ATHENA CAREER ACADEMY

Allied Health Programs

STUDENT HANDBOOK

School Registration Number- 10-09-1943T

July 2019

Revised September 2019

ATHENA CAREER ACADEMY
5203 Airport Highway
Toledo, Ohio 43615
Phone (419) 472-1150 • Fax (419) 932-6911
www.athenacareers.edu

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OPEID No. 04192200

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

WELCOME 2
OVERVIEW OF ALLIED HEALTH DEPARTMENT 6
MISSION STATEMENT 6
VISION STATEMENT 6
DEPARTMENT PHILOSOPHY 6
ACCREDITATION 6
FACILITIES 7
ALLIED HEALTH OFFICE HOURS 7
PUBLICATIONS 7
PROGRAM OFFERINGS 7
CERTIFICATION EXAM PROCESS 8
PRE-REGISTRATION COSTS 8
CMA PROGRAM COSTS 8
PHLEBOTOMY PROGRAM COSTS 8
EKG COSTS 8
GRADUATION COSTS 8
PAYMENT POLICY 8
ADMISSIONS POLICY 9
RETAKE POLICY 9
READMISSION 10
TRANSFER POLICIES 10
COLLEGE CREDIT FOR MILITARY SERVICE 10
STUDENT GUIDANCE AND COUNSELING 11
CAREER SERVICES 11
LETTER OF RECOMMENDATION 11
TRANSCRIPTS 11
ACADEMICS 12
CMA COURSE DESCRIPTIONS 12
PHLEBOTOMY COURSE DESCRIPTIONS 15
EKG COURSE DESCRIPTIONS-CAREER ENHANCEMENT 15
STUDENT ADVISORY GROUP 16
CLASSROOM PROCEDURES 16
ATTENDANCE POLICY 16
ATTENDANCE MAKE-UP POLICY 16
PROFESSIONAL BEHAVIOR & LANGUAGE 17

CLASSROOM COURTESY 18
CLASSROOM RULES 18
CLASSROOM SAFETY RULES 18
CLASSROOM QUIZ POLICY 18
CLASSROOM TEST POLICY 19
LAB POLICIES 19
EXTERNSHIP FOR MA PROGRAM 19
EXTERNSHIP REQUIREMENTS FOR CMA PROGRAM 19
EXTERNSHIP ATTENDANCE POLICY 20
DOCUMENTING EXTERNSHIP HOURS 20
EVALUATION OF ALLIED HEALTH PROGRAM 21
GRIEVANCE PROCEDURE/APPEALS PROCESS 21
LEAVE OF ABSENCE 22
ESTIMATED GRADUATION/COMPLETION OF PROGRAM 22
SWITCHING BETWEEN PROGRAMS 22
WITHDRAWAL 22
CODE OF STUDENT CONDUCT 22
ACADEMIC DISHONESTY POLICY 23
UNETHICAL CONDUCT/UNACCEPTABLE BEHAVIOR/ATTITUDE 23
STUDENT ID/SECURITY FOB 23
SMOKING POLICY 23
CELL PHONE POLICY 23
LAPTOPS AND ELECTRONIC DEVICES 24
TRANSPORTATION 24
DRESS CODE FOR CLASS AND LABORATORY 24
DRESS DOWN DAY DRESS CODE 24
GROOMING 24
JEWELRY 25
SCHOOL CLOSING DUE TO INCLEMENT WEATHER 25
ELIGIBILITY OF CERTIFICATION 25
ESTIMATED CERTIFICATION FEES 25
PROGRAM RECORDS 25
FERPA 26
CONFIDENTIALITY 26
ALCOHOL & DRUG POLICY 27
BLOOD/BODY FLUID EXPOSURE 27
INSURANCE 27

EMERGENCY MEDICAL FORMS 27
HEALTH/MEDICAL CARE 27
INJURY/ILLNESS/POSTPARTUM 28
FINANCIAL ASSISTANCE 28
PAYMENT POLICY 28
REFUND POLICY 28
FINANCIAL AID POLICIES/PROCEDURES *CMA PROGRAM 29
GAINFUL EMPLOYMENT *CMA PROGRAM 31
APPENDIX A- 33
RECEIPT OF PROGRAM HANDBOOK 35

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, and EKG Technician-Career Enhancement programs of study. The Clinical Medical Assistant (CMA) 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. 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 Phone: 770-396-3898, Fax: 770-396-3790 website: 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.

ACCREDITATION

Athena Career Academy has governing associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs.

- The Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Ste 325, Atlanta, GA 30350, Telephone: 770.396.3898 / FAX: 770.396.3790, www.council.org.
- Ohio State Board of Career Colleges and Schools; 30 E. Broad Street, Ste. 2481, Columbus, Ohio 43215, Telephone: (877) 275-4219

Athena Career Academy will provide a copy of the school's documents describing its accreditation, approval, or licensing. Athena Career Academy does an annual report for COE as well as the Ohio Board of Career Colleges and Schools. The agencies also conduct visits per their governing schedules. Students are encouraged to contact the Ohio Board of Career Colleges with any complaints.

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 externship sites throughout Ohio and Michigan and other jurisdictions as needed.

ALLIED HEALTH OFFICE HOURS

Monday – Friday 8:00 a.m. – 5:00 p.m. by appointment. Meetings with the Director are by appointment only.

PUBLICATIONS

Each student will receive an electronic copy of the Allied Health Student Handbook and Campus Policies and Procedures Manual at orientation and the student will sign for his/her student handbook. Hard copies of the student handbook available upon request from the Compliance Manager.

CHANGE IN PROGRAM POLICIES

All Students will be notified in writing and/or an email of any program policy changes.

PROGRAM OFFERINGS

Clinical Medical Assistant

The Clinical Medical Assistant (CMA) 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 Clinical Medical Assistant (RMA).

Phlebotomy

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 (CPT).

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 Health careers 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 Clinical Medical Assistant (CMA) program, and the National Health careers Association (NHA) certification exam for the Phlebotomy Program and EKG Career Enhancement program. 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).

PROGRAM COSTS

PRE-REGISTRATION COSTS* (ALL PROGRAMS)

**Please note that ALL Pre-Registration Costs are non-refundable*

- ENTRANCE ASSESSMENT FEE (Paid to School) **$25.00**

Clinical Medical Assistant Program Costs

- REGISTRATION FEE $120.00
- BOOKS, UNIFORMS, SUPPLIES & FEES** $1825.00
- TUITION $11,700.00
- **TOTAL PROGRAM COSTS** **$13,795.00**

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**

EKG-Career Enhancement 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 (**CLINICAL MEDICAL ASSISTANT PROGRAM ONLY)*

Costs for graduating Clinical Medical Assistants Athena Students will be paid by Athena Career Academy and include Cap, Gown, Tassel, and diploma cover. ** Student MUST has a $0 balance, return FOB, and complete all necessary graduation requirements*

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/term, 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***

ADMISSIONS POLICY

Persons interested in enrolling 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. The Wonderlic is an assessment only and used as a tool to determine cognitive ability and assist in predicting academic success, there is no pass/fail. All scores below 12 will require Director consult with student to discuss the program objectives, requirements, and ensure the student is able to make an educated decision if they would like to continue enrolling in the program.
4. Submit Registration Fee according to selected Allied Health Program.
5. Complete online State of Ohio Disclosure course.
6. Submit a copy of a high school transcript or GED transcript. 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.
7. Provide a copy of valid government identification and signed social security card.
8. Citizenship requirements include I-94 card with date of entry, current passport, and proof of alien registration number if applicable.
9. Sign an enrollment agreement.
10. Attend the orientation session.

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 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).

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.

TRANSFERABILITY OF CREDIT

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

TRANSFERS WITHIN ATHENA CAREER ACADEMY

Students enrolled in any Allied Health Program may not transfer into any other programs offered at Athena Career Academy.

Students enrolled into the Early childhood Education Program offered at Athena may **not** transfer into the Allied Health Program.

Students enrolled into the nursing programs offered at Athena **may** transfer into the Medical Assisting Program, upon Program Director Approval. It is at the sole discretion of the Program Director to accept any transferring credits.

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. Athena Career Academy does not offer personal guidance or counseling services. Students in need of services are encouraged to find services in their area.

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 encourage the student to schedule tutoring. 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.

CAREER SERVICES

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

Please note Athena Career Academy cannot guarantee employment upon graduation. To view Athena Career Academy's disclosures, visit 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 their 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.

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 balance is paid in full.

**There is no charge for a transcript Transcripts are withheld if all obligations to Athena Career Academy, financial or otherwise, are not fulfilled. If your student records has a "HOLD", your request will not be processed.*

ACADEMICS

Sample Clinical Medical Assistant Curriculum Outline	Theory Hours	Lab Hours	Total Hours
Session One:			
Med101 Medical Terminology	40	0	40
Med130 Electronic Health Records	30	20	50
Gen130 Intro Computer/Keyboarding	20	20	40
TOTAL:	**90**	**40**	**130 hrs.**
Session Two:			
Gen110 Business English	40	0	40
Gen190 Employment Dynamics	30	0	30
Med102 Body Structures/Functions I	30	20	50
TOTAL:	**100**	**20**	**120 hrs.**
Session Three:			
Med103 Body Structures/Functions II	30	20	50
Med104 Medical Admin Duties	40	0	40
Med120 ICD Coding	40	0	40
TOTAL:	**110**	**20**	**130 hrs.**
Session Four:			
Med140 Pharmacology	40	0	40
Med150 Diagnostics	20	20	40
Hea111 Health and Public Safety	40	0	40
TOTAL:	**100**	**20**	**120 hrs.**
Session Five:			
Med122 Computerized Billing	20	20	40
Med160 Phlebotomy	30	20	50
Med170 Clinical Med. Assisting	30	20	50
TOTAL:	**80**	**60**	**140 hrs.**
Externship Start			
Med190 Medical Externship		160	160
TOTAL:		**160**	**160hrs.**
TOTAL PROGRAM HOURS:	**480**	**320**	**800 hrs.**

Sample Phlebotomy Curriculum Outline	Theory Hours	Lab Hours	Total Hours
Session One:			
Med101 Medical Terminology	40	0	40
Med102 Body Structures/Functions I	30	20	50
Hea111 Health and Public Safety	40	0	40
Med160 Phlebotomy	30	20	50
TOTAL PROGRAM HOURS:	**140**	**40**	**180 hrs**

Curriculum Objectives/Outcomes

Clinical Medical Assistant
Upon completion of the Clinical Medical Assistant program, the graduate will receive a diploma and will be able to sit for the national Registered Medical Assistant (RMA) certification administered by the American Medical Technologist (AMT).

The graduate will meet the program objectives as follows:

- Perform administrative and clinical skills expected of a beginning practicing medical assistant in an entry-level position.
- Maintain professional and ethical behavior as a health care provider.
- Communicate, interact and work appropriately and effectively with patients, patients' family, peers, staff and supervisors.
- Complete and document procedures and point of care testing to differentiate between health and pathology.
- Discuss the value of lifelong learning and being an active member of a professional society.
- Correctly assess and document a patient's physical and mental health status based on subjective and objective information to assure accuracy in diagnosis and treatment.
- Identify and use multicultural perspectives to meet the needs of diverse populations.
- Use general education knowledge and advanced administrative and clinical medical assisting skills in the delivery of quality patient care.

Phlebotomy
Upon completion of the Phlebotomy program, the graduate will receive a diploma and will be able to sit for the national Certified Phlebotomy Technician (CPT) certification administered by the National Health Career Association (NHA).

The graduate will meet the program objectives as follows:

- Perform within the ethical and legal boundaries of the phlebotomy technician's scope of practice.
- Integrate and value the needs of the individual patient, within his/her family, culture, society and health circumstances.

- Display professionalism and cultural sensitivity while interacting and communicating with providers, staff and patients.
- Participate as team players within the various settings of health care delivery.
- Maintain currency within their field through continuing education.
- Explain the venipuncture (blood draw) procedure to patients and answer questions
- Maintain medical equipment such as all types of needles, blood collection vials and other laboratory specimen collecting equipment.
- Demonstrate a knowledge of government and industry standards related to the collection of blood.
- Demonstrate safe and effective use of equipment and supplies used for blood collection and specimen transport.

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:
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 (pg.9).

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.

ALLIED HEALTH PROGRAMS COURSE DESCRIPTIONS
All syllabi and calendars are subject to change

CMA 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

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 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 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

HEA111 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

EKG Course Descriptions-Career Enhancement

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.

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 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.

ATHENA STUDENT POLICIES AND PROCEDURES

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
2nd Written Warning with loss of Professionalism points deducted
3rd Written Warning with loss of Professionalism points deducted and 1 absence

ATTENDANCE MAKE-UP POLICY

Students are allowed up to 6 hours per session to be made-up. Make-Up sessions will be scheduled twice per session and will be determined and announced at the beginning of each session. Students making up hours will be required to be available for the entire missed class period (i.e. 1 hour 40 minutes for a 40 clock hour class). The make-up day will need to be completed on the first available make-up day and approved by the program director. The instructor will give all course materials that the student will need to complete during the make-up time to the program director. All tests and quizzes will follow the outlined policies in the student handbook. It will be the students' responsibility to have all books and supplies needed for the hours. Once the student has satisfied the coursework and time required, the hours will be adjusted.

PROFESSIONAL BEHAVIOR AND LANGUAGE

Professional Behavior: Students are expected to demonstrate professional behavior at all times: in the clinical institutions, classrooms, laboratories, and in all areas on campus. Students are expected to behave in a way that reflects professionalism and the policies and guidelines of Athena Career Academy and the clinical institutions. This behavior is necessary to create a positive and effective learning environment. Violations may be individually reviewed by the Program Director and may result in dismissal from the course or the program.

Classroom: It is expected that all students will be attentive and interactive in the classroom, clinical, and laboratory settings. The instructor reserves the right to dismiss any student who disrupts the normal course of classroom learning. All students are to leave their learning space clean and neat at the conclusion of class.

Campus: It is expected that all students will respect and interact with fellow students, staff, and guests. Watson's science and beliefs of caring, mutual respect and understanding is to be maintained at all times, especially in matters of potential disagreement or conflict.

Social Media: While social media can be an important venue for communication, the misuse of technology has been shown to create potential liability for students, faculty, and learning institutions. Posting certain types of information can be a violation of legal statutes and regulations. It can expose the offender to criminal as well as civil liability. Violations can result in disciplinary action and/or legal action by the school. Students should not post photos or videos of patients, families, faculty, peers, or clinical staff.

One must not post or communicate any patient related information which may potentially identify the individual. Removal of the patient's name does not solve the problem. Inclusion of gender, age, race, etc., may still allow the reader to identify an individual.

You must not communicate private academic information of another student, including but not limited to grades, academic, or clinical performance, or adverse academic actions.

Other Possible Violations: Violations that can result in disciplinary action also include:

- Vulgar Language
- Communications that demonstrate disrespect of any individual or group based upon age, race, gender, ethnicity, or sexual orientation.
- Posting inflammatory or unflattering material about a fellow student, faculty, staff member, clinical site, or any allied health program.

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 respectful of others. Keep your space clean and neat***.

CLASSROOM RULES

- BE ON TIME for class; this doesn't mean walking in when class is set to start; it means being in your chair "before" the start time
- Students MUST treat the instructor and their peers with respect at all times
- When the instructor is talking; students are NOT permitted to talk
- Students are expected to carry themselves like respectful, professional adults at all times
- NO FOOD is allowed in the lab, computer rooms, or classrooms. If you are found in violation of eating in the room, you will receive a written disciplinary notice
- One (1) covered beverage is allowed in the lecture rooms.
- DO NOT throw beverage containers in the trash that still contain liquid; in the event this is not followed this opportunity may be taken away
- Children are NOT permitted to attend class or be on campus during your class time.
- Be respectful of others. Keep your space clean and neat. Push in your chairs when class is done

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.
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.

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

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.

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

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 CMA 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 Clinical Medical Assistant (CMA) 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 below:

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 sending an email to the Program Director to set up a conference.

Step 3: If the grievance is unresolved after **Step 1 & 2**, 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 2**.

- 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 4: 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 and/or Council on Occupational Education 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 Council on Occupational Education, 840 Roswell Rd, Bldg. 300, Ste. 325, Atlanta, GA 30350
- The time limits set forth in the above procedure may be extended by mutual agreement of the Academic Review Committee and the student.

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 in which they are enrolled in 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 (as required) 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.

STUDENT ID/SECURITY FOB

Each student is provided with a student ID and security fob on their first day of their enrolled program. In the event that the student loses either, please alert the receptionist as soon as possible so that Athena can take appropriate action to deactivate your security fob. The cost to replace your Student ID is $5.00 and a replacement security fob is $25.00. The student is responsible for replacement fees and replacements will be issued upon receipt.

**Please note that student ID's and fobs can take up to 24-hours to complete, once notified and payment is received.

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.
Designated cell phone area is the student lounge/cafeteria only. NO cell phone usage in the hallways

Students who continuously violate this policy will receive disciplinary warnings and will forfeit their right to have their cell phone in the building of Athena Career Academy for the duration of the quarter they are in**. Upon losing their cell privileges, if the student is found to have their cell phone in the building they will be dismissed from the program for violation of student conduct.**

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.

1st Warning: Verbal (1st and only warning)
2nd Warning: Write-Up (Sent home)

DRESS DOWN DAY DRESS CODE

- **NO** shorts
- **NO** flip-flops or open toe shoes
- **NO** tank tops
- **NO** jeans/pants with excessive/exposing holes
- **NO** pants that contain mesh/fish net materials that expose skin

Special occasions will be announced per the Program Director or President of the Company

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.

ELIGIBILITY 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 Six (6) months of graduation from the CMA Program. *Subsequent attempts (student pays) — $120.00
- RMA Retake Costs (student pays) — $ 90.00
- NHA-Phlebotomy, EKG, Coding and Billing Exam: *Student pays first attempt and all subsequent attempts — $115.00

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 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, clinical, 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.).

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:

- Provide alcohol/drug screens at Athena Career Academy (if student is at an externship site, the student must secure safe transportation directly to Athena Career Academy.
- drug/alcohol screen at student's expense

No student will be allowed to return to campus or the externship setting without supporting a negative alcohol and/or drug screen (if positive due to prescriptions valid documentation must be received within 24 hours). In the event the alcohol screen or the drug screen 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, obtain emergency first aid care from the facility as per facility protocol, complete the required forms for variance according to facility protocol, then 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.

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 * CMA program ONLY
4. Employee Reimbursement (Check with your employer's human resource dept.)
5. Outside organizations

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.

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. 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. 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

FINANCIAL AID

**Clinical Medical Assistant (CMA) Program only*

APPLYING FOR FINANCIAL AID

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 FSA ID beforehand at https://fsaid.ed.gov. Next, you will fill out the application by visiting https://fsaid.ed.gov. Please be sure to include the Athena Career Academy Federal School Code which is 041922 under the "schools you wish to receive your financial aid information".

ENTRANCE COUNSELING AND MASTER PROMISSORY NOTE

Entrance Counseling and the Master Promissory Note is a requirement to complete the financial aid process. Borrowers can gain access to Entrance Counseling and the Master Promissory Note at www.studentloans.gov. You will need your FSA ID to log in.

WHAT IS FEDERAL STUDENT AID?

Federal student aid, or Title IV, comes from the federal government—specifically, the U.S. Department of Education. It is money that helps a student pay for education expenses at a postsecondary school (e.g., college, vocational school, graduate school).

FEDERAL PELL GRANT

The Federal Pell Grant usually doesn't have to be repaid. It is based on the student's financial need.

THE DIRECT LOAN PROGRAM

The U.S. Department of Education provides loans through the Direct Loan Program to eligible students at participating schools to help them pay for education after high school. Direct Loans include the following: Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans. You repay your Direct Loan to the U.S. Department of Education. More specific

information about the different types of loans can be found when completing the online Entrance Counseling.

PARENT PLUS LOANS

Parents of students may borrow up to the cost of education minus any other financial aid per year for each student who is a dependent undergraduate attending at least part-time. A credit check will be conducted to determine the parent's credit history.

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. You will need your FSA ID to log in.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The school measures academic progress for each student by monitoring both academic performance and maximum time for completion. In order to be considered in compliance with the SAP policy, a student must maintain a passing grade of 70% or better and complete the program within 125% of the length of the student's program of study from the original start date of the program.

Academic Performance: Academic performance is reviewed at the end of each payment period after official grades are posted. If a student has not completed 67% of the total clock hours attempted with a cumulative grade percentage of 70% or better, he/she may be placed on academic warning for the following quarter. At the end of the warning quarter, if the student has not completed 67% of the total clock hours attempted with a cumulative grade percentage of 70% or better, he/she may be terminated from the program. Title IV funds will not be released if SAP requirements are not met.

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 within the maximum timeframe, the student will no longer be eligible for Title IV funds.

RETURN OF TITLE IV FINANCIAL AID FUNDS

If a student withdraws or stops attending 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.

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.

Appendix A: PROFESSIONALISM GUIDELINES

<table>
<tr><td colspan="2">Participation</td></tr>
<tr><td>Acceptable</td><td>Unacceptable</td></tr>
<tr><td>Sharing information pertaining to the course
Setting a positive example
Demonstrating an interest
Not being afraid to ask questions
Speaking so you can be heard</td><td>Total silence
Shrugging shoulders
Saying, “I don’t know”
Arriving late to class
Refusing to participate
Showing disinterest
Negative comments/complaining
Spreading gossip</td></tr>
<tr><td colspan="2">Collaborations</td></tr>
<tr><td>Acceptable</td><td>Unacceptable</td></tr>
<tr><td>Listening to others ideas
Participating in study groups
Explaining content to another student
Being open to working with others
Being an active member of assigned group work</td><td>Purposely sharing incorrect information
Using a study group to cheat
Refusing to work with another student/group
Spreading gossip
Completing individual assignments as a group
Sharing confidential information/test questions with others</td></tr>
<tr><td colspan="2">Interpersonal Relationships</td></tr>
<tr><td>Acceptable</td><td>Unacceptable</td></tr>
<tr><td>Respecting the instructors/staff status (they are a valuable resource)
Making and keeping appointments
Displaying a positive attitude</td><td>Not making or keeping an appointment
Not giving the instructor a chance to hear your issue (not using the appropriate channels)
Spreading gossip
Swearing or cursing
Making negative comments about peers, instructors, or school on social media sites</td></tr>
<tr><td colspan="2">Respect</td></tr>
<tr><td>Acceptable</td><td>Unacceptable</td></tr>
<tr><td>Showing up to class on time
Returning from breaks on time
Being tolerant of others’ opinions
Using an appropriate volume of voice
Using appropriate language
Treating others as you would like to be treated
Raising hand and wait to be called on
Not talking about other instructors/staff members during class</td><td>Body language: rolling eyes, sighing, making “tsk” sound, arms crossed, pouting, etc.
Side conversations (talking to others during lectures or when another person is talking)
Confrontational tones (attitude/whining)
Questioning instructor in a confrontational tone (challenging)
Making excuses
Not doing your own work/cheating
Doing other course work during class
Having cell phone out, texting, calling, etc. during class or in lab
Arguing
Utilizing electronic equipment during class for another purpose other than the class work</td></tr>
</table>

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ATHENA
CAREER ACADEMY

ATHENA CAREER ACADEMY
5203 Airport Highway
Toledo, Ohio 43615
Phone (419) 472-1150 • Fax (419) 932-6911
www.athenacareers.edu

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 **____September 2019_____**

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