



STUDENT CATALOG

Main Campus
2704 Old Rosebud Road
Suite 130
Lexington, KY 40509
859.327.3572

www.online.tmiky.com

Mission:

The mission of The Medical Institute of Kentucky (TMIKY) is to provide a quality education with career training for the allied health and business industry. This mission is met through the following:

- A faculty that is academically and professionally proficient in their fields of training.
- Clear and concise training that allows students to graduate in the shortest time possible with professional career certifications.
- An experienced administration that is open to new concepts for continued programmatic improvement.
- Outcomes-based evaluations used to ensure programmatic effectiveness in preparing students for career success.
- Programs taught in conjunction with guidance towards resume building and assistance for students to obtain successful employment.

History and Ownership:

The Medical Institute of Kentucky operated by Jeremy Meade and Greg Goins, the principal owners and chief administrative officers. Both, with a background in education management, had a desire to offer training that would lead to career certification in the shortest time possible, and at an affordable cost. The school began in 2008 as a nurse aide training center. The school has since expanded to offer several other allied health and business industry certificates with an expanded Lexington campus. The Medical Institute of Kentucky also has campuses in Florence, Shelbyville, Bowling Green, Elizabethtown, Owensboro, Somerset and Hopkinsville Kentucky.

Institutional Approval:

The Medical Institute of Kentucky is licensed by the Kentucky Commission on Proprietary Education. The license is granted under legislative authority of KRS 165. The institution is approved by the following: Workforce Investment Act (WIA), Vocational Rehabilitation, Kentucky State Board of Dentistry, Indiana State Department of Health Medical Radiology Services, Cincinnati Dental Society who sponsors the home study course for Ohio Dental X-ray Machine Operator as an affiliate organization. Although we are not currently accredited, The Medical Institute of Kentucky is recognized as an approved allied health training institution and national certification testing site by the National Healthcareer Association (NHA) and American Medical Certification Association (AMCA), who retains its accreditation through the National Commission for Certifying Agencies (NCCA).

Academic Facilities:

Each campus provides classrooms with medical or dental equipment and supplies, with an adjoining laboratory. The number of students in a class up to 20. The learning resource areas are equipped with a computer and resources to include wireless internet access. The facilities are smoke-free environments.

ADMISSIONS

Requirements:

1. Applicants must have a high school diploma, GED (Graduate Educational Development) or a homeschool state issued certificate to be accepted into The Medical Institute of Kentucky. This can be evidenced by a copy of the high school diploma, transcript, official GED certificate or a signed attestation.
2. Non-native speaking applicants must show documentation of a TOEFL score of 61.
3. Prospective students must submit an application for enrollment and sign an enrollment agreement.
4. Dental applicants must submit documentation of Hepatitis B vaccination, show proof of vaccination has been started or signed declination form. This documentation may be required during clinical externship rotations. The Medical Institute of Kentucky does not provide vaccination series, but highly recommend students become vaccinated. Healthcare provider CPR is recommended and will be made available during the course.
5. Medical applicants must submit a current TB skin test or chest x-ray within one year of reading. This must be kept current during any clinical externship rotations. This excludes the Medical Administrative Assistant program. Applicants must submit documentation of Hepatitis B vaccination, show proof of vaccination has been started or signed declination form. This documentation may be required during clinical externship rotations. The Medical Institute of Kentucky does not provide vaccination series, but highly recommend students become vaccinated. Healthcare provider CPR is required and will be made available during the course.

Technology Requirements for Digital Delivery:

Desktop or laptop computer required (some programs are NOT compatible with tablet or smartphone devices)

Hardware:

The Digital Delivery Courses have been developed to work in your current Learning Management System platform (LMS).

Browsers:

The Digital Delivery Courses are compatible with the same browsers as your current LMS platform. Please contact your LMS support center for questions about browser requirements.

- **A Special Notice for Mac Users:** Digital Delivery Courses are not compatible with the Macintosh Safari browser. To view your Digital Delivery Course successfully on your Macintosh, you must install the newest version of Google Chrome.
- **A Special Notice for IE 5.0 Users:** Please note that certain features in your Digital Delivery Course are not compatible with Internet Explorer 5.0. Upgrade to the most recent version.

Other Browser Requirements:

In addition to a current browser, your Digital Delivery Course may require the following browser plug-ins/configurations:

Browser Plug-Ins:

You should have the following plug-ins installed on your browser. If you do not, you will be given a link on the homepage of your Digital Delivery Course with instructions on how to update your computer.

- Adobe Flash Player
- Adobe Shockwave Player
- QuickTime
- Adobe Reader

Other Software:

Additionally, some course assets may require software programs from the Microsoft Office Suite. If you do not have Microsoft Office, you may wish to install the following viewers: Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.

A purchase of a Flash Drive could be possible as well.

Application Procedure:

Applicants should schedule an appointment with an admissions representative. After completing the application, the admissions representative will assist you in a tour of the school and provide information on tuition, payment options, and resources available while assisting you with your career choice. The enrollment agreement is a separate document that will be reviewed with each individual student.

The Medical Institute of Kentucky does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, or disability.

Accommodations for Students with Disabilities:

The Medical Institute of Kentucky recognizes the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. It is the responsibility of the student to inform the institution of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. The school will make reasonable accommodations to meet the needs of any student with a disability, providing it is unduly burdensome and/or that it does not fundamentally alter the nature of the school's program.

Qualifying students, with medical documentation of their disabilities must request in writing the type of accommodations needed and provide this to the Admissions Representative and/or Program Supervisor prior to program start date. The student needs to be aware that technical standards may be required, dependent upon their program of choice. These standards will be discussed with each individual student. Please read the Disabilities Documentation Information for the guidelines to follow.

Language:

All programs are offered only in English. Our accelerated programs may require students with English as a second language to acquire a tutor or interpreter at their own expense to be able to complete all requirements. Non-native speaking applicants must show documentation of a TOEFL score of 61.

Criminal Record:

Any person with a criminal record at the felony level should be advised that he or she may be prohibited from taking extern, the program's certification upon graduation and also may be prohibited from employment in the healthcare setting requiring a background check.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Tuition:

Electronic Health Records	14 weeks	\$2,900
Phlebotomy	14 weeks	\$2,900
Clinical Medical Assistant	22 weeks	\$4,000
Pharmacy Technician	18 weeks	\$4,000
Medical Administrative Assistant	18 weeks	\$2,500
Medical Coding & Billing	18 weeks	\$2,500
Medical Administrative/Medical Billing & Coding	24 weeks	\$4,000
Dental Assistant	22 weeks	\$4,000
Business Administration	18 weeks	\$4,000
Medical Administrative/Business Administrative	22 weeks	\$4,000
Medical Administrative/Electronic Health Records	24 weeks	\$4,000
Medical Administrative/EHR/Medical Billing & Coding	30 weeks	\$5,000

Additional Fees:Medical (not included in tuition)

Students are to purchase text/eBooks	\$50 - \$700
Program Access Code (includes some req. books)	\$150
Royal blue scrubs (required) white lab coat (optional)	cost varies
Stethoscope	cost varies
TB skin test, Hep B and CPR	cost varies
Phlebotomy Certification Skills Lab	\$500
NHA exams	\$117 and up
AMCA exams	\$109 and up
PTCB exams	\$129

Dental (not included in tuition)

Students are to purchase text/eBook	\$50 - 200
Program Access Code (includes some req. books)	\$75
Royal blue scrubs (required) white scrub jacket	cost varies
Hep B and CPR	cost varies
AMCA exam	\$109 and up
DANB exam	\$250 and up

Business (not included in tuition)

Program Access Code (includes program book)	\$150
PMP Exam	cost varies
HR Exam	cost varies
Office Certification	cost varies
Social Marketing	cost varies

Cancellation and Refund Policy:

Student must provide written notice of cancellation/withdrawal by certified mail, to include: name, date, program enrolled, campus location and reason for cancellation to:

ATTN: Cassie Black, Operations Manager
2704 Old Rosebud Rd, Suite 130
Lexington, KY 40509

Program Cancellation:

The school may cancel a program at its discretion. Should this occur, any students enrolled prior to cancellation, will be notified of this change and will have the option of applying all monies paid toward another program or receiving a refund of all tuition paid within 30 days of the cancellation date.

Cancellation:

An applicant, who provides certified letter of cancellation after executing the enrollment agreement, but prior to the orientation of the program, is entitled to a full refund of all paid tuition. Unless they have been offered or secured employment in the field as a result of enrollment. Student has six months from enrollment date to seek any refunds of paid tuition. All refunds will be made within 30 days of the written notice receipt.

Withdrawal Procedure:

A. Students choosing to withdraw from a program after the orientation date are required to provide written notice of withdrawal as required above (attendance will be calculated until certified letter is received) and advised to meet with the On-site Administrator to complete an exit interview. The purpose of the exit interview is to assess the academic and financial status of the student.

B. The Medical Institute of Kentucky has selected three consecutive scheduled class absences, without prior administrative approval, as the unofficial date which a student is deemed to have withdrawn. Students have six months from last attended date of class to request a refund of monies paid towards tuition. After this deadline, no refunds will be issued.

C. For students seeking a refund of tuition: Refunds are based on the amount of tuition paid, fees not included in tuition are non-refundable. Administrative fee of \$200 will be deducted from the refund amount. Students who received tuition credit should assume amount credited will be deducted from the refund amount. All refunds will be made within 30 days of the receipt of certified letter. Refunds will be calculated as follows: Orientation through Week 2- 75% refund, Week 3 through Week 4- 50% refund, Week 5 through Week 6- 25%, No refunds after Week 6. Students not eligible for refund will be offered the option to take a Leave of Absence (LOA) and return to complete the program within 6 months from withdrawal.

D. Students who have acquired or been offered employment in the field upon enrollment are not eligible for tuition refund. Students who receive a refund will not be eligible to receive any certificates as all courses in the program must be completed to receive a certificate of completion. Students who receive a refund are not eligible for any future institutional scholarships.

Academic Programs

The Medical Institute of Kentucky utilizes a clock hour system. Clock hours are actual hours sat in the classroom, laboratory, digital delivery or externship. We offer programs on a continuous term with enrollment at various times throughout the year. All programs lead to a certificate rather than an academic associate's or bachelor's degree, hence the use of clock hours. Successful completion of all courses is required to receive program certificate of completion.

Phlebotomy Technician

Certificate

Blended Delivery

140 Instructional Clock Hours 14 Weeks

Course Description:

The Phlebotomy Technician program will cover cardiovascular anatomy and physiology, medical terminology, medical law and ethics, safety and infection control, venipuncture equipment and procedure, dermal puncture equipment and procedures, venipuncture complications, and other special collections. Resume development is also obtained.

Career Description:

The Phlebotomy Technicians will draw blood for tests, transfusions, donations, or research. They also explain procedures to patients and assist in the recovery of patients with adverse reactions. Employment options for a Phlebotomy Technician employment options include general medical and surgical hospitals, medical and diagnostic laboratories, ambulatory health care centers, or physician offices.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, phlebotomists are part of the medical technician industry, which is currently on the rise. The Bureau of Labor Statistics expects this industry to grow 25 percent from 2016 to 2026, much faster than the average for all occupations. Driving the growth for this occupation are the combined factors of a growing population, new and improved medical testing, and the increased availability of medical services. Because of these factors, it is unlikely that there will be a shortage of phlebotomy positions in the near future. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Schedule:

The Phlebotomy Technician student will complete instructional and laboratory procedures for a period of 14 weeks. Successful completion of all courses are required to receive program certificate of completion. Students may need to pay the additional fee to obtain skills for Phlebotomy certification after successfully completing the program. It is mandatory for students to provide volunteers to complete the certification skill requirements.

Program Objective:

1. Students will apply knowledge in phlebotomy practice and quality assessment.
2. Apply professional ethics, and understand the legal and regulatory issues.
3. Understand and apply “standard precautions”.
4. Utilize post-puncture care of the patient.
5. Have a foundational understanding in medical terminology, cardiovascular and lymphatic systems.
6. List different colors used to code blood specimens and what they are used for.
7. Understand potential preanalytical complications causing medical errors in blood collections.
8. Perform venipuncture procedures, capillary blood specimens, and spirometry.
9. Demonstrate specimen handling, transportation, and processing.
10. Gain theory and knowledge in point-of-care collections.
11. Understand differences in arterial, intravenous, & special collection procedures.
12. Gain an understanding of urinalysis, body fluids, and other specimen collection.
13. Utilize proper bedside manner and how to prepare the patient for venipuncture collection.
14. Enumerate the general guidelines for collecting urine specimens and describe the purpose and process of urinalysis.
15. Obtain vital signs: blood pressure, pulse, respirations, temperature, height, and weight.

Electronic Health Record

Certificate

Online Delivery

140 Instructional Clock Hours 14 Weeks

Course Description:

The Healthcare employee with training in Electronic Healthcare Record performs routine clerical and organizational tasks. Electronic Health Record will become the primary means of documenting, transmitting, and securing patient information. A basic knowledge of medical terminology, electronic health records, and hospital or laboratory procedures is preferred. The nation is entering a new era of health care where providers must use electronic health records to improve patients’ health and the way health care is delivered in this country. Healthcare employees with EHR training may find employment in hospitals, chiropractors, medical and dental offices.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant’s field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to American Hospital Association’s Survey of IT adoption results indicate 15.1% of acute care hospitals have adopted at least a “basic” Electronic Health Record. That represents growth of nearly 75% since 2008. The widespread adoption of Electronic Health Record necessitates training and upgrading skills for healthcare workers who will interface with patients and their Electronic Health Record at the point of care. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Electronic Health Record student will complete clinical and laboratory procedures for a period of 14 weeks in length. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Develop the ability to elaborate on the personal qualities and job responsibilities of an Electronic Health Record employee
2. Show, with examples, how the healthcare employee should communicate effectively with patients, using both verbal and non-verbal communication
3. Assess the impact of OSHA and HIPAA on a medical office
4. Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
5. Explain how to create and maintain accurate patient records
6. Explain and demonstrate each step in the filing process
7. Learn skills in telephone techniques
8. Learn skills in scheduling appointments
9. Obtain basic knowledge of daily operations in a medical office
10. Gain knowledge of various written communications needed in a medical office and apply knowledge in processing and maintaining patient medical records
11. Have a foundational understanding in medical terminology.
12. Demonstrate skills using Electronic Medical Records (EMR)

Clinical Medical Assistant

Certificate

Online Delivery

220 Instructional Clock Hours 22 weeks

Course Descriptions:

The Clinical Medical Assistant portions will cover anatomy and physiology, medical term, clinical and lab procedures, pharmaceutical principles, medication administration, first aid, and medical law and ethics. The medical office environment, assisting with patients, specialty practices, nutrition, HIPAA. Students will also cover cardiovascular anatomy and physiology, medical terminology, medical law and ethics, safety and infection control, venipuncture equipment and procedure, dermal puncture equipment and procedures, venipuncture complications, and other special collections. The medical office administrative duties such as mail, supplies, telephone techniques, scheduling appointments. An overview of health insurance, medical coding, billing and accounting are addressed. Resume development is also obtained during the program.

Career Description:

Clinical Medical Assistant complete clinical, routine clerical and organizational tasks in the offices of physicians, podiatrists, chiropractors, and other health practitioners. Their duties vary with the location, specialty, and the size of the practice. Clinical Medical Assistant typically do the following: take patient history and measure vital signs, help the physician with patient examinations, give patient injections as directed by the physician, prepare blood for laboratory tests, organize files, draft messages, schedule appointments, transcribe dictation, and key electronic health records. A basic knowledge of medical terminology, insurance, billing practices, electronic health records, and hospital or laboratory procedures is preferred. The nation is entering a new era of health care where providers can use electronic health records to improve patients' health and the way health care is delivered in this country.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to the Department of Labor, as the number of practices increases, the need for assistants will also increase, ultimately resulting in a projected 29 percent job growth from 2060 to 2026. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. Placement composite average for the year 2017- 2018 reporting period was 85%.

Observation Requirement:

In conjunction with physicians and other healthcare personnel, the student will complete 40 observation/externship hours, during the course, under direct supervision. The student will obtain hands-on experience in both the clinical and administrative areas of clinical medical assisting. The Medical Institute of Kentucky only assumes responsibility for the performance and action of the clinical student while in a clinical facility during the times specified as a clinical learning experience.

Program Information:

The Clinical Medical Assistant student will complete instructional and laboratory procedures for a period of 22 weeks. Students may need to pay the additional fee to obtain skills for Phlebotomy certification after successfully completing the program. It is mandatory for students to provide volunteers to complete the certification skill requirements.

Program Objectives:

1. Gain a foundational knowledge in anatomy and physiology and basic pathophysiology of the body systems.
2. Differentiate between medical and surgical asepsis and understand universal precautions breaks the cycle of infection.
3. Record a patient's medical history accurately.
4. Describe the role of a clinical assistant in a general physical exam and list the steps necessary to prepare a patient for examination.
5. Elaborate on the preparations that a medical office should make to respond to emergencies and summarize a clinical medical assistant's role in providing emergency medical intervention.
6. List the clinical assistant's role and tasks in a physician's office laboratory and summarize the various guidelines for laboratory safety.
7. Calculate medication/drug dosages accurately, medication administration, and discuss the information a clinical assistant should impart when teaching a patient about medication/drug use, medication/drug interactions, and possible adverse side effects.
8. List and explain the various common diagnostic tests.
9. Utilize knowledge and apply skills in application of the electrocardiogram.
10. Have a foundational understanding in medical terminology.
11. Recognize normal and abnormal patterns in all EKG leads.
12. Describe electrophysiology, waves & measurement, sinus, atrial, junctional and ventricular rhythms, and heart blocks.
13. Obtain vital signs: Blood pressure, pulse, respirations, temperature, height, and weight.
14. Assess the impact of OSHA and HIPAA on a medical office

Pharmacy Technician
Certificate
Online Delivery
180 Instructional Clock Hours 18 Weeks

Course Description:

The Pharmacy Technician program will cover personal and interpersonal knowledge and skills; foundational professional knowledge and skills; processing and handling of medications and medication orders; sterile and non-sterile compounding; processing, billing, reimbursement and inventory management; patient and medication-safety; technology and informatics; regulatory issues and quality assurance.

Career Description:

The Pharmacy Technicians will assist the Pharmacist in running the operations of the pharmacy, interacting professionally with customers and complying with regulatory laws. Employment options for a Pharmacy Technician include hospital pharmacies, retail pharmacies, home health care pharmacies, clinic pharmacies, mail-order prescription pharmacies and pharmaceutical companies.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics (BLS), Pharmacy Technicians is a part of the medical technician industry, which is currently on the rise. The Bureau of Labor Statistics expects this industry to grow at least 12 percent from 2016 to 2026, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Pharmacy Technician student will complete clinical and laboratory procedures for a period of 18 weeks with clinical competencies completed under the direct supervision of a campus instructor. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
2. Demonstrate understanding of the pharmacy technician's role in the medication-use process.
3. Identify and describe emerging therapies.
4. Demonstrate understanding of the preparation and process for sterile and non-sterile compounding.
5. Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
6. Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
7. Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
8. Distribute medications in a manner that follows specified procedures.
9. Prepare patient-specific medications for distribution.
10. Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.
11. Prepare medications requiring compounding of sterile, non-sterile and chemotherapy/hazardous products.

Medical Administrative Assistant

Certificate

Online Delivery

180 Instructional Clock Hours 18 Weeks

Course Description:

The Medical Administrative Assistant performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. A basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures is preferred. Medical Administrative Assistants may find employment in hospitals, chiropractors, and medical offices. Resume development is also obtained during the program.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 29 percent from 2016 to 2026. Medical Administrative Assisting is the only occupation that is expected to have much faster than average employment growth. This is driven by the rapid growth of the healthcare industry. Placement composite average for the year 2017- 2018 reporting period was 50%.

Program Information:

The Medical Administrative Assistant student will complete clinical and laboratory procedures for a period of 18 weeks in length. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Develop the ability to elaborate on the personal qualities and job responsibilities of a Medical Administrative Assistant
2. Show, with examples, how the Medical Administrative Assistant should communicate effectively with patients, using both verbal and non-verbal communication
3. Assess the impact of OSHA and HIPAA on a medical office
4. Describe the different medical specialties and outline the role and duties of other allied health professionals
5. Write a business letter, applying correct letter formatting and style
6. Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
7. Explain how to create and maintain accurate patient records
8. Describe the healthcare claim preparation process
9. Demonstrate the process used to locate correct codes using the ICD-10-CM and CPT
10. Describe the various bookkeeping systems and show how to manage a billing cycle efficiently
11. Elaborate on the specialization options available to an Administrative Medical Specialist
12. Learn skills in scheduling appointments
13. Obtain basic knowledge of daily operations in a medical office
14. Gain knowledge of various written communications needed in a medical office and apply knowledge in processing and maintaining patient medical records
15. Learn the basics of professional fees, billing and collections

Medical Billing and Coding
Certificate
Online Delivery
180 Instructional Clock Hours 18 Weeks

Course Description:

Medical Billing and Coding Technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories. Most billing and coding technicians work in hospitals or physicians offices.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to the Department of Labor, as the number of practices increases, the need for medical coders will also increase, ultimately resulting in a projected 13 percent job growth from 2016 to 2026. The majority of Medical Coders are promoted from within the practice. Two to three years' experience in administrative areas is preferred prior to holding a coding position. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Medical Coding program student will complete clinical and laboratory procedures for a period of 18 weeks in length. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Learn the basic structure for reimbursement, HIPAA and compliance
2. Obtain foundational knowledge in outpatient coding and reporting guidelines
3. Gain a foundational knowledge in anatomy and physiology, to include the following body systems to help with coding: integumentary, skeletal, muscular, nervous, the senses, endocrine, circulatory, respiratory, digestive, urinary, and reproductive.
4. Gain foundational knowledge for the basis of medical terminology and learning medical elements to form medical terms
5. Apply knowledge and skill in the guidelines and proper use of ICD-10 CM codes
6. Apply knowledge and skill in the guidelines and selection of Evaluation and Management (E/M) services
7. Apply knowledge and skill in the guidelines and properly use of CPT-4 codes
8. Apply knowledge in ICD-10-CM codes that will be initiated in the future
9. Apply knowledge in the guidelines and use of the HCPCS coding system
10. Apply knowledge and skill in the selection of CPT modifiers
11. Obtain knowledge in the differences between inpatient and outpatient coding
12. Learn the application of the Universal Claim Form (CMS-1500)
13. Apply knowledge in using fee-for-service and managed care concepts
14. Apply knowledge in Medicare and Medicaid coding guidelines
15. Apply knowledge in reimbursement procedures

Dental Assisting
Certificate
Blended Delivery
220 Instructional Clock Hours 22 weeks

Course Description:

The Dental Assistant performs many tasks, ranging from patient care to record keeping in a general dental office under the direct supervision of the Dentist. Expanded Duties Dental Assistants are able to perform multiple functions such as placing fillings, sealants, and fabricating crowns and bridges for the patient. Students will receive an overview of EDDA. Dental Assistants work in general or specialty dental practices such as Orthodontics, Endodontics, and Periodontics offices.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to the Department of Labor, "The overall employment of Dental Assistants is expected to increase by 19 percent from 2016 to 2026, much faster than the average. Ongoing research linking oral health and general health will likely continue to increase the demand for preventive dental services. Dentists will continue to hire more dental assistants to complete routine tasks, allowing the dentist to see more patients in their practice". There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Observation Requirement:

In conjunction with physicians and other healthcare personnel, the student will complete 40 observation/externship hours, during the course, under direct supervision. The student will obtain hands-on experience in both the clinical and administrative areas of dental assisting. The Medical Institute of Kentucky only assumes responsibility for the performance and action of the dental student while in a dental facility during the times specified as a clinical learning experience.

Program Schedule:

The Dental Assisting program students will complete clinical and laboratory procedures for a period of 22 weeks in length. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Gain a foundational knowledge in the profession of Dental Assisting.
2. Basic knowledge of dental anatomy, charting and odontology.
3. Basic Charting terminology, common charting symbols, surfaces of the teeth and numbering systems.
4. Tooth development stages and abnormalities.
5. Assess the impact of OSHA and HIPAA in a dental office.
6. Importance of PPE (Personal Protective Equipment).
7. Properly sit chairside and assist in four handed dentistry.
8. Learn responsibilities of an EDDA (Expanded Duty Dental Assistant).
9. Identify and learn proper handling and transfer of dental instruments.
10. Safety measures & monitoring N2O on a patient and with general sedation use.
11. Learn and utilize sterilization techniques for equipment and operatories.

Business Administration
Certificate
Online Delivery
180 Instructional Clock Hours 18 Weeks

Course Description:

The Business Administration program will connect personal values with ethical business behaviors, Develop the disciplinary competence for effective problem solving, think outside of local contexts, key business principles and gain experience in aspects of business management, skills needed to manage employees, maintain financial records, Build team and leadership skills.

Career Description:

The Business Administration provide office support including customer and employee support, Keeping well-organized files and records of business activity. Researching company data and archived reports, handling accounting and finances, operations, marketing strategy, human resources, Keeping computer databases up to date. Interact with clients on the phone or in person.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics (BLS), Business Administration Employment of Business Administrations is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations, adding about 773,800 new jobs. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Business Administration student will complete clinical and laboratory procedures for a period of 18 weeks. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Apply critical thinking skills, creativity, and innovation to solve problems.
7. Demonstrate knowledge and skills in areas of business administration role, including human resources, accounting.
8. Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
9. Recognize and solve problems systematically to make better business decisions.
10. Manage, develop, and motivate personnel to meet changing organizational needs.
11. Evaluate risks and develop plans to lessen or eliminate their impact.
12. Develop awareness of one's own personal values and how they affect business decision making.
13. Assess whether an organization's plans and actions are aligned to meet its values.
14. Integrate knowledge and reach decisions with incomplete or limited information.

Medical Administrative with Business Administration

Certificate

Online Delivery

220 Instructional Clock Hours 22 Weeks

Course Description:

The Medical Administrative Assistant performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. A basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures is preferred. The Business Administration section will connect personal values with ethical business behaviors, Develop the disciplinary competence for effective problem solving, think outside of local contexts, key business principles and gain experience in aspects of business management, skills needed to manage employees, maintain financial records, Build team and leadership skills.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 29 percent from 2016 to 2026. Medical Administrative Assisting is the only occupation that is expected to have much faster than average employment growth. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Medical Administrative Assistant with Business Administrative student will complete clinical and laboratory procedures for a period of 22 weeks in length. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Apply critical thinking skills, creativity, and innovation to solve problems.
7. Demonstrate knowledge and skills in areas of business administration role, including human resources, accounting.
8. Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
9. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
10. Describe the different medical specialties and outline the role and duties of other allied health professionals
11. Write a business letter, applying correct letter formatting and style
12. Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
13. Explain how to create and maintain accurate patient records
14. Explain and demonstrate each step in the filing process
15. Describe the healthcare claim preparation process

Medical Administrative with Billing and Coding

Certificate

Online Delivery

240 Instructional Clock Hours 24 Weeks

Course Description:

The Medical Administrative Assistant with Billing and Coding performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. A basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures is preferred. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories. Medical Administrative Assistants with Billing and Coding may find employment in hospitals, chiropractors, and medical offices.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 29 percent from 2016 to 2026. Medical Administrative Assisting is the only occupation that is expected to have much faster than average employment growth. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Medical Administrative Assistant with Billing and Coding student will complete clinical and laboratory procedures for a period of 24 weeks in length. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Demonstrate knowledge and skills in areas of business administration role, including human resources, accounting.
6. Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
7. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
8. Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
9. Apply knowledge and skill in the guidelines and properly use of CPT-4 codes
10. Apply knowledge in ICD-10-CM codes that will be initiated in the future
11. Apply knowledge in the guidelines and use of the HCPCS coding system
12. Apply knowledge and skill in the selection of CPT modifiers
13. Obtain knowledge in the differences between inpatient and outpatient coding
14. Learn the application of the Universal Claim Form (CMS-1500)
15. Apply knowledge in Medicare and Medicaid coding guidelines

Medical Administrative Assistant with Electronic Health Records

Certificate

Online Delivery

240 Instructional Clock Hours 24 Weeks

Course Description:

The Medical Administrative Assistant with Electronic Health Records performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. A basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures is preferred. Electronic Health Record will become the primary means of documenting, transmitting, and securing patient information. Medical Administrative Assistants with Electronic Health Records may find employment in hospitals, chiropractors, and medical offices.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 29 percent from 2016 to 2026. Medical Administrative Assisting is the only occupation that is expected to have much faster than average employment growth. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Medical Administrative Assistant student will complete clinical and laboratory procedures for a period of 24 weeks in length. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Apply critical thinking skills, creativity, and innovation to solve problems.
7. Demonstrate knowledge and skills in areas of business administration role, including human resources, accounting.
8. Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
9. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
10. Show, with examples, how the healthcare employee should communicate effectively with patients, using both verbal and non-verbal communication
11. Assess the impact of OSHA and HIPAA on a medical office
12. Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
13. Explain and demonstrate each step in the filing process
14. Learn skills in telephone techniques
15. Have a foundational understanding in medical terminology.

Medical Administrative Assistant with Electronic Health Records and Billing and Coding

Certificate

Online Delivery

300 Instructional Clock Hours 30 Weeks

Course Description:

The Medical Administrative Assistant with Electronic Health Records and Billing and Coding performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. A basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures is preferred. Electronic Health Record will become the primary means of documenting, transmitting, and securing patient information. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories. The Medical Administrative Assistant with Electronic Health Records and Billing and Coding may find employment in hospitals, chiropractors, and medical offices.

Policy on Experiential Learning, Previous Training, Education, and Transfer of Credits:

The Medical Institute of Kentucky does not guarantee the transferability of our clock hours to a college, university or institution. The Medical Institute of Kentucky will give consideration for previous training related to the applicant's field of study. To be considered for admittance into a course, a letter of recommendation must be submitted verifying the experience from employer.

Career Outlook:

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 29 percent from 2016 to 2026. Medical Administrative Assisting is the only occupation that is expected to have much faster than average employment growth. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Medical Administrative Assistant student will complete clinical and laboratory procedures for a period of 30 weeks in length. Successful completion of all courses is required to receive program certificate of completion.

Program Objective:

1. Demonstrate ethical conduct in all job-related activities.
2. Present an image appropriate for the profession of business in appearance and behavior.
3. Communicate clearly when speaking and writing.
4. Demonstrate a respectful attitude when interacting with diverse client populations.
5. Apply self-management skills, including time management, stress management, and adapting to change.
6. Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
7. Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
8. Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
9. Apply knowledge and skill in the guidelines and properly use of CPT-4 codes
10. Apply knowledge in ICD-10-CM codes that will be initiated in the future
11. Apply knowledge and skill in the selection of CPT modifiers
12. Obtain knowledge in the differences between inpatient and outpatient coding
13. Learn the application of the Universal Claim Form (CMS-1500)
14. Apply knowledge in Medicare and Medicaid coding guidelines

The Medical Institute of Kentucky Policies

Attendance:

Every student is expected to maintain satisfactory attendance and progress throughout the program. Distance learning students are expected to complete at least one submission weekly. The healthcare field requires dedication and skills that are critical for success; therefore, The Medical Institute of Kentucky adheres to a strict absence policy. The Medical Institute of Kentucky stands firm in 100% attendance and is not required to accept or permit late assignments, quizzes or exams due to chronic (three or more) absences and tardiness. An excused absence requires a doctor's note or related document for make-up work to be accepted at 100%. An excused absence will result in a 10% reduction in all grades for that day.

The Medical Institute of Kentucky has selected three consecutive scheduled absences without prior administrative approval, as the unofficial date which a student is deemed to have withdrawn. Students have six months from last attended date of class to request a refund of monies paid towards tuition. After this deadline, no refunds will be issued. Also see of Leave of Absence.

Cancellation/Inclement Weather:

Due to the short academic nature of our programs, all cancelled classes will be added to end of current class schedule. On a per campus basis, the On-Site Administrator at each campus will make the determination based upon weather conditions for that particular day; classes will only cancel or be on a delay due to extreme weather conditions. Refer to the The Medical Institute of Kentucky Facebook page, or contact your instructor to determine if your class has been delayed or cancelled. If classes are in session and a student chooses not to attend, an absence will be counted.

Career Services:

Staff and faculty are available to assist students and graduates with career planning, resumes, interview skills and job assistance. With smaller class sizes, students will receive individual attention. Resume development is included as a component of each program. The Medical Institute of Kentucky does not guarantee employment.

Conduct:

Students must adhere to conduct that will not interfere with the learning process of any other student, teacher, externship site, or the progress of the class in general. Those students whose conduct reflects discredit upon themselves or the school will be subject to immediate expulsion. The Medical Institute of Kentucky reserves the right to exercise judgment of a student and to terminate a student for any of the following reasons A dismissed student's tuition refund is calculated in accordance with the refund policy:

- Breach of the school's enrollment agreement
- Failure to abide by the rules and regulations of any clinical site
- Entering school grounds or externship site while under the influence of any type of alcohol or drugs
- Possession of a dangerous or deadly weapon concealed or otherwise
- Instigation, or participation in, rebellious activities against the school or its students
- Solicitation which reflects unfavorably upon the school or its students
- Failure to conform to the rules and regulations of the school
- Conduct that reflects unfavorably upon the school or its students
- Excessive absences or tardiness at campus or externship
- Failure to pay charges when due
- Tampering with administrative records, quiz/exam answer sheets
- Falsifying school records to include attendance sheets

- Written or verbal profanity on campus/externship grounds
- Vandalism of campus property
- Disruptive classroom behavior
- Physical threats of any nature
- Theft of any kind

CPR Requirements:

Students are required to obtain “Healthcare Provider” CPR to begin observation/externship. CPR is required at most healthcare facilities. Documentation is required. Online CPR courses will not be acceptable. CPR courses may be available locally, it is the responsibility of the student to obtain CPR, not the schools. Ask your Instructor for details.

Disciplinary/Sanctions Action:

A student who violates any provision of these policies shall be subject to appropriate disciplinary action, up to and including suspension or termination from The Medical Institute of Kentucky. A student who wishes to appeal may do so by submitting an appeal letter in writing to the Operations Manager (Cassie Black-cassie@tmiky.com) stating why they think they should be reinstated. An appeals committee will meet to determine the findings and notification will be given to the student with resolution within thirty days. Should the appeal be granted, students must meet with the Instructor to create a plan of program completion.

A student accused of the possession, sale, manufacture, use, or distribution of a controlled substance MAY be suspended or terminated from the student’s program of study. In addition, any student or employee who violates the standards of conduct as set forth in this policy may be subject to referral for prosecution.

Dress Code:

The Medical Institute of Kentucky promotes a professional atmosphere and requires a clean, ironed uniform. Closed toed tennis shoes or nursing clogs (must be kept clean in appearance), royal blue scrubs scrubs are worn, a white scrub jacket and pants must be the same color as top. Uniforms are the personal responsibility and expense of each student. Hair is to be neatly groomed, with long hair secured. No head rags or caps/hats permitted. Minimal jewelry should be worn, including the removal of visible body piercings. Nails should be trimmed and without nail polish. Visible tattoos MUST be covered with long sleeves or appropriate clothing. This dress code policy must be followed at all times. Remember that the healthcare industry is a conservative one, strive to maintain a professional image at all times.

Drug and Alcohol Abuse:

The Medical Institute of Kentucky recognizes and supports the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by a student on any The Medical Institute of Kentucky campus or as part of any The Medical Institute of Kentucky activity is strictly prohibited and shall be subject to disciplinary action.

Prescription drug use that affects the student’s ability to perform required skills and/or course work will be asked to withdraw from the program until the student is able to perform requirements at a satisfactory level. A doctor’s letter may be required for re-enrollment.

The Medical Institute of Kentucky reserves the right to ask students to be tested for the presence of illegal drugs. Any student who refuses to be tested will be subject to automatic termination.

The Medical Institute of Kentucky urges any student struggling with alcohol or drug abuse to contact the National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686. NCADI is a national, 24/7 resource for information about substance abuse prevention and treatment. NCADI distributes the latest materials, guides and studies on substance abuse from various agencies, such as the U.S. Departments of Education and Labor, the Center for Substance Abuse Prevention, the Center for Substance Abuse Treatment, the National Institute on Alcohol Abuse and Alcoholism, and the National Institute on Drug Abuse.

Educational Records to include: Transcripts/Certificates:

Certificates and Transcripts are available upon request, unless the student is in financial debt to the school. No transcript of grades will be released without the student's prior approval in writing. The first copy of your certificate and transcript, at time of exit interview, is free, with a \$5 fee per page thereafter. Two weeks' notice is required.

Exit Interview:

All students must go through an exit interview 10 days after program requirements have been achieved. The campus will contact students to schedule the appointment. This process can be completed via in-person, fax or email. After this process, is when the student will receive program transcripts and certificates. If a student is eligible to sit for the national certification, the representative will be able to assist you during this time. See National Certification Exam Fee.

Grievance/Complaint Procedure:

The first step to resolve a complaint or issue is to discuss it with your instructor or other parties involved. If the issue is unresolved, then you will schedule an appointment with the On Site Administrator to include the instructor if needed. If after following the initial procedures, the issue isn't resolved to your satisfaction; you may file a grievance as follows; all grievances must be made in electronic file format within seven days of the original grievance and submitted via email to the Grievance Committee at grievances@tmiky.com. The grievance will be addressed within 30 days. The Medical Institute of Kentucky recognizes the right of students to express their grievances. The Medical Institute of Kentucky seeks to work together for a solution and to address those concerns. If all steps have been followed as stated and a resolution is not forthcoming, students may file a complaint with the Kentucky Commission on Proprietary Education.

To file a complaint with the Kentucky Commission on Proprietary Education: each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street Frankfort, Kentucky 40601. This form can be found on the website at www.kcpe.ky.gov.

STUDENT PROTECTION FUND

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

PROCESS FOR FILING A CLAIM AGAINST THE STUDENT PROTECTION FUND

To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at www.kcpe.ky.gov

Holidays Observed:

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day
Campus Scheduled Breaks: July 4th week and Christmas week.

Insurance:

All students of The Medical Institute of Kentucky are covered by the school's liability policy. The coverage is paid for by student fees. Students, however, are responsible for their health insurance.

Leave of Absence:

The Medical Institute of Kentucky permits students to request a leave of absence (LOA) for up to 6 months (180 days) in any 12 month period. Prior to a leave of absence being granted, students must request the LOA in writing delivered to the On-Site Administrator. The request must explain the reasons for a leave of absence and expected return date. Students on an approved leave of absence are not considered to be withdrawn and will not be subject to any additional fees. When the student is scheduled to return to class, the student must contact the On-Site Administrator to establish the exact date of return. However, if a student does not return from an approved LOA on the date agreed upon, the student will be withdrawn. If the student later returns to The Medical Institute of Kentucky after being withdrawn they will be considered a re-entering student and will be subject to increases in tuition or changes in their program.

Legal Notice of Fees:

If it is necessary to seek legal counsel against a student to defend the school's integrity, the student is responsible for all legal fees, disbursements and expenses incurred. This may include; social media posts, public slander, and false BBB posts. The student agrees to pay both their legal representation and that of the schools without seeking repayment regardless of outcome. These fees and costs include but are not limited to; mileage, hotel accommodations, parking, meals, hourly rates or wages, investigators, consultants, telephone charges, postage, photocopying, messengers and delivery fees.

National Certification Exam Fees:

At program completion, students meeting eligibility requirements have the option to sit for national certification exams on campus. Students wanting to sit for Phlebotomy or EKG exams will need to pay the extra fee and attend skills class to be eligible. Exam payment is made directly to the National Healthcareer Association (NHA) or American Medical Certification Association (AMCA) by the student at the time of exam registration 10 days prior to test date.

Examination fees start at \$109 per exam but vary depending on exams taken. If an exam is failed, students are eligible to retake the exam with an additional fee after 30 days. Exam fees are not included in program tuition. Student website: www.nhanow.com www.AMCAexams.com www.danb.org

NHA Exams:

CCMA- Certified Clinical Medical Assisting
CBCS- Certified Billing and Coding Specialist
CMAA- Certified Medical Administrative Assistant
CEHRS- Certified Electronic Health Record Specialist

AMCA Exams:

DSTC- Dental Support Technician Certification
MAC- Medical Assistant Certification
MAAC- Medical Administrative Assistant Certification

BCSC- Billing & Coding Specialist Certification
EHRC- Electronic Health Record Certification

Optional Exams (after extra fee and skills):

CPT/PTC- Phlebotomy Technician (Must complete 30 venipuncture & 10 capillary sticks)

DANB Exams:

RHS- Radiation Health and Safety Certification

ICE- Infection Control Certification

OnBoarding:

The transition to secondary education is an important time in each student's life. Student OnBoarding is required to participate in a 10-30 minute phone orientation prior to beginning their program as it will help set the stage for success at The Medical Institute of Kentucky. This orientation **MUST** be held within 96 hours of your official start date. This is the students responsibility to ensure the requirement is completed.

Repeating a Course:

A student is required to repeat any course in which he or she receives a "D" or "F", as well as any course from which he or she has withdrawn prior to completion. The new grade will replace the original grade for the purpose of calculation of the completion GPA. However, all courses will be considered as attempted credit hours for the purpose of determining successful course completion percentages (quantitative progress).

Rules and Regulations:

The Medical Institute of Kentucky reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to require a student to withdraw from the school for just cause, defined as any cause deemed detrimental to the school or other students, as determined by The Medical Institute of Kentucky directors.

Student Academic Progress Reporting:

While enrolled at The Medical Institute of Kentucky, all students must meet the following minimum requirements:

1. Students must maintain a minimum grade average of 70% to continue and to successfully complete the course
2. Students must attend all minimum required scheduled class dates for each program that student is enrolled in
3. Students will have a maximum time of 6 months (180 days) to complete any individual enrolled course to include canvas work, class work and externship/observation.

After the successful completion of enrolled course requirements and financial obligations of enrolled program, the student will be awarded a certificate of completion.

Sexual Harassment:

The Medical Institute of Kentucky does not condone or tolerate any form of sexual harassment involving students. This policy recognizes that it is unlawful for students to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex, constitutes inappropriate behavior. The policy also recognizes that students have a right to be free from sexual harassment by others. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature.

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

The Medical Institute of Kentucky will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school will also take disciplinary action against students. The Medical Institute of Kentucky prohibits retaliation against any individual who reports an incident or cooperates with an investigation of a reported incident.

Smoking:

Students must adhere to observation/externship site policies while at extern.

Textbook:

Each student is responsible for purchasing their own textbook/eBook before classes start as the first assignment is given during OnBoarding. Students are responsible for all homework and reading assigned on due date, regardless of shipping issues. Please contact admissions if you are having difficulty with shipping.

Transfer:

The Medical Institute of Kentucky recognizes that sometimes a student enrolls into a program and later decides they would prefer to change to a different program offered by the school. The student must have a personal interview with the On Site Administrator to sign appropriate paperwork. This policy covers the following types of transfers: Course, Program, Campus and Delivery Method.

2020 Program Schedule:***Subject to change***

January 10

February 13

March 22

April 18

May 16

June 14

July 24

August 14

September 26

October 23

November 20

Individual course starts, contact your admissions representative

Administrative Officers:

Jeremy Meade, Owner/Director of Administration

Greg Goins, Owner/Director of Admissions

Cassie Black, CCMA, Operations Manager

Lamoin Adcock, Student Services

Michael Shifflet, Financial Administrator

Christian Meade, Admissions Manager

Cassidy Hopkins, Admissions Manager

Campus Directory:

Amy Burns, Admissions Representative

Dan Knapp, Admissions Representative

Tonya Queen, CMA, Medical Instructor- Tonya has 10 years' experience as a Medical Assistant. She received an Associate's Degree from Huntington Jr. College.

Danielle Spencer, Administrative- Danielle graduated Post University earning a Bachelor of Science in Business Administration. Danielle also has over 5 years' experience within the medical field.

Jennelle Smart, EDDA, Dental Instructor- Jennelle has 33 years' experience as a Dental Assistant. She received on the job training.