



TMIKY.Online.com National Delivery Student Catalog

Main Campus
2720 Old Rosebud Road
Suite 230
Lexington, KY 40509
859.368.0368

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 Bowling Green, Elizabethtown, 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), American Medical Certification Association (AMCA), National Center for Competency Testing (NCCT), Pharmacy Technician Certification Board (PTCB), National Academy of Sports Medicine (NASM), and HR Certification Institute (HRI) who retains its accreditation through the National Commission for Certifying Agencies (NCCA).

Academic Facilities:

Each physical campus provides classrooms with medical or dental equipment and supplies, with an adjoining laboratory. 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, a 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 vaccination has been started or sign declination form. This documentation may be required during clinical observation/externship rotations. The Medical Institute of Kentucky does not provide vaccination series, but highly recommends students become vaccinated. Hands-on Basic Life Support (BLS) CPR is recommended.
5. Medical applicants must submit a current TB skin test or chest x-ray within one year of reading. This must be kept current for the duration of the enrolled program. Applicants must submit documentation of Hepatitis B vaccination, show proof vaccination has been started or sign declination form. This documentation may be required during clinical observation/externship rotations. The Medical Institute of Kentucky does not provide a vaccination series, but highly recommends students become vaccinated. Hands-on Basic Life Support (BLS) CPR is required.

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 in 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, depending 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 the employer.

Tuition:

Electronic Health Records	14 weeks	\$4,000
Phlebotomy Technician	14 weeks	\$4,000
EKG Technician	14 weeks	\$4,000
Medical Administrative Assistant	18 weeks	\$4,000
Medical Billing & Coding	18 weeks	\$4,000
Phlebotomy-Cardio Technician	24 weeks	\$6,800
Medical Administrative with Medical Billing & Coding	24 weeks	\$6,800
Medical Administrative with Electronic Health Records	24 weeks	\$6,800
Medical Administrative with Business Administration	26 weeks	\$6,800
Medical Administrative with EHR and Medical Billing & Coding	30 weeks	\$7,800
Pharmacy Technician	18 weeks	\$6,800
Clinical Medical Assistant	22 weeks	\$6,800
Surgical Technologist	24 weeks	\$6,800
Patient Care Technician	25 weeks	\$6,800
Dental Assistant	22 weeks	\$6,800
Personal Trainer	16 weeks	\$6,800
Business Administration	18 weeks	\$6,800
Human Resource Specialist	18 weeks	\$6,800
Microsoft 365 Certified: Modern Desktop Administrator Associate	12 weeks	\$4,000
Associate Project Management	10 weeks	\$4,000
Cloud Computing Specialist	10 weeks	\$4,000
PC Technician	12 weeks	\$4,000
IT Security Specialist	12 weeks	\$4,000
IT Network Technician	12 weeks	\$4,000
Cybersecurity Analyst	12 weeks	\$4,000
IT HelpDesk Technician	24 weeks	\$6,800

Additional Fees:Healthcare (not included in tuition)

Program Access Code (includes eBook/s)	\$300
Royal blue scrubs*	cost varies
M: TB skin test, Hep B, and CPR*	cost varies
D: Hep B and CPR*	cost varies
M: Stethoscope*	cost varies
Certification(s)	cost varies
State Pharmacy registration, Background checks and Drug screening*	cost varies

Wellness & Nutrition (not included in tuition)

Program Access Code (includes eBook/s)	\$300
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Information Technology(not included in tuition)

Program Access Code (includes eBook/s)	\$300
Certification(s)	cost varies

Business (not included in tuition)

Program Access Code (includes eBook/s)	\$300
Certification(s)	cost varies

*Required items if an observation/externship is available and taken by a student.

Cancellation and Refund Policy:

Student must provide written notice of cancellation/withdrawal either by electronic submission to <http://online.tmiky.com/withdraw-request/> or 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 45 days of the cancellation date.

Cancellation:

An applicant, who provides electronic submission or certified letter of cancellation after executing the enrollment agreement, but prior to the digital 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 have six months from enrollment date to seek any refunds of paid tuition. All refunds will be made within 45 days of the written notice receipt.

Withdrawal Procedure:

A. Students choosing to withdraw from a program after the digital orientation date are required to provide written notice of withdrawal as required above (attendance will be calculated until electronic submission or 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 weeks with no activity of academic requirements, without prior administrative approval, as the unofficial date which a student is deemed to have withdrawn. Students have six months from the last attended date 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 the amount credited will be deducted from the refund amount. All refunds will be made within 45 days of the receipt of the certified letter or electronic submission. Refunds will be calculated as follows: Digital 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 date.

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 with a blended delivery method defined as, but not limited to, clock hours spent in the classroom, laboratory, digital delivery and/or observation. 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 a program certificate of completion.

Electronic Health Records
Certificate
Online Delivery
140 Instructional Clock Hours 14 Weeks

Course Description:

The Medical Institute of Kentucky Electronic Healthcare Records will learn basic knowledge of medical terminology, electronic health records, and hospital or laboratory procedures. Resume development is also obtained.

Career 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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of medical records and health information specialists is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations. About 34,300 openings for medical records and health information specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Schedule:

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

Program Objective:

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

Phlebotomy Technician

Certificate

Online 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 the 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 22 percent from 2020 to 2030, 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 up to 14 weeks. Successful completion of all courses are required to receive a program certificate of completion.

Program Objective:

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

EKG Technician

Certificate

Blended Delivery

140 Instructional Clock Hours 14 Weeks

Course Description:

Healthcare employees with training as EKG Technicians students will engage in a stimulating range of learning activities that includes legal and ethical considerations, patient assessment techniques, heart health, introduction to cardiovascular anatomy, how to complete and document a EKG, EKG basic interpretations, and more. Resume development is also obtained.

Career Description:

The EKG Technicians will perform various tests of a patient's heart and lungs, though primarily they perform electrocardiograms (EKGs).

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of EKG Techs and cardiovascular technologists is projected to grow 14 percent from 2020 to 2030, faster than the average for all occupations. About 12,000 openings for cardiovascular technologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Schedule:

The EKG Technician student will complete instructional and laboratory procedures for a period up to 14 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- The student will be able to explain the heart's directional positions, the heart's anatomy, and the surrounding structures.
- Functions of the integumentary system and why it is necessary for a healthy heart maintenance.
- The heart's response to stimuli between the sympathetic and parasympathetic nervous system and the role that respiratory conditions may play in altering heart health.
- The different assessments that a EKG Technician performs including SAMPLE and OPQRST
- Differences between a single-channel and multichannel ECG machine and Differentiating between an ECG electrode and an ECG lead.
- Identifying the primary difference in the QRS complex between ventricular tachycardia and ventricular fibrillation.

Medical Administrative Assistant

Certificate

Online Delivery

180 Instructional Clock Hours 18 Weeks

Course Description:

The Medical Administrative Assistant will learn medical terminology, schedule appointments, insurance and billing practices, hospital or laboratory procedures. Resume development is also obtained.

Career 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.

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 the employer.

Career Outlook:

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 7 percent from 2020 to 2030. 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. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Schedule:

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

Program Objective:

- Develop the ability to elaborate on the personal qualities and job responsibilities of a Medical Administrative Assistant
- Show, with examples, how the Medical Administrative Assistant should communicate effectively with patients, using both verbal and non-verbal communication
- Assess the impact of OSHA and HIPAA on a medical office
- Describe the different medical specialties and outline the role and duties of other allied health professionals
- Write a business letter, applying correct letter formatting and style
- Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
- Explain how to create and maintain accurate patient records
- Explain and demonstrate each step in the filing process
- Explain and show how to educate patients with special needs
- Describe the healthcare claim preparation process
- Demonstrate the process used to locate correct codes using the ICD-10-CM and CPT
- Describe the various bookkeeping systems and show how to manage a billing cycle efficiently
- Elaborate on the specialization options available to an Administrative Medical Specialist
- Learn skills in telephone techniques
- Learn skills in scheduling appointments
- Obtain basic knowledge of daily operations in a medical office

Medical Billing and Coding

Certificate

Online Delivery

180 Instructional Clock Hours 18 Weeks

Course Description:

The Medical Institute of Kentucky Medical Billing and Coding program will teach students medical terminology, HIPAA and compliance, guidelines for proper use of ICD-9 and ICD-10 CM codes, and more. Resume development is also obtained.

Career Description:

The 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 classifications 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 the 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 9 percent job growth from 2020 to 2030. 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 Schedule:

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

Program Objective:

- Learn the basic structure for reimbursement, HIPAA and compliance
- Obtain foundational knowledge in outpatient coding and reporting guidelines
- 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.
- Gain foundational knowledge for the basis of medical terminology and learning medical elements to form medical terms
- Apply knowledge and skill in the guidelines and proper use of ICD-10 CM codes
- Apply knowledge and skill in the guidelines and selection of Evaluation and Management (E/M) services
- Apply knowledge and skill in the guidelines and properly use of CPT-4 codes
- Apply knowledge in ICD-10-CM codes that will be initiated in the future
- Apply knowledge in the guidelines and use of the HCPCS coding system
- Apply knowledge and skill in the selection of CPT modifiers
- Obtain knowledge in the differences between inpatient and outpatient coding
- Learn the application of the Universal Claim Form (CMS-1500)
- Apply knowledge in using fee-for-service and managed care concepts
- Apply knowledge in Medicare and Medicaid coding guidelines
- Apply knowledge in reimbursement procedures

Phlebotomy-Cardio Technician

Certificate

Blended Delivery

240 Instructional Clock Hours 24 Weeks

Course Description:

The Healthcare employee with Phlebotomy-Cardio Technician training 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, specialize in electrocardiogram (EKG) testing for patients. EKG Technician performs patient assessment techniques, heart health, introduction to cardiovascular anatomy, how to complete and document a EKG, EKG basic interpretations, and more. Resume development is also obtained.

Career Description:

The Phlebotomy-Cardio 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. Within this position you could also perform various tests of a patient's heart and lungs, though primarily they perform electrocardiograms (EKGs). 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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of cardiovascular technologists is projected to grow 14 percent from 2020 to 2030, faster than the average for all occupations. About 12,000 openings for cardiovascular technologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Schedule:

The Phlebotomy-Cardio Technician student will complete instructional and laboratory procedures for a period up to 24 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Perform venipuncture procedures, capillary blood specimens, and spirometry.
- Demonstrate specimen handling, transportation, and processing.
- Understand differences in arterial, intravenous, & special collection procedures.
- Gain an understanding of urinalysis, body fluids, and other specimen collection.
- Utilize proper bedside manner and how to prepare the patient for venipuncture collection.
- Enumerate the general guidelines for collecting urine specimens and describe the purpose and process of urinalysis.
- Functions of the integumentary system and why it is necessary for a healthy heart maintenance.
- The heart's response to stimuli between the sympathetic and parasympathetic nervous system and the role that respiratory conditions may play in altering heart health.
- Differences between a single-channel and multichannel ECG machine and Differentiating between an ECG electrode and an ECG lead.

Medical Administrative with Medical Billing and Coding

Certificate

Online Delivery

240 Instructional Clock Hours 24 Weeks

Course Description:

The Medical Institute of Kentucky Medical Administrative Assistant with Medical Billing and Coding program will learn basic knowledge of medical terminology, insurance, billing practices and hospital or laboratory procedures. Resume development is also obtained.

Career Description:

The Medical Administrative Assistant with Medical Billing and Coding performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. Medical Administrative Assistants with Medical 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 the employer.

Career Outlook:

According to The Department of Labor, the overall employment of Administrative Assistants is expected to grow 7 percent from 2020 to 2030. 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 Schedule:

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

Program Objective:

- Demonstrate ethical conduct in all job-related activities.
- Present an image appropriate for the profession of business in appearance and behavior.
- Communicate clearly when speaking and in writing.
- Demonstrate a respectful attitude when interacting with diverse client populations.
- Apply self-management skills, including time management, stress management, and adapting to change.
- Apply critical thinking skills, creativity, and innovation to solve problems.
- Demonstrate knowledge and skills in areas of business administration role, including human resource, accounting.
- Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
- Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
- Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
- Describe the different medical specialties and outline the role and duties of other allied health professionals
- Apply knowledge and skill in the guidelines and properly use of CPT-4 codes
- Apply knowledge in ICD-10-CM codes that will be initiated in the future
- Apply knowledge in the guidelines and use of the HCPCS coding system
- Apply knowledge and skill in the selection of CPT modifiers
- Obtain knowledge in the differences between inpatient and outpatient coding

Medical Administrative Assistant with Electronic Health Records

Certificate

Online Delivery

240 Instructional Clock Hours 24 Weeks

Course Description:

The Medical Institute of Kentucky Medical Administrative Assistant with Electronic Health Records program will teach, schedule appointments, transcribe dictation, and support other staff, medical terminology, insurance, billing practices, hospital or laboratory procedures. Resume development is also obtained.

Career Description:

The Medical Administrative Assistant with Medical Billing and Coding performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. Medical Administrative Assistants with Medical 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 the employer.

Career Outlook:

According to The Department of Labor, the overall employment of Administrative Assistants and medical records is expected to grow 7 percent from 2020 to 2030. 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 Schedule:

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

Program Objective:

- Demonstrate ethical conduct in all job-related activities.
- Present an image appropriate for the profession of business in appearance and behavior.
- Communicate clearly when speaking and in writing.
- Demonstrate a respectful attitude when interacting with diverse client populations.
- Apply self-management skills, including time management, stress management, and adapting to change.
- Apply critical thinking skills, creativity, and innovation to solve problems.
- Demonstrate knowledge and skills in areas of business administration role, including human resource, accounting.
- Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
- Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
- Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
- Develop the ability to elaborate on the personal qualities and job responsibilities of an Electronic Health Record employee
- Show, with examples, how the healthcare employee should communicate effectively with patients, using both verbal and non-verbal communication
- Assess the impact of OSHA and HIPAA on a medical office

Medical Administrative with Business Administration

Certificate

Online Delivery

260 Instructional Clock Hours 26 Weeks

Course Description:

The Medical Administrative Assistant with Business Administration 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.

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 the employer.

Career Outlook:

According to The Department of Labor, the overall employment of Medical Administrative Assistant with Business Administration is projected to grow 7 percent from 2020 to 2030, 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 Schedule:

The Medical Administrative Assistant with Business Administration student will complete instructional and laboratory procedures for a period of up to 26 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Demonstrate ethical conduct in all job-related activities.
- Present an image appropriate for the profession of business in appearance and behavior.
- Communicate clearly when speaking and in writing.
- Demonstrate a respectful attitude when interacting with diverse client populations.
- Apply self-management skills, including time management, stress management, and adapting to change.
- Apply critical thinking skills, creativity, and innovation to solve problems.
- Demonstrate knowledge and skills in areas of business administration role, including human resource, accounting.
- Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
- Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
- Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
- Describe the different medical specialties and outline the role and duties of other allied health professionals
- Write a business letter, applying correct letter formatting and style
- Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule
- Explain how to create and maintain accurate patient records
- Explain and demonstrate each step in the filing process
- Explain and show how to educate patients with special needs

Medical Administrative Assistant with Electronic Health Records and Medical Billing and Coding

Certificate

Online Delivery

300 Instructional Clock Hours 30 Weeks

Course Description:

The Medical Institute of Kentucky Medical Administrative Assistant with Electronic Health Records and Medical Billing and Coding will teach students draft messages, schedule appointments, transcribe dictation, and support other staff. Also medical terminology, insurance, billing practices, hospital or laboratory procedures, OSHA and HIPAA within the medical office, ICD-10 CM codes, and more. Resume development is also obtained.

Career Description:

The Medical Administrative Assistant with Medical Billing and Coding performs routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, transcribe dictation, and support other staff. Medical Administrative Assistants with Medical 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 the employer.

Career Outlook:

According to The Department of Labor, the overall employment of Administrative Assistants and medical records is expected to grow 7 percent from 2020 to 2030. 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 2020- 2021 reporting period was 76%.

Program Schedule:

The Medical Administrative Assistant with Electronic Health Records and Medical Billing and Coding student will complete instructional and laboratory procedures for a period of up to 30 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Demonstrate ethical conduct in all job-related activities.
- Present an image appropriate for the profession of business in appearance and behavior.
- Communicate clearly when speaking and in writing.
- Demonstrate a respectful attitude when interacting with diverse client populations.
- Apply self-management skills, including time management, stress management, and adapting to change.
- Apply critical thinking skills, creativity, and innovation to solve problems.
- Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
- Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
- Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
- Describe the different medical specialties and outline the role and duties of other allied health professionals
- Apply knowledge and skill in the guidelines and properly use of CPT-4 codes
- Apply knowledge in ICD-10-CM codes that will be initiated in the future
- Apply knowledge and skill in the selection of CPT modifiers
- Obtain knowledge in the differences between inpatient and outpatient coding
- Learn the application of the Universal Claim Form (CMS-1500)

Pharmacy Technician

Certificate

Blended 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. Resume development is also obtained.

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 the employer.

Career Outlook:

According to The Department of Labor, the overall employment of 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 4 percent from 2020 to 2030, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services. Placement composite average for the year 2020-2021 reporting period was 63%.

Program Information:

The Pharmacy Technician student will complete instructional and laboratory procedures for a period of up to 18 weeks. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Perform mathematical calculations essential to the duties of pharmacy technicians in a variety of contemporary settings.
- Demonstrate understanding of the pharmacy technician's role in the medication-use process.
- Identify and describe emerging therapies.
- Demonstrate understanding of the preparation and process for sterile and non-sterile compounding.
- Assist pharmacists in collecting, organizing, and recording demographic and clinical information for direct patient care and medication-use review.
- Receive and screen prescriptions/medication orders for completeness, accuracy, and authenticity.
- Assist pharmacists in the identification of patients who desire/require counseling to optimize the use of medications, equipment, and devices.
- Prepare non-patient-specific medications for distribution (e.g., batch, stock medications).
- Distribute medications in a manner that follows specified procedures.
- Assist pharmacists in preparing, storing, and distributing medication products requiring special handling and documentation [(e.g., controlled substances, immunizations, chemotherapy, investigational drugs, drugs with mandated Risk Evaluation and Mitigation Strategies (Rems))].
- Prepare patient-specific medications for distribution.
- Use material safety data sheets (MSDS) to identify, handle, and safely dispose of hazardous materials.

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 terminology, clinical and lab procedures, pharmaceutical principles, medication administration, first aid, and medical law and ethics, assisting with patients, specialty practices, and HIPAA. Students will also cover cardiovascular anatomy and physiology, medical law and ethics, safety and infection control, venipuncture and dermal equipment and procedures, venipuncture complications, and other special collections. The medical office administrative duties such as mail, supplies, telephone technique, 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 size of the practice. Clinical Medical Assistants 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.

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 the 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 18 percent job growth from 2020 to 2030. 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 2020- 2021 reporting period was 73%.

Observation Requirement:

In conjunction with physicians and other healthcare personnel, the student could complete, but not limited to, up to 40 hours of observation/externship, during the course, under direct supervision. 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 Schedule:

The Clinical Medical Assistant student will complete instructional and laboratory procedures for a period of up to 22 weeks. Successful completion of all courses is required to receive a program certificate of completion.

Program Objectives:

- Gain a foundational knowledge in anatomy and physiology and basic pathophysiology of the body systems.
- Differentiating between medical and surgical asepsis and understanding universal precautions breaks the cycle of infection.
- Record a patient's medical history accurately.
- Describe the role of a clinical assistant in a general physical exam and list the steps necessary to prepare a patient for examination.
- 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.
- List the clinical assistant's role and tasks in a physician's office laboratory and summarize the various guidelines for laboratory safety.
- 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.
- List and explain the various common diagnostic tests.
- Utilize knowledge and apply skill in application of the electrocardiogram.
- Analyze the electrocardiogram by heart rate and atrial and ventricular rates.
- Have a foundational understanding in medical terminology.
- Recognize normal and abnormal patterns in all EKG leads.
- Describe electrophysiology, waves & measurement, sinus, atrial, junctional and ventricular rhythms, and heart blocks.
- Analyze and interpret the EKG grid paper axis.
- Obtain vital signs: Blood pressure, pulse, respirations, temperature, height, and weight.
- Assess the impact of OSHA and HIPAA on a medical office
- Describe different types of appointment scheduling systems and ways of maintaining a physician's schedule

Surgical Technologist

Certificate

Blended Delivery

300 Instructional Clock Hours 24 Weeks

Course Description:

The Medical Institute of Kentucky Surgical Technologist program provides students with enthralling and virtual hands-on learning experiences. Throughout the course, surgical procedures are demonstrated using live recorded videos, simulated activities and virtual tools to allow the student an engaging, safe, and repeatable experience. Resume development is also obtained during the program.

Career Description:

The Healthcare employee with Surgical Technologist training will cover preparing the operating room before the surgery takes place. They also prepare patients for their surgery, arrange medical equipment, and assist doctors during surgical procedures.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of Surgical Technologist is projected to grow 9 percent from 2020 to 2030, faster than the average for all occupations. About 9,000 openings for Surgical Technologist are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Schedule:

The Surgical Technologist student will complete instructional and laboratory procedures for a period up to 24 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Maintain sterile operative fields
- Assist healthcare practitioners during surgical procedures
- Monitor patient conditions during treatment, procedures, activities
- Apply knowledge and skill in preparing biological specimens for laboratory analysis
- Maintain inventory of equipment and medical supplies
- Prepare operating rooms for surgery

Patient Care Technician

Certificate

Blended Delivery

250 Instructional Clock Hours 25 Weeks

Course Description:

The Medical Institute of Patient Care Technician program provides students engagement in a stimulating range of learning activities that includes patient care procedures, vital signs, measuring bleeding time, applying and removing safety features, performing a venipuncture, coughing and deep breathing exercises, obtaining specimens, heat and cold applications, pre- and post- operative care, and more. Resume development is also obtained during the program.

Career Description:

The Healthcare employee with Patient Care Technician training will work alongside nurses, physicians and other healthcare professionals to provide direct patient care in a hospital setting. Patient Care Technicians are employed in a wide range of healthcare settings, including hospitals, long-term care facilities, assisted living communities and more.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of Patient Care Technician is projected to grow 33 percent from 2020 to 2030, faster than the average for all occupations. About 599,800 openings for Patient Care Technician are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Schedule:

The Patient Care Technician student will complete instructional and laboratory procedures for a period up to 25 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Identify the patient's pain by making observations of facial expressions, gestures, movement, and body language.
- The measures to take to prevent the spread of bloodborne pathogens and other infectious organisms to yourself and others.
- Applying a tourniquet, dilating a vein, and performing a venipuncture.
- Explaining why the prostate gland may interfere with catheterization and identify the age group in which complications related to the prostate commonly occur.
- Monitor patients' food and liquid intake
- Providing quality patient care that includes emotional support and guidance

Dental Assistant

Certificate

Online Delivery

220 Instructional Clock Hours 22 weeks

Course Description:

The Medical Institute of Kentucky Dental Assistant program will provide knowledge in dental terminology, sterilizing and delivering instruments to treatment areas, tooth surfaces, performing dental labs, and more. Resume development is also obtained during the program.

Career 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. 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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of Dental Assistants is expected to increase by 12 percent from 2020 to 2030, 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". Placement composite average for the year 2020- 2021 reporting period was 64%.

Observation Requirement:

In conjunction with physicians and other healthcare personnel, the student could complete, but not limited to, up to 40 hours of observation/externship, during the course, under direct supervision. 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 Schedule:

The Dental Assistant program student will complete instructional and laboratory procedures for a period of up to 22 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Gain a foundational knowledge in the profession of Dental Assisting.
- Basic knowledge of dental anatomy, charting and odontology.
- Basic Charting terminology, common charting symbols, surfaces of the teeth and numbering systems.
- Tooth development stages and abnormalities.
- Assess the impact of OSHA and HIPAA in a dental office.
- Importance of PPE (Personal Protective Equipment).
- Properly sit chairside and assist in four handed dentistry.
- Learn responsibilities of an EDDA (Expanded Duty Dental Assistant).
- Obtain Kentucky Dental Radiography certification by taking, developing and mounting dental x-rays.
- Identify and learn proper handling and transfer of dental instruments.
- Safety measures & monitoring N2O on a patient and with general sedation use.
- Learn and utilize sterilization techniques for equipment and operatories.
- Describe elements of effective patient education and tooth brushing techniques.

Personal Trainer

Certificate

Online Delivery

300 Instructional Clock Hours 16 weeks

Course Description:

The goal of this program is to prepare you for a long-lasting and fruitful career as a Certified Personal Trainer (CPT); regardless of your educational and career background. With this program, you're given all of the tools and resources needed to become a successful fitness professional and positively impact your client's health and wellness.

The 7th edition of *NASM's Essentials of Personal Fitness Training* has been updated with the most current evidence, strategies, and training techniques designed to equip fitness professionals with the necessary skills to optimize human potential and performance. The NASM Optimum Performance Training® (OPT™) model is the backbone of this process: a simple, straightforward approach to designing customized exercise programs that enhance your clients' abilities to achieve their health, wellness, and fitness goals. With OPT, you'll successfully train any client toward any goal. It's proven and easy to implement. Resume development is also obtained during the program.

Career Description:

A Personal Trainer creates one-on-one fitness programs for their clients, motivating and guiding them to achieve their goals. Clients may wish to lose weight or gain muscle, and as a personal trainer you'll teach and help them to exercise properly using workouts and specific plans for their needs.

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

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Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of fitness trainers and instructors is projected to grow 15 percent from 2019 to 2029, much faster than the average for all occupations. As businesses, government, and insurance organizations continue to recognize the benefits of health and fitness for their employees, incentives to join gyms or other types of health clubs are expected to increase the need for fitness trainers and instructors.

Program Information:

The Personal Trainer student will complete instructional and laboratory procedures for a period of up to 16 weeks. Successful completion of all courses is required to receive a program certificate of completion.

Program Learning Objective:

- Identify and adhere to applicable professional standards and codes of conduct including business and professional development practices.
- Recognize and apply exercise psychology and behavioral coaching techniques for a wide variety of clients.
- Identify concepts and structures of anatomy and physiology, human movement science, exercise metabolism, nutrition, and supplementation.
- Select, perform, and interpret results from a client fitness assessment.
- Provide instruction and demonstrate proper exercise techniques for clients.
- Design client-specific exercise programs based on assessment results and client abilities

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. Resume development is also obtained during the program.

Career Description:

The Business Administration provides 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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of Business Administrations is projected to grow 7 percent from 2020 to 2030, 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 instructional and laboratory procedures for a period of up to 18 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Demonstrate ethical conduct in all job-related activities.
- Present an image appropriate for the profession of business in appearance and behavior.
- Communicate clearly when speaking and in writing.
- Demonstrate a respectful attitude when interacting with diverse client populations.
- Apply self-management skills, including time management, stress management, and adapting to change.
- Apply critical thinking skills, creativity, and innovation to solve problems.
- Demonstrate knowledge and skills in areas of business administration role, including human resource, accounting.
- Perform mathematical calculations essential to the duties of business administration in a variety of contemporary settings.
- Demonstrate understanding of major trends, issues, goals, and initiatives taking place in the business profession.
- Receive and screen business revenue, banking information completeness, accuracy, and authenticity.
- Recognize and solve problems systematically to make better business decisions.
- Manage, develop, and motivate personnel to meet changing organizational needs.
- Discover how diversity and values strengthen working relationships and contribute to effective problem solving.
- Evaluate risks and develop plans to lessen or eliminate their impact.

Human Resource Specialist

Certificate

Online Delivery

360 Instructional Clock Hours 18 Weeks

Course Description:

The Medical Institute of Kentucky Human Resource Specialist program is a 100% online, instructor-led course that runs for 18 weeks. Students will engage in a stimulating range of learning activities that will gain the fundamental understanding of all aspects of talent acquisition, delivering training programs to employees, understanding key elements of reward packages regarding compensation & benefits, methods of monitoring and addressing morale along with performance, complying with laws, regulations, risk management. Resume development is also obtained during the program.

Career Description:

A Human Resource Specialist is responsible for the day-to-day operations, including recruiting new employees or processing termination paperwork, preparing compensation packages with company policies set out by law, and fostering healthy workplace practices throughout every department.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of Human Resource Specialist is projected to grow 10 percent from 2020 to 2030, about as fast as the average for all occupations, adding about 73,400 on average of new jobs over the next decade. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Human Resource Specialist student will complete instructional and laboratory procedures for a period of up to 18 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Gain an understanding of compliance and risk management.
- Methods to identify staffing needs.
- Hiring and OnBoarding a selected qualified applicant.
- Methods and tools used to track employee development and measure effectiveness of training.
- Health benefits and insurance program, components of wage statements and payroll processing.
- Policies and procedures in handling employee complaints and support conflict resolution.
- Complying with laws, regulations and policies.
- Awareness of records management, storage, retention regulations and reporting requirements.

Microsoft 365 Certified: Modern Desktop Administrator Associate

Certificate

Online Delivery

120 Instructional Clock Hours 12 Weeks

Course Description:

Microsoft 365 Certified: Modern Desktop Administrator Associate program, is a 100% online, instructor-led course that runs for 12 weeks. Students will engage in a stimulating range of learning activities that includes windows 10 management, networking connectivity, managing disk technologies and partition styles, user productivity tools, application support, automating deployment of windows 10, and more. The program also prepares students for the Microsoft exam MD-100: Windows 10. Resume development is also obtained during the program.

Career Description:

Microsoft 365 Certified: Modern Desktop Administrator Associate deploys, configures, secures, manages, and monitors devices and client applications in an enterprise environment.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of Microsoft 365 Certified: Modern Desktop Administrator Associate is projected to grow 9 percent from 2020 to 2030, faster than the average for all occupations. About 9,000 openings for Microsoft 365 Certified: Modern Desktop Administrator Associate are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Schedule:

The Microsoft 365 Certified: Modern Desktop Administrator Associate student will complete instructional and laboratory procedures for a period up to 12 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Students will learn how to perform basic installation of windows 10 and the options available for activation.
- Provides comprehensive coverage of networking connectivity that includes wireless networking, internet connectivity IP version 4 and 6, and windows defender firewall.
- Explores a wide range of security settings including the local security policy, auditing, User Account Control, and malware protection.
- Details how to use tools such as Performance Monitor, Resource Monitor, and Task Manager to identify and resolve performance problems.
- Configuration options that are used in large organizations to simplify management and provide remote access to resources.

Associate Project Management
Certificate
Online Delivery
100 Instructional Clock Hours 10 Weeks

Course Description:

The Medical Institute of Kentucky Associate Project Management program, is a 100% online, instructor-led course that runs for 10 weeks. Students will engage in a stimulating range of learning activities that includes study of the *PMBOK*® Guide (A Guide to the Project Management Body of Knowledge, Sixth Edition). Students will gain the basics of project management, including scope, risks, scheduling, budgeting, and more. Resume development is also obtained during the program.

Career Description:

An Associate Program Management is responsible for planning and organizing projects, as well as direct and lead teams, for a company, but you'll likely work under the direction of a senior project manager, come up with a strategy for a program, ensure projects are complete within deadline and budget.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of Associate Project Management is projected to grow 11 percent from 2020 to 2030, about as fast as the average for all occupations, adding about 38,900 on average of new jobs over the next decade. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Associate Project Management student will complete instructional and laboratory procedures for a period of up to 10 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Students will apply cost and budgeting to a project.
- Create, manage deadlines set for a project.
- Demonstrate quality control within the project.
- Understand and apply organizational theories and leadership styles.
- Gain an understanding of business cases and statements of work.
- Utilize proper project communication.
- Professional responsibility and ethics.

Cloud Computing Specialist

Certificate

Online Delivery

100 Instructional Clock Hours 10 Weeks

Course Description:

The Medical Institute of Kentucky Cloud Computing Specialist program is a 100% online, instructor-led course that runs for 10 weeks. Students will engage in a stimulating range of learning activities that include securing cloud resources, managing cloud capacity and performance, migration to the cloud, identity and access management, cloud connectivity and troubleshooting, and more. Resume development is also obtained during the program.

Career Description:

A Cloud Computing Specialist is responsible for helping organizations migrate their information and services to the cloud in the following ways: Analyzes company needs to select appropriate cloud technology. Identifies opportunities to deploy, optimize and protect critical applications and data storage.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of Cloud Computing Specialist is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations, adding about 70,400 on average of new jobs over the next decade. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Cloud Computing Specialist student will complete instructional and laboratory procedures for a period of up to 10 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Manage and maintain servers, including OS configurations, access control and virtualization.
- The student will analyze system requirements to execute workload migrations to the cloud.
- Maintain and optimize cloud environments, including proper automation and orchestration procedures, backup and restore operations, and disaster recovery tasks.
- Troubleshoot capacity, automation, connectivity and security issues related to cloud implementations.
- Analyze the different cloud models to design the best solution to support business requirements.

PC Technician
Certificate
Online Delivery
120 Instructional Clock Hours 12 Weeks

Course Description:

The Medical Institute of Kentucky PC Technician is a 100% online, instructor-led course that runs for 12 weeks. Students will engage in a stimulating range of learning activities that includes to gain troubleshooting issues, remotely diagnose to correct software, operating systems, identify and protect against security threats, cloud computing, networking connections, mobile devices, and more. Resume development is also obtained during the program.

Career Description:

An Associate Program Management is responsible for network support specialists analyzing and troubleshooting computer network problems. They have an important role in the daily, weekly, or monthly maintenance of their organization's networks. This maintenance may be routine or part of the organization's disaster recovery efforts. Network support specialists also may assist computer users through phone, email, or in-person visits. They often work under the direction of network and computer systems administrators, who handle more complex tasks.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of PC Technicians projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations, adding about 70,400 on average of new jobs over the next decade. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The PC Technician student will complete instructional and laboratory procedures for a period of up to 12 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Increased reliance on SaaS applications for remote work
- More on troubleshooting and how to remotely diagnose and correct common software, hardware, or connectivity problems
- Changing core technologies from cloud virtualization and IoT device security to data management and scripting
- Multiple operating systems now encountered by technicians on a regular basis, including the major systems, their use cases, and how to keep them running properly
- Reflects the changing nature of the job role, where many tasks are sent to specialized providers as certified personnel need to assess whether it's best to fix something on site, or to save time and money by sending proprietary technologies directly to vendors

IT Security Specialist

Certificate

Online Delivery

120 Instructional Clock Hours 12 Weeks

Course Description:

The Medical Institute of Kentucky IT Security Specialist program is a 100% online, instructor-led course that runs for 12 weeks. Students will engage in a stimulating range of learning activities that includes threat management and cybersecurity resources, basic cryptography, network security appliances and technologies, incident preparation, response, and investigation, cybersecurity resilience, and more. Resume development is also obtained during the program.

Career Description:

An IT Security Specialist is responsible for computer and information systems managers, often called information technology (IT) managers or IT project managers, plan, coordinate, and direct computer-related activities in an organization. They help determine the information technology goals of an organization and are responsible for implementing computer systems to meet those goals.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of IT Security Specialist is projected to grow 11 percent from 2020 to 2030, about as fast as the average for all occupations, adding about 42,400 on average of new jobs over the next decade. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The IT Security Specialist student will complete instructional and laboratory procedures for a period of up to 12 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Explore the attacks on wireless devices that are common today.
- Look at the types of authentication credentials that can be used to verify a user's identity and the techniques and technology used to manage user accounts in a secure fashion.
- Focuses on the plans that must be made for when a cybersecurity incident occurs. These plans cover incident preparation, incident response, and then a follow-up investigation as to how the incident occurred and how similar future events can be mitigated.
- Covers what cryptography is and how it can be used for protection, and then examines how to protect data using three common types of encryption algorithms: hashing, symmetric encryption, and asymmetric encryption.
- Vulnerabilities in systems and the types of attacks that take advantage of the vulnerabilities.

IT Network Technician

Certificate

Online Delivery

120 Instructional Clock Hours 12 Weeks

Course Description:

The Medical Institute of Kentucky IT Network Technician program is a 100% online, instructor-led course that runs for 12 weeks. Students will engage in a stimulating range of learning activities that includes study of West's (Network+ Guide to Networks, 9th edition). CompTIA Network+ prepares students to support networks on any platform preparing you for the challenges of the highly dynamic networking industry. The course features are infrastructure and documentation, wireless networking, network architecture, risk management, security in network design, and more. Resume development is also obtained during the program.

Career Description:

An IT Network Technician is responsible for usually providing technical help to non-IT computer users. They respond to requests for help in a number of ways, such as in person or by phone, online chat, or email. They also solve a range of problems that vary with the industry and the particular firm. Some work for large software companies or for support service firms and instruct business customers in the use of business-specific programs.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of IT Network Technician is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations, adding about 70,400 on average of new jobs over the next decade. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The IT Network Technician student will complete instructional and laboratory procedures for a period of up to 12 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Explore the attacks on wireless devices that are common today.
- Look at the types of authentication credentials that can be used to verify a user's identity and the techniques and technology used to manage user accounts in a secure fashion.
- Focuses on the plans that must be made for when a cybersecurity incident occurs. These plans cover incident preparation, incident response, and then a follow-up investigation as to how the incident occurred and how similar future events can be mitigated.
- Covers what cryptography is and how it can be used for protection, and then examines how to protect data using three common types of encryption algorithms: hashing, symmetric encryption, and asymmetric encryption.
- Vulnerabilities in systems and the types of attacks that take advantage of the vulnerabilities.

Cybersecurity Analyst

Certificate

Online Delivery

120 Instructional Clock Hours 12 Weeks

Course Description:

The Medical Institute of Kentucky Cybersecurity Analyst program is a 100% online, instructor-led course that runs for 12 weeks. Students will engage in a stimulating range of learning activities that include common threats and vulnerabilities of an enterprise, how to use threat data and intelligence sources to identify emerging threats, cloud computing and tools for assessing vulnerabilities, and more. Resume development is also obtained during the program.

Career Description:

A Cybersecurity Analyst is heavily involved with creating their organization's disaster recovery plan, a procedure that IT employees follow in case of emergency. These plans allow for the continued operation of an organization's IT department. The recovery plan includes preventive measures such as regularly copying and transferring data to an offsite location. It also involves plans to restore proper IT functioning after a disaster. Analysts continually test the steps in their recovery plans.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of Cybersecurity Analyst is projected to grow 33 percent from 2020 to 2030, about as fast as the average for all occupations, adding about 16,300 on average of new jobs over the next decade. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The Cybersecurity Analyst student will complete instructional and laboratory procedures for a period of up to 12 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Threats and vulnerabilities associated with technologies other than personal computers and data networks, such as mobile devices, embedded devices, and specialized devices.
- What type of planning is required in order to support meaningful communication, how the critical nature of data can be determined in order to protect it or respond if it is compromised, and what incident response procedures should be used for detection, analysis, containment, eradication, and recovery.
- Looks at implementing proactive monitoring by using sophisticated data analysis tools.
- Examines how it is necessary to direct influence over attacks through various methods of cybersecurity controls (countermeasures) that organizations implement to prevent, reduce, or counteract security risks.
- Common vulnerabilities, how to configure vulnerability scanning tools, and how to report and remediate scan results.

IT HelpDesk Technician

Certificate

Online Delivery

240 Instructional Clock Hours 24 Weeks

Course Description:

The Medical Institute of Kentucky IT HelpDesk Technician is a 100% online, instructor-led course that runs for 24 weeks. Students will engage in a stimulating range of learning activities that includes to gain troubleshooting issues, remotely diagnose to correct software, operating systems, identify and protect against security threats, cloud computing, networking connections, mobile devices, support networks on any platform preparing you for the challenges of the highly dynamic networking industry. The course features are infrastructure and documentation, wireless networking, network architecture, risk management, security in network design, and more. Resume development is also obtained during the program.

Career Description:

A IT HelpDesk Technician is a professional who provides technical support and assistance to customers, whether on the phone or in person. Their primary intention is to ensure a client's satisfaction and ability to properly operate any machinery or technology they may be having trouble with.

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 the employer.

Career Outlook:

According to the U.S. Bureau of Labor Statistics, overall employment of IT HelpDesk Technician is projected to grow 33 percent from 2020 to 2030, about as fast as the average for all occupations, adding about 16,300 on average of new jobs over the next decade. There were fewer than 10 graduates in this program. Median placement amounts are withheld to preserve the confidentiality of graduates.

Program Information:

The IT HelpDesk Technician student will complete instructional and laboratory procedures for a period of up to 24 weeks in length. Successful completion of all courses is required to receive a program certificate of completion.

Program Objective:

- Increased reliance on SaaS applications for remote work
- More on troubleshooting and how to remotely diagnose and correct common software, hardware, or connectivity problems
- Changing core technologies from cloud virtualization and IoT device security to data management and scripting
- Multiple operating systems now encountered by technicians on a regular basis, including the major systems, their use cases, and how to keep them running properly
- Reflects the changing nature of the job role, where many tasks are sent to specialized providers as certified personnel need to assess whether it's best to fix something on site, or to save time and money by sending proprietary technologies directly to vendors
- Managing network and cabling equipment and explains issues related to managing the environment in which networking equipment operates
- Functions of the core TCP/IP protocols, including TCP, UDP, IP, and others.
- How to install and configure wireless access points

The Medical Institute of Kentucky Policies

Attendance:

This course is a combination of web-based material and in-house instruction. Access to a computer and reliable internet connection is essential. Students are expected to have an email account and check this account weekly. Students are expected to access the course module, complete assigned lessons, and complete and submit any assignments using a computer on a weekly basis. Difficulty accessing course materials will not be an acceptable excuse for incomplete work.

Personal accountability and self-discipline are expected in any learning environment. Attendance in the skills lab and externship/observation are required for successful completion of the course. You must let your instructor know if you will be absent, or a zero will be awarded for the absence. Any hours scheduled outside of regularly scheduled classroom hours required for make-up skills is considered tutoring and will be charged at a cost of \$30 per half an hour. All fees must be paid to admissions prior to attendance of make-up skills lab.

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

Career Services:

Staff and faculty are available to assist students and graduates with career planning, resumes, interview skills and job assistance. 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 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
- 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 Hands-on Basic Life Support (BLS) CPR to begin observation/externship. CPR is required at most healthcare facilities. We recommend Dental Assistant students to obtain CPR as well, as many offices do require before beginning observation/externship and hiring. If a dental externship site requires CPR documentation, the student will be required to obtain certification. Online CPR courses will not be acceptable. CPR courses may be available on campus or locally, it is the responsibility of the student to obtain CPR, not the schools. CPR courses are not to be held during regular class hours. CPR must be paid directly to the CPR instructor and not paid by or through the school.

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:

These guidelines are enforced to help maintain a professional environment and familiarize students to the professional attire required in the healthcare field.

- Required uniform includes: solid colored royal blue scrub top and pants and watch with a second hand. Dental students white scrub jacket. Scrubs should fit properly (undergarments should not be visible) when standing, sitting, bending or stooping, if in doubt go up a size. NO SMART WATCHES. This is the same as having a cell phone on your wrist. Must be a regular watch with a second hand
- Name tag and scrubs must be worn during observation/externship.
- Footwear must be a closed toe athletic or nursing style shoe. No open toe shoes, loafers, flip flops, or UGG type shoes.
- Jewelry should be limited to one ring per hand, a watch, and no more than 2 discreet (pierced) earrings per ear. No dangle or large hoop earrings. No visible facial/body piercings of any kind. Students who have stretched earlobes should wear "flesh" colored jewelry.
- Hair is to be clean, short or pulled back during skills. Hair color should be within the natural color range (blondes, browns, blacks, grays). No large hair accessories or headgear (i.e. bandanas and scarves)
- Sideburns, mustaches and/or beards are to be clean, short and neat.
- Fingernails are to be short (active length- longer than fingertips) and clean. No colored nail polish or artificial nails. (Clear nail polish is acceptable)
- Avoid using strong perfumes/colognes. Strong smelling lotions and powders may also be considered offensive or create an allergic reaction during patient interactions.
- Personal hygiene should be considered: daily showers, deodorants, etc. No coffee breath, smoker's breath, or smoke odors.
- Make up should be modest. No false eyelashes, glittery or bright colors.
- Visible piercings (other than allotted earrings are unacceptable. This includes tongue rings and large ear gauges. Students who have stretched earlobes should wear "flesh" colored jewelry.
- If a student has a tattoo it must be covered by makeup or clothing. Please understand that due to the nature of public opinion, we cannot guarantee a facility will not discriminate due to visible tattoos or tattoos that cannot be covered (i.e. facial, neck, or hand tattoos)

NOTE: Students not meeting the Uniform/Dress Code and Personal Appearance standards will be directed to leave the campus until properly attired. This will count as an absence/tardy.

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 submit an exit interview 10 days after program requirements have been achieved and verified. The campus will contact student to schedule or complete electronically. After this process is completed, the student will verify their current mailing address to TMIKY. Once address verification is received, in most cases we will process and mail program transcript and certificate(s) within 1-2 weeks. If a student is eligible to sit for the national certification, the campus 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 grievance@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:

Martin Luther King Jr. Day, 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 by submitting electronically <https://tmiky.com/leave-of-absence/>. The request must explain the reasons for the 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 by the 6 month expiration, 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. Exam payment is made directly to the Certifying Agency, by student, at the time of exam registration 10 days prior to the 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.com www.comptia.org www.pmp.org
www.ncctinc.com www.nasm.org www.hrci.org www.ptcb.com

NHA Exams:

CCMA- Certified Clinical Medical Assisting
CBCS- Certified Billing and Coding Specialist
CMAA- Certified Medical Administrative Assistant
CEHRS- Certified Electronic Health Record Specialist
CPCT/A- Certified Patient Care Technician/Assistant
CPHT- Certified Pharmacy Technician
CPT- Certified Phlebotomy Technician*
CET- Certified EKG Technician*

NCCT Exams:

NCOMA- National Certified Medical Office Assistant
NCICS- National Certified Insurance & Coding Specialist
NCET- National Certified ECG Technician
NCPT- National Certified Phlebotomy Technician*
NCMA- National Certified Medical Assistant
TS-C- National Certified Tech in Surgery*
NCPCT- National Certified Patient Care Technician

AMCA Exams:

DSTC- Dental Support Technician Certification
PTC- Phlebotomy Technician
ETC- EKG Technician
CMAC- Clinical Medical Assistant Certification
MCBC- Medical Coder & Biller Certification
MAAC- Medical Administrative Assistant Certification

PTCB Exams:

CPHT- Certified Pharmacy Technician

DANB Exams:

RHS- Radiation Health and Safety
ICE- Infection Control

NASM Exams:

CPT- Certified Personal Trainer

HRCI Exams:

aPHR- Associate Professional in Human Resources

CompTIA Exams:

A+- CompTIA A+
Network+- CompTIA Network+
Security+- CompTIA Security+
CySA+- CompTIA- CySA+

PMP Exams:

CAPM- Certified Associate Project Management

Exams that have additional requirements for certification*

Phlebotomy Technician:

NHA requires evidence that he/she has performed a minimum of 30 successful venipunctures and 10 successful capillary sticks on live individuals.

NCCT requires evidence that he/she has performed a minimum of 25 successful venipunctures and 5 successful capillary sticks on live individuals.

EKG Technician:

NHA requires evidence that he/she has performed a minimum of 10 successful EKG's on live individuals.

Orientation:

The transition to secondary education is an important time in each student's life. Student orientation is a requirement as it will help set the stage for success at The Medical Institute of Kentucky. Orientation offers assistance to program requirements and helps students gain success.

Observation/Externship:

Graduates of eligible observation/externship programs must complete the prerequisite criteria before being accepted into observation/externship. Only eligible candidates who meet healthcare employment requirements and state licensure and/or registration requirements will be selected. It is important that students present themselves in a positive and professional manner, as a reflection of both him/herself and The Medical Institute of Kentucky. The opportunity to participate in the observation/externship will only be available for 3 months after successful completion of the eligible program.

While reasonable efforts will be made to do so, placement in an observation/externship is not guaranteed, and depends on a variety of factors including student geographic location and availability of participating sites. Additionally, The Medical Institute of Kentucky reserves the authority to not sponsor a student for observation/externship at the school's direction. In such cases, students are allowed the option to set up their own observation/externship facility.

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 the 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.

Textbook/Access Code:

Each student is responsible for purchasing their own Access Code before classes start. An electronic confirmation will be sent automatically by email that contains eBook and informational class documents. Students are responsible for all homework and reading assigned on the due date.

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 submit this request electronically <https://tmiky.com/transfer-form/>. This policy covers the following types of transfers: Course, Program, and Campus.

2022 Program Schedule:

Subject to change per campus

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:

Cassie Black, CCMA, Operations Manager

Campus Directory:

Kelly Simmons, Admissions Representative

Rae Hamilton, 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 from 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.