

# ATHENA CAREER ACADEMY

*Allied Health Program*

# STUDENT HANDBOOK

**School Registration Number- 10-09-1943T**

*November 2017*

*(Revision February 2018)*



**ATHENA CAREER ACADEMY**

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www.athenacareers.edu

School Registration No. 10-09-1943T

OPEID No. 04192200

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## Welcome

I, along with the administration, faculty, and entire staff of Athena Career Academy would like to welcome you to our school. We at Athena Career Academy are very proud of our school, our students, and our staff and are excited to have you here as a new student. Congratulations on making a very positive choice to become a student in our quality program, and a member in our community of learners. We look forward to working with you.

Sincerely,

Therese Nwokolo, MA, CMA, CPT

Allied Health Director

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## **ATHENA CAREER ACADEMY ALLIED HEALTH PROGRAMS**

### **OVERVIEW OF THE ALLIED HEALTH DEPARTMENT**

Athena Career Academy the division of Allied Health consists of Clinical Medical Assistant, Phlebotomy Technician, EKG Technician-Career Enhancement and Home Health Aide programs of study. The Clinical Medical Assistant program consist of a 7 1/2 month lecture/lab and 6 week externship experience. The Phlebotomy program consist of four classes, to be completed in two 6-week sessions. The EKG-Career Enhancement program consists of 2 courses, to be completed in one 6-week session. The Home Health Aide program will be held for three weeks which includes 16 hours on a clinical site. Athena Career Academy is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Ste. 325, Atlanta, GA 30350, Telephone: [770.396.3898](tel:770.396.3898) / FAX: [770.396.3790](tel:770.396.3790), [www.council.org](http://www.council.org).

### **MISSION STATEMENT**

Athena Career Academy's mission is to provide quality educational programs that produce a competent and educated workforce.

### **VISION STATEMENT**

Athena Career Academy's vision statement is to excel in providing students with quality programs that inspire a respect and value for lifelong learning.

### **DEPARTMENT PHILOSOPHY**

The faculty of the Athena Career Academy Allied Health Programs is committed to providing quality education as a prerequisite to placing competent and caring allied health professionals in healthcare employment. Our objective is to provide support and encouragement to students so that they may promote, maintain, and restore wellness in mind, spirit, and body.

Athena Career Academy also provides the necessary knowledge, skills, and tangible applications, frameworks of analysis and synthesis of information, scientific principles, and appropriate legal and ethical considerations to foster critical thinking in the delivery of care. The Allied Health Program delivers an organized, goal-directed learning process by which knowledge, skills, and professional behaviors are applicable to the scope of the profession you are entering. Social and behavioral sciences are presented to encompass an understanding and to assist in communication with individuals and groups across the lifespan.

### **PROGRAM OFFERINGS**

#### **Medical Assistant**

The Medical Assistant program consists of 7 ½ months and 6 weeks or 800 clock hours of study which includes the 160 hours externship experience. Students will complete 640 hours of traditional medical assisting classes and then follow either a phlebotomy or billing and coding track which is an additional 2 classes or 80 clock hours. Students will leave Athena Career Academy able to sit for national exams through the American Medical Technologist (AMT) for the Registered Medical Assistant (RMA).

### **Phlebotomy Technician**

The Phlebotomy program at Athena Career Academy will prepare the health care worker to work in clinical laboratories hospitals, community health centers, nursing homes, doctor's offices, blood donation centers and other health care facilities. Courses include the fundamentals of phlebotomy, anatomy and physiology, health and public safety, and diagnostic skills. The Phlebotomy course is 180 hours of study and is taught over a period of approximately twelve (12) weeks. The Phlebotomy program includes 120 hours of classroom and 60 hours of lab participation. Students also have the opportunity to sign up for a 120 hour externship for an additional fee. Upon successful completion of the course, students will receive a certificate of completion and will be eligible to take the National Certification Exam to become a Certified Phlebotomy Technician (CPT).

### **Home Health Aide**

This course introduces the student to the basic principles of home healthcare including basic personal hygiene, providing a healthy environment, and attending to patients' emotional and developmental needs. We will prepare the students to accurately maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager. The Aide will also provide patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming among other duties.

### **Electrocardiogram (EKG)-Career Enhancement**

The EKG-Career Enhancement program at Athena Career Academy will focus on building on to an existing career or a continuation of a medical career and help prepare students with the basics of EKG technology with hands-on experience. Students will gain and master skills in using the EKG machine, lead placement, and reading the electrocardiograms. Courses includes Body Structures and Functions I and Electrocardiogram Basics. This programs last six weeks and upon completion, students can sit for the CET (Certified EKG Technician) through the NHA (National Healthcareers Association).

### **CERTIFICATION EXAM PROCESS**

Athena Career Academy's Allied Health Programs will provide the prospective graduate with information regarding the application to the American Medical Technologist (AMT) for the Medical Assistant program, and the National Healthcareers Association (NHA) certification exam for the Phlebotomy and EKG programs. Application for certification will be the responsibility of the student. Once the student has completed the requirements for the program, the Director/Designee will submit the appropriate forms to the so the student may then take their exam to be certified (See graduation requirements for additional information).

### **FACILITIES**

Athena Career Academy has sufficient space for classroom and laboratory activities, and is furnished with all the needed supplies and equipment. Clinical practice will be performed in the laboratories, classrooms, and in the clinical agencies throughout Ohio and Michigan and other jurisdictions as needed.

**ALLIED HEALTH OFFICE HOURS**

Monday – Friday 8:00 a.m. – 5:00 p.m.  
Office: Room 138

\*Students must make an appointment.

**PUBLICATIONS**

Each student will receive a hard copy of the Allied Health Student Handbook at orientation and will sign for it, along with any necessary addendums.

**PRE-REGISTRATION COSTS\***

*\*Pre-Registration Costs are non-refundable*

- ENTRANCE TEST FEE (Paid to School) \$25.00

**MA PROGRAM COSTS**

- REGISTRATION FEE \$120.00
- BOOKS, UNIFORMS, SUPPLIES & FEES\* \$1825.00
- TUITION \$11,550.00

TOTAL PROGRAM COSTS \$13,495.00

**PHLEBOTOMY PROGRAM COSTS**

- REGISTRATION FEE \$25.00
- BOOKS, UNIFORMS, SUPPLIES & FEES\* \$484.00
- TUITION \$2853.00

TOTAL PROGRAM COSTS \$3362.00

**PHLEBOTOMY EXTERNSHIP (OPTIONAL)**

- EXPERIENCE FEE \$99.00

**HOME HEALTH AIDE COSTS**

- REGISTRATION FEE \$25.00
- TUITION, BOOKS & SUPPLIES \$420.00

TOTAL PROGRAM COSTS \$445.00

**EKG COSTS**

- REGISTRATION FEE \$120.00
- TUITION, BOOKS, & FEES \$895.00

TOTAL PROGRAM COSTS \$1015.00

\*All books and fees must be purchased through Athena Career Academy

**GRADUATION COSTS (MEDICAL ASSISTING ONLY)**

Costs will be paid by Athena Career Academy and include Cap, Gown, Tassel, and diploma cover.

## **PAYMENT POLICY**

The school accepts the following forms of payment\*: cash, money order, Master Card, Visa, Discover, and American Express. Students who are receiving financial assistance from any agency or funding source must be advised that it is their responsibility to make sure that all proper paperwork remains compliant so that the school receives the proper tuition fees. All tuition and fees are the responsibility of the student regardless of anticipated grants and/or student loans. All balances must be current to progress to the next quarter, graduate, and/or receive a transcript (official or nonofficial), or diploma.

\*A \$15.00 late fee will be applied to the student's account for any late payments.

## **SATISFACTORY ACADEMIC PROGRESS**

Federal financial aid, also referred to as Title IV Funds, is awarded to a student contingent upon that student attending classes and successfully completing an entire payment period. Payment periods determine when funds are disbursed and the exact amount to be disbursed. There are two financial aid payment periods for the Medical Assisting Program: the first payment period is 0-400 clock hours of the program, and the second payment period is 401-900 clock hours all in accordance with this Satisfactory Academic Progress Policy and other school published policies and procedures.

The Medical Assisting Program academic year consists of 36 weeks of instruction which includes 6 weeks of an externship.

## **DEFINITION OF SATISFACTORY ACADEMIC PROGRESS:**

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the MA program. A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:

- Qualitative: A student must have a minimum cumulative grade point average of C (70%) in classes with Lab components and a D (60%) in Classes without Lab Components.
- Quantitative: A student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period

## **INCREMENTS FOR EVALUATION**

Satisfactory academic progress is to be evaluated at the following time periods to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds):

- At the point when the student has completed 400 clock hours and 13 weeks of instruction Students will be provided progress reports containing both their academic (qualitative) and attendance (quantitative) results when SAP is evaluated.

## **MAXIMUM TIME FOR COMPLETION:**

Students will have a maximum of 125% of the normally allotted scheduled calendar time to complete their program of study. Maximum Time Frame is measured in units attempted. Grades of F, I (Incomplete) or W (Withdrawal) are considered attempted units and are included when calculating Maximum Time Frame. If it is determined that a student will not be able to complete the program because of class(es) failure(s) within the maximum timeframe, the student will no longer be eligible for Title IV funds. *Example a 1300 clock hour program mtf for 125% would be 1625 hours and 60 weeks if the benchmark was 48 weeks*

### **FINANCIAL AID WARNING**

Any student failing to achieve SAP as defined above at the end of the first payment period will be placed on Financial Aid Warning for the following payment period. A Financial Aid Warning allows a student to receive his/her financial aid disbursement for the first payment period, without an appeal or any other action from the student.

A student assigned a Financial Aid Warning will be notified of this status and the steps necessary to be removed from warning status. The documentation will be provided to the student in person or via email if the student has not attended classes on two consecutive days following the school's determination of his/her placement on Financial Aid Warning. A student receiving Title IV, federal student aid will lose his/her financial aid eligibility if SAP has not been met at the end of the Financial Aid Warning period.

### **APPEAL PROCESS**

A student who does not meet the satisfactory academic progress standards at the end of the second payment period will have his/her Title IV Funds terminated. A student may submit a written appeal of his or her Title IV termination within five calendar days of the receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary conditions will be considered, such as an injury or illness of the student, the death of a relative or other special circumstances. Before an appeal may be granted, a written academic plan will be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Executive Director or designee will assess all appeals and determine whether the student may be permitted to continue in the program on probationary status. The student will be sent the written decision within five calendar days of the school's receipt of the appeal. The decision of the Executive Director or designee is final.

### **FINANCIAL AID PROBATION**

A student reinstated upon appeal is on financial aid probationary status during which time he/she must meet the terms and conditions set out in the letter granting the appeal. A student on financial aid probation may continue to receive Title IV Funds.

### **REINSTATEMENT**

A student will be reinstated if he/she prevails upon appeal or at such time that he/she regains satisfactory academic progress by meeting the defined standard.

### **REFUND POLICY**

If a student is not accepted in the training program, all program costs paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:



1. A student who starts class and withdraws within the five (5) day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee..
3. A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. 4. A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. 5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity.

### **RETURN OF TITLE IV FINANCIAL AID FUNDS**

If a student officially withdraws by contacting the Program Director or unofficially withdraws by ceasing attendance in all of their classes within a quarter, federal financial aid regulations require that a calculation be done on financial aid funds received for that payment period. The financial aid is calculated based on the student's last day of attendance and any unearned aid must be returned to the federal government. Federal financial aid is not **100%** earned until the attendance has exceeded **60%** of the payment period. As a result of the calculation, a student may be responsible to pay tuition charges that were originally covered by financial aid funds that the school was required to return.

Students should contact the Financial Aid Office at the school for additional information about the R2T4 (Return to Title IV) calculation.

*(% of enrollment that is completed) X (the total Title IV funds disbursed) + the Title IV funds that could have been disbursed by federal guidelines = the amount of Title IV aid earned.*

Any Title IV aid that is unearned must be returned. If the student does not receive the full Title IV that he/she earned, then a post withdrawal disbursement may be made. If a student is entitled to a post-withdrawal loan disbursement, the borrower must respond to Athena's Financial Aid Office notice of the intended disbursement within 14 days.

Refunds from the student accounts for unearned student aid will be repaid in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grant
5. Employer
6. Student

All refunds are made within 45 days of the date of the school's determination of withdrawal. For refund purposes, institutional charges according to the federal guidelines are tuition, lab fees, textbooks, supplies, uniforms, and graduation fees.

### **FINANCIAL ASSISTANCE**

Financing your education is the most important investment you make in the preparation of your career. Sources of financing your education are:

1. Student Self-Help (Personal resources)
2. Parental Assistance (Parental resources)
3. Financial Aid Programs for those who qualify for the Medical Assistant program
4. Employee Reimbursement (Check with your employer's human resource dept.)
5. Outside organizations

### **APPLYING for FINANCIAL AID FOR MA PROGRAM**

To begin the process of applying for financial aid, the student will meet with Athena Career Academy's Financial Aid Office and electronically complete a Free Application for Federal Student Aid (FAFSA). To expedite the process and apply online, you will need to request a PIN number beforehand at [www.pin.ed.gov](http://www.pin.ed.gov). Next, you will fill out the application by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please be sure to include the Athena Career Academy Federal School Code – 041922 under the “schools you wish to receive your financial aid information”.

### **ENTRANCE COUNSELING and the MASTER PROMISSORY NOTE**

Federal Student Loan Borrowers are required to complete online Entrance Counseling and a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov).

### **EXIT COUNSELING**

Exit Counseling must be completed prior to graduation, a school withdraw, or dropping below half-time enrollment status. Borrowers can gain access to Exit Counseling at [www.studentloans.gov](http://www.studentloans.gov).

### **RETAKE POLICY**

A student may appeal to the Academic Review Committee for permission to retake a course. The student must sign the student handbook that is in alignment with the cohort that the student joins for the retake.

**Procedures to Appeal to Retake a Class:** In the event a student wants to retake a course, the student must follow the procedures outlined below:

- If the student failed a course in a quarter then the student must appeal to the Academic Review Committee (ARC) for approval to retake the course. Seats are filled on a first come, first serve basis and is never guaranteed.
- The appeal must be submitted to [arc@athenacareers.edu](mailto:arc@athenacareers.edu) within two (2) business days from the date final grades are posted. Appeals received after the two (2) business days will not be accepted unless approved by the Allied Health Director. **The appeal must contain the following:** Student's name, student's current class, the reasons why he/she failed the course(s), and the student's plan to succeed upon he/she return

- The student will receive an email notification of the ARC's decision for the appeal within (2) two business days.
- Once the student receives approval to retake a course, the student must make an appointment to meet with the Financial Aid Department to make payment arrangements. Title IV funding will not pay for retakes for any reason. It is the sole responsibility of the student to pay out of pocket for all retakes. Financial Aid appointments must be completed prior to the first day of class. ***Walk-ins are not acceptable. The student forfeits the opportunity to retake if he/she is a No Show for the scheduled appointment. NO EXCEPTIONS!***
- If the student is denied approval, the Program Director will issue a withdrawal form to the Financial Aid Department. The Financial Aid Department will mail to the student the final paperwork detailing any financial obligation of either party (the school or student).
- If the student decides to withdraw from the program, the student must contact the Program Director. The Program Director will issue a withdrawal form to the Financial Aid Department. The Financial Aid Department will mail to the student the final paperwork detailing any financial obligation of either party (the school or student).

### **ADMISSIONS POLICY**

Persons interested in attending any Allied Health Program must meet the following criteria for admittance:

1. Complete an online application for admission.
2. Attend an informational meeting with an admissions representative.
3. Students must submit payment of \$25 to Athena Career Academy for the Wonderlic Assessment and complete the assessment prior to enrollment. \*All scores below 12 will require Director consult with student and approval.
4. Attend an individual meeting with a financial aid administrator for funding arrangements.
5. Submit a Registration Fee according to selected Allied Health Program.
6. Complete online State of Ohio Disclosure course.
7. Submit a copy of a high school transcript or GED transcript. HS Transcripts must have a full name, graduation date, and a school official signature if possible. Foreign Transcripts must be evaluated prior to enrollment by an accredited agency.
8. Provide a copy of valid government identification and signed social security card.
9. Citizenship requirements include I-94 card with date of entry, current passport, and proof of alien registration number if applicable.
10. Sign an enrollment agreement.
11. Attend the orientation session.

### **READMISSION**

A student who had been withdrawn from an allied health program must complete the admissions policy process (stated above) in order to be readmitted to the program.

**Students dismissed for punitive or disciplinary reasons will not be permitted back into any program offered by Athena Career Academy. Athena Career Academy reserves the right to deny a re-entry to any person for any nondiscriminatory reason.**

## **TRANSFERS TO ATHENA CAREER ACADEMY**

Athena Career Academy will accept transfer credits solely at the discretion of the Allied Health Program Director.

## **TRANSFERBILITY OF CREDIT**

The acceptability of credits is solely at the discretion of the accepting institution.

## **COLLEGE CREDIT FOR MILITARY SERVICE**

Athena Career Academy's Allied Health Program Director will look for evidence that the learning acquired through military training courses or experience directly relates to the objectives of the academic courses that are offered at Athena Career Academy.

The American Council on Education collaborates with the U.S. Department of Defense (DoD) to review military training and experiences and recommend appropriate college credit for members of the Armed Forces. ACE's credit recommendations appear in the Military Guide and on military transcripts. More information can be located at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

## **STUDENT GUIDANCE AND COUNSELING**

**Personal Counseling:** Personal or family problems may present barriers to successful completion of education. Community support services are available in Lucas County on a sliding scale cost to students in need of help. Refer to Harbor Behavioral Health, Toledo, Ohio. 419-475-4449. Website URL: <http://www.harbor.org/>

**Academic Guidance and Coaching:** If a student identifies a need for academic assistance, it is the student's responsibility to contact his/her instructor(s) for a discussion of the issue and for guidance in correcting the academic problem. Faculty who identify an academic problem with a student will arrange a meeting with the student to address the issue, and refer the student to the tutoring program. In the event a student needs further assistance, they can request an appointment with the program director. If a student needs additional resources related to nonacademic issues such as transportation, housing, childcare, or related issues, they may seek the support services of the student success coordinator.

## **JOB PLACEMENT**

Athena Career Academy will assist students and expect students to be very active in their employment search as graduation nears. Athena Career Academy will provide career development assistance.

All graduates are afforded opportunities to participate in the following career-planning activities:

- Preparation of resumes and letters of introduction
- Interviewing techniques
- Job referrals by career planning services
- Job Fairs

Please note Athena Career Academy cannot guarantee employment upon graduation. To view Athena Career Academy's disclosures, visit [www.athenacareers.edu](http://www.athenacareers.edu).

## **LETTER OF RECOMMENDATION**

Athena Career Academy will provide a letter of recommendation upon request to any student who meets all of the following requirements.

- Students who have completed the course of study at Athena Career Academy and have graduated
- Have a zero (\$0) outstanding balance owed to Athena Career Academy.

The letter will be signed by the faculty member who generated the letter and reviewed by the program director.

## **ACADEMICS**

**Grading Policy:** Grades are given in letters. Students will be evaluated periodically by the course instructors with midterm evaluation. A minimum grade of 60% must be achieved in every academic course and a grade of 70% must be achieved in every lab to remain in the program and progress to the next quarter.

Please note that an instructor is given a complete (48) hours to post students grades.

### **Grading Scale:**

#### **Theory**

90-100= A.....4.0 Grade Point

80-89= B.....3.0 Grade Point

70-79= C.....2.0 Grade Point

60-69=D.....1.0 Grade Point

≤59 = F.....0 Grade Point

The grade point average (GPA) is the basis for calculating scholastic standing. Points are assigned per Athena Career Academy's grading policy (See above).

Grades are rounded to the nearest tenth .5 or higher. Example: 79.5% = 80% 79.4% = 79%

**Student Academic Progress Appeals:** Please see the Appeals process.

### **Laboratory Classes**

All classes that have a lab included are required to achieve a grade of "C" or better in order to complete the course successfully.

**\*\*All syllabi and calendars are subject to change\*\***

## **MA COURSE DESCRIPTIONS**

**GEN 190 Employment Dynamics** 30 Contact Hours (30 Lecture Hours)  
Students are introduced to tools, techniques, methods, procedures and skills needed for success in the classroom and in the business world. This class emphasizes interpersonal communication, work ethic, motivation, critical thinking and problem solving, as well as other skills necessary to enhance career success. Focus is placed on maximizing one's resources to enhance the learning process and to research chosen fields of study. Registration for certification exams and preparation strategies for such are reviewed. Prerequisite: None

**GEN 110 Business English** 40 Contact Hours (40 Lecture Hours)  
This course reviews basic English concepts and introduces students to college-level writing with an emphasis on basic grammar and composition. Students will apply their learning to a variety of writing activities emphasizing the development of paragraphs and essays. Prerequisite: None

**GEN 130 Introduction to Computers/Keyboarding** 40 Contact Hours (20 Lecture and 20 Lab Hours)  
This course introduces the students to the fundamentals of word processing, spreadsheets, email communication, web browsing, and presentation software. Correct keyboarding and typing speed improvement are also emphasized. Prerequisite: None

**MED 101 Medical Terminology** 40 Contact Hours (40 Lecture Hours)  
This course is an introduction to medical terminology and covers word roots, suffixes, and prefixes as it relates to various medical specialties, structures of the body, medical procedures and diseases. Prerequisite: None

**MED 102 Body Structures and Functions I** 50 Contact Hours (30 Lecture and 20 Lab Hours)  
This course provides the students with an in-depth understanding of the anatomy and physiology of the human body. Biological principles, as well as the structural and functional relationships among several organ systems, are discussed. Prerequisite: None

**MED 103 Body Structures and Functions II** 50 Contact Hours (30 Lecture and 20 Lab Hours)  
This course is a continuation of MED 102. This course provides students with an in-depth understanding of the structure, and function of the remaining organ systems. Interrelationships among organ systems are emphasized. Prerequisite: MED 102 Body Structures and Functions I

**MED 104 Medical Administrative Duties** 40 Contact Hours (40 Lecture Hours)  
This course is designed specifically for the students in the Allied Health programs. Students learn the basic functions of the medical office, including insurance forms and coding, patient billing, and the uses of specialized forms and reports. Prerequisite: None

**MED 120 ICD Coding** 40 Contact Hours (40 Lecture Hours)  
This course introduces students to medical coding and billing practices used in general medical practice. Prerequisite: MED 101 Medical Terminology

**MED 121 CPT Coding** 50 Contact Hours (40 Lecture Hours and 10 Lab Hours)  
This course focuses on medical coding and billing for specialized medical settings including hospitals. Prerequisite: Med 120 ICD Coding

**MED 122 Computerized Billing** 30 Contact Hours (20 Lecture and 10 Lab)  
This course focuses on how to input patient information, process patient transactions, produce various reports, print statements and insurance forms, as well as process claims.  
Prerequisite: MED 120 ICD-Coding

**MED 130 Electronic Health Records** 50 Contact Hours (30 Lecture Hours, 20 Lab Hours)  
This course will prepare the student to understand and use electronic records in a medical practice. Electronic Health Records is designed to train future users of EHR programs to document patient exams, diagnosis, disorders, and coding. By the completion of this course the student will have the ability to understand and implement the EHR software, including data entry at the point of care, electronic coding from medical records using the latest in Electronic Health Records, utilize advanced techniques to speed data entry, use the EHR to improve patient care, understand the privacy and security of health records, and use the EHR through different technology modes. Prerequisite: MED101 Medical Terminology

**MED 140 Pharmacology** 40 Contact Hours (40 Lecture Hours)  
The focus of this course is the study of drugs and their actions on the body. Topics include: history of drug regulatory agencies and controlled substances, the sources and forms of drugs, routes, methods, and documentation of drug administration, drug terminology and abbreviations, parts of the prescription, and use of drug reference books. Discussion and practice in conversions between the metric, apothecary, and household systems are presented.  
Prerequisite: MED 101 Medical Terminology

**MED 150 Diagnostics** 40 Contact Hours (20 Lecture Hours, 20 Lab Hours)  
This course introduces the student to techniques in performing routine laboratory tests commonly done in the physician's office including microbiological tests, urinalysis, and EKG's.  
Prerequisite: MED 101 Medical Terminology

**MED 160 Phlebotomy** 50 Contact Hours (30 Lecture Hours and 20 Lab Hours)  
This course introduces the student to the basic principles of venipuncture, including collection procedures, infection control and universal precautions, specimen transportation, quality control procedures, and basic blood tests. Prerequisite: MED 102 Body Structures and Functions I

**MED 162 Diagnostic Laboratory Skills** 40 Contact Hours (20 Lecture Hours and 20 Lab Hours)  
This course introduces the student to HIPAA regulations and basic lab procedures, including: hand washing, infection control, urinalysis, and occult specimen. Prerequisite: None

**HEA 111 Health and Public Safety** 40 Contact Hours (40 Lecture Hours)  
This course introduces the student to Occupational Safety and Health Administration (OSHA) regulation with regard to blood borne pathogens. Emphasis is placed on understanding the

biology of communicable disease and precautions to utilize to prevent the transmission of such.  
Prerequisite: None

**MED 170 Clinical Medical Assisting** 50 Contact Hours (30 Lecture Hours, 20 Lab Hours)  
Patient preparation, taking vital signs and patient history, injection techniques, instruments and sterilizing procedures, first aid, CPR, and pharmacology are studied and practiced by the student. Nutrition and X-ray procedures are also covered. Prerequisite: MED 101 Medical Terminology

**MED 190 Medical Externship** 160 Contact Hours (160 Externship Hours)  
The student will participate in a 160-hour externship in the professional medical/office setting and the classroom. Activities will include both clinical and administrative duties. Students will be supervised/evaluated by both representatives from the site and a campus representative.  
Prerequisites: Successful completion of all in-school coursework must be completed prior to the medical externship.

### **PHLEBOTOMY COURSE DESCRIPTIONS**

**MED 102 Body Structures and Functions I** 50 Contact Hours (30 Lecture Hours and 20 Lab Hours)  
This course provides the students with an in-depth understanding of the anatomy and physiology of the human body. Biological principles, as well as the structural and functional relationships among several organ systems, including the circulatory system are discussed. Prerequisite: None

**HEA 111 Health and Public Safety** 40 Contact Hours (40 Lecture Hours)  
This course introduces the student to Occupational Safety and Health Administration (OSHA) regulation with regard to blood borne pathogens. Emphasis is placed on understanding the biology of communicable disease and precautions to utilize to prevent the transmission of such.  
Prerequisite: None

**MED 160 Phlebotomy** 50 Contact Hours (30 Lecture Hours and 20 Lab Hours)  
This course introduces the student to the basic principles of venipuncture and skin punctures, including collection and processing procedures, infection control and universal precautions, specimen transportation, quality control procedures, and basic blood tests. Prerequisite: MED 102 Body Structures and Functions I

**MED 162 Diagnostic Laboratory Skills** 40 Contact Hours (20 Lecture Hours and 20 Lab Hours)  
This course introduces the student to HIPAA regulations and basic lab procedures, including: hand washing, infection control, urinalysis, and occult specimen. Prerequisite: None



## **EKG COURSE DESCRIPTIONS-CAREER ENHANCMENT**

**MED 102 Body Structures and Functions I**      50 Contact Hours (30 Lecture Hours and 20 Lab Hours)

This course provides the students with an in-depth understanding of the anatomy and physiology of the human body. Biological principles, as well as the structural and functional relationships among several organ systems, are discussed. Prerequisite: None

**MED 171 Electrocardiography**      40 Contact Hours (20 Lecture and 20 Lab Hours)

This course provides the student the knowledge and understanding of the EKG machine as an important diagnostic tool in healthcare. Further, the student gets hands-on practice in the use of the machine as well as practice in analyzing and evaluating the EKG trace. Emphasis is placed on identifying anomalies and outliers, recognizing when patients' lives are threatened.

### **HOME HEALTH AIDE**

This short term program provides the student with instruction of the interpersonal and clinical skills needed for to be an effective home healthcare aide. Students receive 59 hours of classroom instruction and 16 hours of practical clinical experience in the field.

This program does include a clinical externship experience. All performance-based objectives will be taught in the school's laboratory setting prior to the student going out into that clinical.

### **STUDENT ADVISORY GROUP (SAG)**

The student advisory group is in place to build a student constituency that will be directly involved in developing, planning, and presenting social and educational programming on campus, communicating monthly updates, programs, events, and getting input from classmates and providing important input to faculty and staff at Athena. Student Advisory events and activities are designed to reinforce student community at Athena Career Academy.

Responsibilities of student advisory group members include the following:

- Review policies of the program and provide input to revisions
- Discuss course concerns of the students and discuss possible solutions
- Recommend possible methods/procedures to enhance learning
- Relay information of advisory committee meetings to classmates
- Assist in the planning activities and events that include the Athena community.

This group is open to ALL enrolled students and participation is strongly supported and encouraged. Please see the Allied Health director for meeting days and times.

### **CLASSROOM PROCEDURES**

It is expected that the student will be attentive and interactive in the classroom and laboratory settings. The Instructor reserves the right to dismiss any student who disrupts the normal conduction of classroom activities. Students are responsible for cleaning up after themselves before leaving the classroom.

## ATTENDANCE POLICY

Students are expected to attend all classroom experiences. Failure to do so may result in poor performance in theoretical knowledge and/or clinical application of material. Students are expected to make reasoned decisions about their own attendance and will be responsible for any poor test or clinical performance due to their decisions to miss class. It is the student's responsibility to maintain their own attendance hours. Athena will not issue attendance notifications or warnings related to attendance.

Any student who is absent more than the maximum 20% of the theory clock hours for a course will receive a failing grade. Exceptions due to extenuating circumstances must be documented and approved by the program director. The course will have to be repeated in its entirety the next quarter if applicable. (Please refer to the financial aid satisfactory academic progress policy for the financial aid obligations).

## Tardiness

3 Tardies= 1 Absence

1st Verbal Warning with loss of Professionalism points deducted

2<sup>nd</sup> Written Warning with loss of Professionalism points deducted

3<sup>rd</sup> Written Warning with loss of Professionalism points deducted and 1 absence

## CLASSROOM COURTESY

Friends and family members can be distracting to others who are trying to study. Please do not bring any guests with you into the building. Be on time for class. **NO FOOD** is allowed in the lab, computer rooms, or during lecture time. **One (1)** covered beverage is allowed in the lecture rooms. *Be respectful of others. Keep your space clean and neat.*

## CLASSROOM SAFETY RULES

- Horseplay and related acts are prohibited
- Students may not eat, drink, or smoke (**also electronic cigarettes**) during class or lab. Designated areas and times will be provided
- All injuries must be reported
- Do not use chemicals or equipment you are not authorized to use. Do not bring hazardous or illegal chemicals with you
- Our program maintains a good housekeeping policy. Students must immediately clean up after all spills. Keep student access areas clean and free of debris, unused materials and unneeded equipment. Do not block aisle ways or doorways
- Obey all warning and instructional signs
- Personal electronic equipment, appliances, and extension cords are not permitted

## CLASSROOM QUIZ POLICY

1. Quizzes may be given at any time in any course. Each instructor will determine how and when a quiz may occur.

**Quizzes may be unannounced and administered at variable times during the class period.**

2. Quizzes may consist of any number of questions, and the content may be taken from assigned reading material or any other material assigned as part of the course.
3. There are **NO MAKE-UPS** allowed for quizzes.
4. If a student arrives late to class for a quiz; the student will have the remainder of the time set by the instructor to complete the quiz.
5. Students are responsible for all course content even if the instructor did not discuss it in class.

### **CLASSROOM TEST POLICY**

Tests will be administered according to the course syllabus. Each exam will be given only once. Students **will not be permitted** to leave and reenter the room during test taking. It is very important that other students are not distracted during the testing period. Students should maintain a record of all grades obtained in the course so that they know their standing in the course at all times. Students who are having problems learning the course material are encouraged to seek assistance from the course instructor or designated faculty as soon as the problem is identified and not just before the final week of the course. It is the student's responsibility to be aware of their own strengths and weaknesses in test taking and to seek assistance as needed.

Any missed tests must be made up on the first day back on campus or will result in a 10% deduction if taken later. Failure to make up the test will result in a "0" score. There will be no makeup tests given during regular scheduled class time.

Exams will not be reviewed until all students have tested.

All make up tests will be given at the discretion of the instructor.

### **LAB POLICIES**

- Students must complete **all lab courses** with a grade of 70% to pass the class.
- No eating or drinking, no chewing gum is allowed in the lab
- All students are responsible for previously learned skills
- All equipment and supplies are to be returned to their proper place after use
- Be considerate of others.
- DO NOT use alcohol on mannequins
- Students must demonstrate proficiency to earn a satisfactory performance rating
- Remediation will be required if competency testing is unsatisfactory
- DO NOT remove any lab supplies from the room

### **EXTERNSHIP FOR MA PROGRAM**

Students who complete the externship in a satisfactory manner will be given a grade of **Satisfactory (S)**. Students who fail to complete the externship in a satisfactory manner will receive a grade of **Unsatisfactory (U)** and will not be viewed as passing the course and will not graduate until the course has been satisfactorily completed in accordance with retake and/or readmission guidelines. This is **NOT** a paid experience, therefore students will not receive any compensation or payment, monetary or otherwise, for time spent on the externship.

**Students must complete 100% of the externship hours.**

**Please note some locations may require extensive traveling. Students are responsible for their own transportation to their externship site.**

### **EXTERNSHIPS REQUIREMENTS**

Students will be required to submit the following before they are allowed to participate in an externship experience:

1. Provide proof of American Heart Association Healthcare Provider CPR (if students current CPR is expired, the course will be offered during the Clinical Medical Assistant class (no online CPR courses are accepted).
2. Complete a physical that is signed and dated by a physician or qualified medical representative that is less than 6 months from the date of externship experience.
3. (May be required) Complete and pass a drug screen
4. Provide immunization records, which include:
  - a 2 step PPD within (1) year of start date or an initial 2 step PPD with documented proof of annual 1 step PPD –OR- CXR within (1) year of start of externship experience or blood work will also be acceptable.
  - Hepatitis B Vaccination series completed or present a declination form.
5. ALL health records MUST be complete before attending the externship.

### **EXTERNSHIP ATTENDANCE POLICY**

Externship experiences provide the students with a learning environment for them to utilize and become proficient using skills related to the scope of practice. The objectives promote professional accountability and provide the student the opportunity to perform the skills once they have become competent. **For this reason, students are required to complete 100% of the Externship Experience.** It is the student's responsibility to meet **ALL** of the objectives and externship hours. No student will pass without having met the required objectives and hours.

**NOTE:** Students should be aware that you must complete the **160** hours within the **6-week** or **120** hours for Phlebotomy, timeframe in order to satisfy externship requirements. Attendance policy states that students must be present for 80% of each session in order to maintain in the program. This equates to no more than 4 days absent from your site.

Each site may have their own rules in regards to attendance for students. You will need to be aware of **their** policy as well as Athena's. We strongly urge you not to miss a day of your externship experience in order to maximize you skills and gain the hands-on knowledge you will need in your career. Please treat this externship experience as a "real job".

Students who intend to be absent must **send an e-mail** or text to the Allied Health Director **one hour** prior to the scheduled time. **REMEMBER**, students **MUST** report off every day absent. Students who fail to report their absence are considered a **NO CALL/NO SHOW**.

A "**NO CALL, NO SHOW**" may result in **IMMEDIATE DISMISSAL FROM THE PROGRAM. (Extenuating circumstances/evidence will be reviewed by the Allied Health Director prior to a final determination).**

### **DOCUMENTING EXTERNSHIP HOURS**

All students are required to, and wholly responsible for, the proper and accurate documentation of time on their externship. Time sheets will be provided by the Externship Coordinator/Allied Health Director. **Failure to record time properly may result in the student being counted absent from the site.** Students must adhere to scheduled hours. Students arriving early will not be allowed to leave the office early. The student may not accumulate time by coming in early and then using the time at a later date for an absence or tardy.

An absence may jeopardize successful achievement of course objectives; therefore, students are responsible and will be held accountable for making up the time and meeting the learning objectives from missed externship experiences. The student is responsible for communicating with the Externship Coordinator/Director in the case of any absence and the student is responsible for the consequences of the absence.

### **EVALUATION OF ALLIED HEALTH PROGRAM**

The Athena Career Academy Allied Health Program has a systematic plan of evaluation based on the criteria set forth in the Ohio Administrative Code. The plan is established to guide and direct the evaluation and improvement of the curriculum and program outcomes. The plan will permit on-going evaluation and improvement.

### **GRIEVANCE PROCEDURE/APPEALS PROCESS**

Within the Allied Health Program, the term "*grievance*" is defined as a dispute between a student and the Allied Health program regarding the interpretation, application of, or compliance with any provision of the ATHENA CAREER ACADEMY policies or procedures. The grievance process is available to all students without fear of retaliation or intimidation. All conversations, with the student, shall be held in strict confidence by those involved. The grievance decision may be appealed as outlined in **Step 1**.

**Step 1:** The grieving student discusses the concern with the faculty, or staff member who is involved with the issue in an effort to arrive at a mutually agreeable solution. The discussion must be held within **three (3)** working days of the occurrence.

**Step 2:** If the grievance is unresolved after **Step 1**, the student may further pursue the grievance process by submitting a completed grievance form to the Academic Review Committee within **five (5)** working days from the completion of **Step 1**.

- Within **five (5)** working days from the submission of the completed grievance from the student, the Academic Review Committee will meet for the purpose of resolving the grievance.
- Following this meeting, the Academic Review Committee's written disposition will be given to the Director of the school for final approval. All approvals require two signatures.
- Upon approval, the student and faculty member(s) will receive the final assessment of the grievance within **three (3)** working days.
- The grievance will be considered resolved.

**Step 3:** If the student is not satisfied with the Academic Review Committee's resolution, the student may appeal in writing to the Executive Director of the State Board of Career Colleges and Schools within **six (6)** months from the date of the accusation.

- The student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street Suite 2481, Columbus, Ohio 43215, Phone 614-466-2752; toll free 877-275-4219.
- The time limits set forth in the above procedure may be extended by mutual agreement of the Academic Review Committee and the student

## **ATHENA POLICIES**

### **LEAVE OF ABSENCE**

The student may request a leave of absence based on the following conditions:

- The student must submit the request in writing and include the reason(s) for request and required documentation to substantiate the request.
- The ARC committee will review each individual case and will determine if there is a reasonable request for a leave of absence. The findings will be reported to the student via email after the committee reaches their decision
- The leave of absence must not exceed a total of 180 days in any 12 month period
- If the leave of absence is approved, the school will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid
- The student must resume training at the start of the last incomplete quarter
- For title IV recipients, the school will provide an explanation to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the expiration of the student's grace period
- If the student does not resume attendance at the school on or before the end of a leave of absence, the school will treat the student as a withdrawal from the last date of attendance.

### **ESTIMATED GRADUATION/COMPLETION OF PROGRAM**

Students are eligible for graduation from the ATHENA CAREER ACADEMY Allied Health Program when they have:

- Completed every theory course with a final grade of at least **2.0 and 80%** attendance
- Completed every laboratory component of each course with a final grade of C or better
- Completed externship with a satisfactory final grade and **100%** of hours completed
- Paid all tuition and fees
- Return FOB (Door entry card)

## **SWITCHING BETWEEN PROGRAMS**

Athena Career Academy *will permit* students to transfer from one program to another within the Allied Health programs. Students should speak directly with Allied Health Director for a successful transition.

## **WITHDRAWAL**

Students withdrawing (personal or medical) from the program must do the following:

- 2) Meet with the Program Director to discuss circumstances and options for returning;
- 3) Meet with the Financial Aid Administrator

## **CODE OF STUDENT CONDUCT**

Students are expected to maintain professional behavior at all times in the classroom and clinical areas, and other parts of the campus. Professionalism projects the moral values of empathy, integrity, and trustworthiness. Respect for self and others create a positive learning atmosphere. Courtesy and cooperation help promote teamwork. The term "professional" is used to describe a person who can be trusted to maintain high personal standards, and is responsible and accountable for his/her own actions. (See Appendix A for professional guidelines.)

In the event a student has been accused of violating the code of student conduct, a thorough investigation will be conducted. The student may be placed on temporary suspension pending outcome of the investigation. The student will be responsible for any time/material missed during the suspension.

## **ACADEMIC DISHONESTY POLICY**

Academic dishonesty includes, but is not limited to, cheating, lying, plagiarism, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or laboratory area and providing care outside the scope of practice. No verbal or written warnings are required other than the explanations in this handbook.

## **UNETHICAL CONDUCT/UNACCEPTABLE BEHAVIOR/ATTITUDE**

Ethics refers to the moral or philosophical principles that society uses to define actions as being right or wrong. Unethical conduct refers to such behaviors, but is not limited to, cheating, lying, plagiarism, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients, behaving in a disorderly manner in the school or laboratory and providing care outside the scope of practice.

An undesirable behavior or attitude would be shown if the student refused to cooperate with co-workers or peers, causes dissension among classmates, co-workers or peers, uses profanity or vulgarity, and displays antagonism toward school personnel or classmates. These behaviors are unacceptable and may be grounds for dismissal. No other verbal or written warnings are required other than the explanations in this handbook.

## **SMOKING POLICY**

Athena Career Academy is a non-smoking facility. **Smoking is allowed only in personal vehicles.** Use of tobacco of any kind is **not permitted** on, in front of, or around Athena Career Academy property. There will be **no smoking at the front entrance** of the facility at **any time**. ***Violation of this policy will result in disciplinary action.*** Students will follow the smoking policy at the affiliating externship sites.

## **CELL PHONE POLICY**

**NO** cell phones are permitted in the classrooms, laboratories, externship sites, hallways, or bathrooms. If a student is found in violation of this policy you will be dismissed from class/lab for the day and will be responsible for the missed time/content and an advisory form will be issued. Please make sure your family members/childcare providers have the campus phone number **(419) 472-1150** in the event of an emergency. The phones are answered by an Athena staff member from opening of business until close. It is a student's responsibility to inform family members/childcare providers of their clinical sites phone number in the event of an emergency.

## **LAPTOPS AND ELECTRONIC DEVICES**

Laptops and electronic devices (including any recording devices) **ARE NOT** permitted in the classroom, labs, or externship sites.

## **TRANSPORTATION**

Students are responsible for obtaining their own transportation to the school and to the affiliating agencies used for externship experiences. Please note that there may be extensive travel for some externship sites.

## **DRESS CODE FOR CLASS AND LABORATORY**

- Teal Athena uniform (clean and wrinkle-free)
- Clean White, Grey, or Black Tennis shoes (**NO** clogs/slides/open backs)
- Athena Sweatshirts, Athena T-shirts, or Athena hooded sweatshirts
- A plain white long sleeve or a white T-shirt may be worn underneath Athena uniform
- Long hair must be pulled back out a student's face ( Pony tail/bun)

A student found to be in noncompliance with the dress code **will** be sent home to change and will be permitted to return once in dress code compliance. The student is responsible for missed time/materials.

1<sup>st</sup> Warning: Verbal (1<sup>st</sup> and only warning)

2<sup>nd</sup> Warning: Write-Up (Sent home)

## **Grooming:**

- Clean & wrinkle-free Athena Uniform/shoes
- Hair must be neatly groomed and of **NATURAL COLOR**. Long hair must be arranged back in ponytails, braids, or buns so it does not fall on front of face, back of collar, obstruct vision, or interfere with professional patient care. Hair extensions, accessories,



and styles must be conservative. Hair guidelines must be maintained at all times while in uniform. **No hats, bandanas, or do-rags** can be worn during class unless for religious reasons.

- **NO false eye lashes**
- Male students must be clean shaven. Beards or mustaches, if worn, must be short, neat, and well-trimmed.
- Make-up may be used in moderation and natural in appearance.
- Scented products: No perfume, cologne, after shave, or scented hand lotions, powders, and deodorants are permitted.
- Hands must be kept clean and infection control practices followed.
- Fingernails must be kept clean and trimmed to a ¼ length above the fingertips and so as not to interfere with patient care. **Artificial nail enhancements of any kind are not permitted, including colored nail polish of any kind.**

### **Jewelry:**

The only jewelry permitted in the laboratory or externship settings are the following:

- Wedding ring or band.
- A wrist watch with a sweeping second hand.
- Earrings must be no bigger than a dime, only one per ear. No hoop earrings and no jewelry may be worn in any other pierced facial, body, mouth; or tongue areas.
- 

### **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

In the event school is closed due to inclement weather students are still required to make up all work per the instructor. School closures include classroom, laboratory, and externship placements. Please tune in to your local television stations for updates on whether Athena will be closed.

### **TRANSCRIPTS**

Upon graduation the student receives **one (1)** unofficial transcript. An official transcript must be requested in writing. Official transcripts will be mailed **only** to another educational institution or employer. If a student owes a balance, Athena reserves the right to withhold transcripts until the balance is paid in full.

### **ELGIBILITY OF CERTIFICATION**

In order to take the examination to become certified in students' prospective field of study, all requirements of each program must be completed (externships, required needle sticks, etc.).

### **ESTIMATED CERTIFICATION FEES**

AMT Certification Exam: Athena pays for first attempt within \$120.00	
(1) One year of graduation. Subsequent attempts (student pays)	
RMA Retake Costs	\$ 90.00
NHA-Phlebotomy, EKG, Coding and Billing Exam: Student pays	\$ 115.00
First attempt and all subsequent attempts	

## **PROGRAM RECORDS**

The Program Director maintains all student records. The maintenance of individual student records is initiated with the student's official application to the Allied Health Program and continues throughout all of the student's activity within the context of the any Allied Health Program. Student Services will maintain all necessary student records for the Department of Education, and the State of Ohio Board of Career Colleges and Schools; while the Allied Health Program Director will maintain all necessary student records per COE standards. All permanent records that are required to be maintained, student transcripts and student files are kept digitally and in locked, fire proof cabinets located at Athena Career Academy, 5203 Airport Highway, Toledo, Ohio 43615. Upon graduation a student's file will contain their transcript and other pertinent information relating to the student.

## **LEGAL AND SAFETY POLICIES**

### **Family Education Right to Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

FERPA applies to educational agencies or institutions that receive funds from programs administered by the U.S. Department of Education.

Under authority of the Family Education Right to Privacy Act, Athena Career Academy has established a policy for the release of student and/or graduate information:

- All students attending Athena Career Academy, the right to student file information is not conveyed to any spouse or family member by the right of relationship. A spouse does not have access. As a postsecondary educational institution, parental access to student' records will be allowed without prior consent of the students if the students are dependents.
- Education records are defined as files, materials, or documents that contain information directly related to students and are maintained by the institution. The PN Program Director supervises records and access is afforded by program officials for the purpose of recording grades, attendance and advising.
- Each student and the parent or guardians of a dependent student have the right to review their academic and financial assistance records. The review will be allowed during regular program hours under appropriate supervision. The student and/or parent must notify Athena Career Academy one day in advance. During and after inspection of the file, no original document may be removed by the examining party. Athena Career Academy will provide one copy of each document free of charge and will do so within five (5) working days of the student's or their parent's request.

- Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.
- Under no circumstances will Athena Career Academy disclose to any agency or person any statistic or report in the student files that relate to Campus Crime Information reporting requirement. This does not preclude disclosure under order of the court or to agencies entitled to access by right of legislation.

### **CONFIDENTIALITY**

The Health Insurance Portability and Accountability Act (HIPAA) legislates the rights of individuals and the obligations of health care providers (all allied health students) in maintaining the confidentiality of health care information. Therefore, any violation of confidential statements during classroom activities, clinicals, or during the student's own private time will constitute grounds for **immediate dismissal**. This includes the transmission of such materials by any means (e.g. verbal, cell-phone, text, e-mail, Facebook, Twitter, etc.).

### **SAFETY POLICIES**

#### **Alcohol and Drug Policy**

In the event a student is showing evidence of being under the influence of drugs or alcohol in the classroom or the externship setting, it is Athena Career Academy's policy that the student must immediately complete the following:

1. Secure safe transportation to a healthcare institution that provides alcohol/drug screens
2. Provide a drug/alcohol screen at student's expense
  - No student will be allowed to return to campus or the externship setting without supporting documentation of a negative alcohol and/or drug screen.
  - In the event the alcohol screen or the drug screen for illicit street drugs is positive, the student will be immediately dismissed from the program.

#### **Blood/Body Fluid Exposure Protocol**

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, this procedure should be followed: Immediately report the incident to the instructor, complete the required forms for variance according to facility protocol, and obtain emergency first aid care from the facility as per protocol. Contact your personal health care professional for follow-up. The individual student is responsible for drug therapy costs and subsequent follow up testing.

### **INSURANCE**

All students enrolled in Athena Career Academy's Allied Health programs are covered under Athena's liability insurance policy.

### **EMERGENCY MEDICAL FORMS**

All Allied Health students will be requested to fill out an emergency medical form providing the staff with information about who to call in the event of an emergency. In the event of an

emergency at Athena Career Academy or the designated externship sites the faculty/staff will notify 911 for medical assistance.

### **HEALTH/MEDICAL CARE**

Students are expected to take proper care of their own health by maintaining proper sleep, exercise, and diet. All medical and dental appointments are to be made outside of program hours. The Allied Health program will not be responsible for rendering any medical assistance or transportation due to liability reasons. The instructor reserves the right to request the student who exhibits signs or symptoms of illness to be seen by a physician. Students may be required to submit a physician's statement that they are able to resume responsibilities before being permitted to return to the program. If an injury or illness alters a student's ability to meet the technical standards, that student will not be able to attend the classroom and/or laboratory portion of the curriculum. Although a reasonable attempt to make accommodations will be made, the absence policy does remain in effect.

### **INJURY/ILLNESS/POSTPARTUM**

A student who is injured/ill while in class or the laboratory area must report the injury/illness to their instructor immediately after the incident/illness occurs. Any injury, even though it may seem minor, should be reported and an injury report must be completed. Students will be referred to emergency care at their own expense for injuries or illness, and will be referred to their physician for follow-up care. If any first aid or emergency care is required in connection with an injury or illness incurred by a student in the classroom/or externship site, the faculty will report the emergency and dial 911, thereafter immediately notifying the Program Director at (419) 472-1150. Students must turn in a doctor's release form to be able to return to class. Because students are not covered by Workers Compensation by either the school or the externship site, each student will assume the financial responsibility for any illness or accident while enrolled in the program. If an injury occurs at an externship site, the student must follow the policy and procedure for injury required by that facility. A student who has given birth must have a doctor's release with no restrictions when returning to class/labs/externships.

*The information presented here will be helpful as you progress through an Allied Health program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. Please retain this handbook throughout your enrollment in the program.*

*You are starting an exciting, challenging, and rewarding journey. While the primary responsibility for your success lies with you, many individuals stand ready to assist you in your efforts. On behalf of the faculty and staff of the Athena Career Academy, we wish you continued success with your academic studies.*



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## Appendix A PROFESSIONALISM GUIDELINES

Participation	
Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>● Sharing information pertaining to the course</li> <li>● Setting a positive example</li> <li>● Demonstrating an interest</li> <li>● Not being afraid to ask questions</li> <li>● Speaking so you can be heard</li> </ul>	<ul style="list-style-type: none"> <li>● Total silence</li> <li>● Shrugging shoulders</li> <li>● Saying, "I don't know"</li> <li>● Arriving late to class</li> <li>● Refusing to participate</li> <li>● Showing disinterest</li> <li>● Negative comments/complaining</li> <li>● Spreading gossip</li> </ul>
Collaborations	
Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>● Listening to others ideas</li> <li>● Participating in study groups</li> <li>● Explaining content to another student</li> <li>● Being open to working with others</li> <li>● Being an active member of assigned group work</li> </ul>	<ul style="list-style-type: none"> <li>● Purposely sharing incorrect information</li> <li>● Using a study group to cheat</li> <li>● Refusing to work with another student/group</li> <li>● Spreading gossip</li> <li>● Completing individual assignments as a group</li> <li>● Sharing confidential information/test questions with others</li> </ul>
Interpersonal Relationships	
Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>● Respecting the instructors/staff status (they are a valuable resource)</li> <li>● Making and keeping appointments</li> <li>● Displaying a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>● Not making or keeping an appointment</li> <li>● Not giving the instructor a chance to hear your issue (not using the appropriate channels)</li> <li>● Spreading gossip</li> <li>● Swearing or cursing</li> <li>● Making negative comments about peers, instructors, or school on social media sites</li> </ul>
Respect	
Acceptable	Unacceptable
<ul style="list-style-type: none"> <li>● Showing up to class on time</li> <li>● Returning from breaks on time</li> <li>● Being tolerant of others' opinions</li> <li>● Using an appropriate volume of voice</li> <li>● Using appropriate language</li> <li>● Treating others as you would like to be treated</li> <li>● Raising hand and wait to be called on</li> <li>● Not talking about other instructors/staff members during class</li> </ul>	<ul style="list-style-type: none"> <li>● Body language: rolling eyes, sighing, making "tsk" sound, arms crossed, pouting, etc.</li> <li>● Side conversations (talking to others during lectures or when another person is talking)</li> <li>● Confrontational tones (attitude/whining)</li> <li>● Questioning instructor in a confrontational tone (challenging)</li> <li>● Making excuses</li> <li>● Not doing your own work/cheating</li> <li>● Doing other course work during class</li> <li>● Having cell phone out, texting, calling, etc. during class or in lab</li> <li>● Arguing</li> <li>● Utilizing electronic equipment during class for another purpose other than the class work</li> </ul>



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**CLINICAL MEDICAL ASSISTANT /PHLEBOTOMY PROGRAMS**  
**STARTING COHORT 1701**

<b>WINTER 2017</b>	
January 3, 2017	First Quarter Start Date-1 <sup>st</sup> Six Week Start
January 16, 2017	<b>Martin Luther King Day-No School</b>
February 10, 2017	End Date for 1 <sup>st</sup> Session
February 13, 2017	First Quarter Start-2 <sup>nd</sup> Six Weeks
March 24, 2017	End of 1 <sup>st</sup> Quarter
<b>March 27-March 31, 2017</b>	<b>Break Week-No Classes</b>

<b>SPRING 2017</b>	
April 3, 2017	Second Quarter Start Date-1 <sup>st</sup> Six Weeks
May 12, 2017	End Date for 1 <sup>st</sup> Session
May 15, 2017	Second Quarter Start-2 <sup>nd</sup> Six Weeks
May 29, 2017	<b>Memorial Day-No Classes</b>
June 23, 2017	End of 2 <sup>nd</sup> Quarter
<b>June 26-June 30, 2017</b>	<b>Break Week-No Classes</b>

<b>SUMMER 2017</b>	
July 5, 2017	Third Quarter Start Date-1 <sup>st</sup> Six Weeks
July 4, 2017	<b>Independence Day-No Classes</b>
August 11, 2017	End Date for 1 <sup>st</sup> Session
August 14, 2017	Third Quarter-2 <sup>nd</sup> Six Weeks Start
September 22, 2017	End of 3 <sup>rd</sup> Quarter
<b>September 25-29, 2017</b>	<b>Break Week-No Classes</b>

<b>FALL 2017</b>	
October 2, 2017	Fourth Quarter Start Date-1 <sup>st</sup> Six Weeks
November 10, 2017	End Date for 1 <sup>st</sup> Session
November 13, 2017	Fourth Quarter-2 <sup>nd</sup> Six Week Start
November 23, 2017	<b>Thanksgiving Break-No Classes</b>
December 22, 2017	End of 4 <sup>th</sup> Quarter
<b>December 25-29, 2017</b>	<b>Break Week-No Classes</b>



**ATHENA CAREER ACADEMY**  
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School Registration No. 10-09-1943T

OPEID No. 04192200

## RECEIPT OF PROGRAM HANDBOOK

(Please Print Your Name)

I, \_\_\_\_\_, HAVE READ AND UNDERSTAND THE ATHENA CAREER ACADEMY *STUDENT HANDBOOK*. I understand it is solely my responsibility to comprehend and abide by the policies and procedures set forth.

I HAVE RECEIVED A COPY OF THE ATHENA CAREER ACADEMY HANDBOOK  
REVISED DATE \_\_\_\_\_ NOVEMBER 2017 \_\_\_\_\_

*Although we have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by mistake.*

\_\_\_\_\_  
STUDENT SIGNATURE DATE

\_\_\_\_\_  
SCHOOL OFFICIAL SIGNATURE DATE