patient Care Technician Course Titles	Lecture	Lab	Clinical	Total
HCW100	Basic Healthcare Worker (Includes 4 hours HIV/AIDS)	86	4		90
PCT 100	Articulated Nurse Aide and Orderly	75			75
PCT 101	Advanced Home Health Aide	50			50
PCT 102	Patient Care Assistant	75			75
PCT 103	Allied Health Assistant	90	60		150
PCT 104	Advanced Allied Health Assistant	0		100	100
PCT 105	Patient Care Technician	10		50	60
TOTAL		386	64	150	600

### Phlebotomy Technician

165 Clock Hours

Program Objective: The objective of this program is to prepare students for employment as phlebotomists.

Program Description: The program content includes communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in

obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heartsaver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Course Number	Phlebotomy Technician Course Titles	Lecture	Lab	Clinical	Total
HCW 100	Basic Healthcare Worker (Includes 4 hours HIV/AIDS)	86	4		90
PLB 100	Phlebotomist		15	60	75
TOTAL	-----	86	79	0	165

## COURSE DESCRIPTIONS

**BSC 100: Basic Study Skills** 15 Clock Hours  
Students will be taught skills such as active listening, reading comprehension, notetaking, stress management, time management, testing taking, and memorization required to be a successful student.

**BSC 101: Basic Computer Skills** 15 Clock Hours (10 lab hours)  
Students will be taught sufficient skills upon which to build their future knowledge of and skill with computers.

**BSC 102: Basic Math Skills** 20 Clock Hours  
Students will receive a review of basic mathematical concepts and operations.

**HCW 100: Basic Healthcare Worker** 90 Clock Hours (4 lab hours)  
Students will be taught the healthcare delivery system and health occupations; to communicate and use interpersonal skills effectively; legal and ethical responsibilities; wellness and disease concepts; safety and security procedures; to recognize and respond to emergency situations; infection control procedures; information technology applications in healthcare; employability skills; blood borne diseases, including HIV/AIDS; to apply basic math and science skills.

**HHA 100: Home Health Aide** 75 Clock Hours (16 lab hours)  
Students will be taught the role of the home health aide; legal and ethical issues of the profession, HIPAA and resident rights; communication and cultural diversity among clients; personal care skills; infection and standard precaution procedures; safety and body mechanics; human development and aging; how to assist clients with physical or mental disabilities; nutritional needs; meal planning; the importance of cleanliness and healthy environments. Students will apply classroom and laboratory knowledge in a supervised practical setting.

**MBC 100: Introduction to Health Information Technology** 90 Clock Hours (4 lab hours)  
Students will be taught the healthcare delivery system and health occupations; how to communicate and use interpersonal skills effectively; legal and ethical responsibilities; wellness and disease concepts; safety and security procedures; how to recognize and respond to emergency situations; how to recognize and practice infection control procedures; information technology applications in healthcare; employability skills; blood borne diseases, including HIV/AIDS; basic math and science skills.

**MBC 101: Anatomy and Physiology** 140 Clock Hours  
Students will be taught the structure and function of the respiratory, circulatory, musculoskeletal & connective tissue, nervous and sensory, reproductive, urinary, digestive and endocrine systems.

**MBC 102: Medical Terminology** 120 Clock Hours  
Students will be taught medical terminology in daily use; to build, spell and pronounce medical terms and abbreviations correctly; appropriate terms from word parts learned; the meaning of the word; to recognize

and identify terminology of hospital and other clinical forms; basic terminology common to medical/surgical practices; how to medical reference materials.

**MBC 103: Fundamentals of Disease Process** 90 Clock Hours

Students will be taught predisposing factors and direct causes of disease as they relate to the human body; the general morphology of organisms and their role in the disease process; the pathogenesis of diseases of all the body systems; pharmacological agents, uses, treatments, and utilizing drug reference sources; how to identify and use diagnostic test terminology; basic pharmacology.

**MBC 104: Health Information Services** 90 Clock Hours

Students will be taught the origin, history and definition of all medical record types; the functions of the medical record department; the classification and functions of health information management personnel and chain of command; the reasons medical records are important in the health care delivery system; different filing systems used in health care institutions; the development of the medical record to include all record types; the importance of the medical record in relation to state and federal agencies, accrediting and licensing agencies; how to use a master patient index (MPI) system.

**MBC 105: Ethical and Legal Principles** 90 Clock Hours

Students will be taught the importance of maintaining ethical and legal standards in compiling and using medical; the Code of Ethics of the American Health Information Management Association; the scope of practice of the Medical Biller/Coder; ethical coding practices as outlined by AHIMA; HIPAA compliance guidelines and regulations for electronic health information.

**MBC 106: Medical Billing** 110 Clock Hours

Students will be taught the revenue cycle management processes; how to complete CMS (Centers of Medicare/Medicaid Services) 1500 or comparable claim form; various reimbursement entities; sources of payment, including patient and third parties; medical billing software; electronic claims billing and submission; explanation of benefits (EOBs) and explanation of Medicare benefits (EOMBs); to analyze claims rejection, correct and resubmit for payment; the relationship of current payment methodologies and systems; various external regulating agencies and their impact on the coding systems; charge-master and superbill maintenance; compliance strategies and reporting as well as regulatory guidelines.

**MBC 107: ICD and CPT Coding Systems** 120 Clock Hours

Students will be taught the development of nomenclatures and classification systems; conventions and guidelines used in coding; the process to annually update coding resources; to code CPT and HCPCS II Codes with a focus on correct coding and sequencing of CPT codes for Anesthesia; Evaluation & Management (E&M); Surgery; Pathology and Laboratory; Radiology, and Medicine when it is appropriate to use HCPCS Level II codes and how to code them correctly; to use case studies and authentic medical records/abstracts to code intermediate and advanced, complex procedure code assignment using CPT (all sections), HCPCS II Codes, and, the current ICD Procedural Coding System; to append all appropriate modifiers to both CPT and HCPCS II codes; Physician Quality Reporting Initiative (PQRI) and its relationship to CPT Category II codes; to accurately code and sequence for current ICD Diagnoses and Procedural Coding System Codes by body systems and supplemental chapters/materials; how to identify any discrepancies, incomplete information and/or poor documentation practices in relation to coding while following appropriate departmental policies for correcting errors or improving documentation practices.

**MBC 108: ICD Coding Complexities** 120 Clock Hours

Students will be taught to apply advanced ICD coding concepts to diagnostic complexities of complex case studies with an articulation of coding rules and sequencing; understand case-mix analysis, severity of illness systems, and coding quality monitors and reporting; use a variety of simulated patient records interpret data and assign diagnostic codes; describe characteristics of prospective payment systems for various types of healthcare settings; review the format and conventions of ICD Diagnoses and Procedural Coding System coding systems; identify the areas of similarities and differences to various classification systems; use and maintain application processes to support other clinical classification systems; explain how the Systematized Nomenclature of Medicine clinical terminology is utilized in the development of an electronic health record system.

**MBC 109: Externship** 140 Clock Hours

Students will apply classroom and laboratory knowledge of medical billing and coding in a healthcare setting.

**PCT 100: Nurse Aide and Orderly** 75 Clock Hours  
Students will be taught skills specific to nursing assistant including: verbal and written communications; legal and ethical responsibilities; physical comfort and safety functions; personal patient care; patient care procedures; principles of nutrition; care for geriatric patients; principles of infection control; biological, psychological, and social support; organizational functions, following the patient plan of care; restorative (rehabilitative) activities; skills related to the hospital setting.

**PCT 101: Advanced Home Health Aide** 50 Clock Hours  
Students will be taught skills specific to home health aide including how to: maintain a clean and safe home environment for the patient; identify emergency evacuation procedures with adaptations to the home setting; follow an established work plan with the patient and family; perform patient-related cleaning tasks and laundry; identify methods for medication storage; assist patient with taking self-administered prescribed medication in the home; utilize specified equipment and supplies in the home.

**PCT 102: Patient Care Assistant** 75 Clock Hours  
Students will be taught nursing assistant skills related to the hospital setting and nursing assistant care for the adult patient including how to: transfer patient to stretcher; assist patient to apply binders; care for patient in skin and skeletal traction; assist with pre-operative and post-operative patient care; care for patients receiving oxygen therapy; change an unsterile dressing; take an apical and pedal pulse; measure pulse oximetry and report decreasing levels of O<sub>2</sub> saturation.

**PCT 103: Allied Health Assistant** 150 Clock Hours (60 lab hours)  
Students will be taught how to perform skills related to the body systems including unlicensed type skills for hemodialysis; electrocardiograph; phlebotomy; physical therapy; occupational therapy; respiratory care; medical administrative assisting and radiology.

**PCT 104: Advanced Allied Health Assistant** 100 Clock Hours  
Students will apply classroom and laboratory knowledge of the allied health assistant skill areas in a clinical setting.

**PCT 105: Patient Care Technician** 60 Clock Hours  
Students will be taught to demonstrate knowledge of organizational and effective team member skills; terms associated with organizational and time management; ways to deal with conflict; employability skills specific to patient care technician. Students will apply organizational and effective team member skills in a clinical setting.

**PLB 100: Phlebotomist** 75 Clock Hours (15 lab hours)  
Students will be taught professional, communication, and interpersonal skills; phlebotomy in relation to the health care setting; the anatomic structure and function of body systems in relation to services performed by phlebotomist; to recognize and identify collection reagents supplies, equipment and interfering chemical substances; skills and knowledge necessary to perform phlebotomy; standard precautions for following infection control; accepted procedures of transporting, accessioning and processing specimens; quality assurance and safety and will apply classroom and laboratory knowledge in a clinical setting.

\*Security "D" License: This program provides the necessary skills to grant the student entry into the Security Guard profession and provides the foundation necessary to pass the Exam and obtain their "D" License. This program is approved by the Department of Agriculture.

\*Real Estate Courses: We currently provide the following courses, approved by the Department of Business and Professional Regulation.

- Broker's Pre-License Course
- Broker's Post-License Course
- Sales Associate Pre-License Course
- Sales Associate Post-License Course
- Continuing Education Course
- License Reactivation Course

\*Continuing Education Units: We offer continuing Education courses for the medical professional. Approved by the Florida Board of Nursing.

\*Behavior Health Technician 30 Hour Certification which is approved by the Florida Certification Board.

\*\*\*The courses marked with an asterisk are courses not licensed by the Commission for Independent Education, they are continuing education classes or training classes in order to obtain licensure in that program.

#### FACULTY and STAFF

NAME	TITLE	DEGREE & AWARDDING INSTITUTION
Yudeimy Valdes	School Director	B.S., Business Management University of Phoenix
April Rymer, MSN, APRN, ANP-BC	Instructor: Home Health Aide Program; Patient Care Technician Program	South University, ARNP 03/2012
Ramon Gonzalez Montero	Instructor: Phlebotomy Program; Medical Billing & Coding Specialist Program	MD, Institute of Medical Sciences, Cuba Ph.D, University of Oriente, Cuba
Alina Yllanes	Administrative Assistant	Los Angeles Highschool

#### ACADEMIC CALENDAR

HHA & Phlebotomy Classes Begin	PCT Classes Begin	MBC Classes Begin	Holidays Observed
1/7/20	1/7/19	1/7/19	-
2/3/20	-	-	-
3/2/20	-	-	-
4/6/20	4/8/19	4/8/19	-
5/4/20	-	-	Memorial Day: 5/27/20
6/1/20	-	-	-
7/6/20			Independence Day: 7/4/20
8/3/20			-
9/7/20			Labor Day: 9/2/20
10/5/20			-
11/2/20			Thanksgiving Holiday: 11/26/20-11/29/20
12/7/20			Winter Break: 12/21/20-1/3/21