



BROWARD-MIAMI HEALTH INSTITUTE

Catalog Addendum

2023-2024

**6320 Miramar Pkwy Suite I, Miramar, FL 33023
(754) 204-2704**

**Licensed by the Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-free telephone number (888)224-6684
Institution I.D. #9021**

TABLE OF CONTENT

ADMISSION REQUIREMENTS	3
PROGRAMS	3
PATIENT CARE TECHNICIAN	3
PRACTICAL NURSING.....	4
MEDICAL ASSISTANT	5
MEDICAL CODING AND BILLING	6
TUITIONS & FEES	7
COURSE DESCRIPTIONS	7
PATIENT CARE TECHNICIAN	7
PRACTICAL NURSING.....	9
MEDICAL ASSISTANT	11
MEDICAL BILLING AND CODING	14

ADMISSION REQUIREMENTS

GENERAL ADMISSIONS

Applicants for this program must comply with the following admission requirements:

1. Present a valid picture ID.
2. The applicant must be 18 years of age. If the applicant is less than 18 years of age, a parent/guardian signature is required to enroll the student in the program.
3. Applicants must present evidence of a high school diploma, GED or equivalent. Applicants who do not have a high school diploma, GED, or equivalent must demonstrate the ability to learn from the program of instruction by receiving a score of a 20 on the Wonderlic Test.

ADDITIONAL ADMISSIONS FOR PRACTICAL NURSING

Applicants for this program must comply with the following admission requirements:

1. Take the HESI Entrance Exam with a passing score of 50% or higher.

REQUIREMENTS PRIOR TO CLINICAL ROTATIONS

- Provide proof of current certification by the American Heart Association or American Red Cross Affiliated Cardiopulmonary Resuscitation (CPR) card with Basic Life Support (BLS) for Health Care Providers.
- A written certification from a physician that the student is in good health and able to participate in clinical rotations is required during the admission process.

PROGRAMS

PATIENT CARE TECHNICIAN

Program Description:

The program provides **600 hours** of training to students in all of the relevant areas of education and practice required for a Patient Care Technician professional. The curriculum includes education in medical terminology; anatomy and physiology; nurse assisting; occupational therapy; radiology; respiratory and geriatric skills; advanced home health aide needs; HIV/AIDS; blood borne pathogens; OSHA; CPR and First Aid training. The program provides **116 hours of laboratory** and **150 clinical practice hours** where the students gain the required proficiency in the skills necessary for this profession. Included in the clinical hours is the ability for the students to demonstrate their nursing assisting skills in a 40-hour clinical practice at a nursing home or long-term care facility. After completion, students are prepared to take the state examination and become a Certified Nursing Assistant (CNA) and are also eligible to sit for the Certified Patient Care Technician/Assistant (CPCT/A) examination with the National Healthcareer Association (NHA).

Program Objective:

The Patient Care Technician program prepares students with the knowledge and hands-on training required for patient care related careers. Upon successful completion of the program students are prepared to perform entry level technical and personal care skills for patients in nursing homes, hospitals, healthcare, or medical facilities.

This program opens doors for students to work as Nursing Assistants, Phlebotomists and EKG technicians. Graduates are eligible to sit for the Certified Nursing Assistant (CNA) State licensing exam, as well as for the Certified Patient Care Technician/Assistant (CPCT/A) with the National Healthcareer Association.

Course Outline

Course Number	Course Title	Clock Hours	Services
PCT 100	Anatomy, Physiology and Medical Terminology	60	
PCT 110	Nursing Assistant I	85	
HIV 120	HIV/AIDS, Blood Borne Pathogens and OSHA	6	
PCT 130	Nursing Assistant II	40	40 Lab
CPR 140	CPR and First Aid	6	6 Lab
PCT 150	Clinical Practicum	40	40 Clinical
PCT 160	Introduction to Phlebotomy Theory, Skills, and Lab	85	20 Lab 25 Clinical
PCT 170	Introduction to Electrocardiography Theory, Skills, and Lab	80	20 Lab 25 Clinical
PCT 180	Patient Care Technician Theory and Skills Lab I	85	15 Lab 30 Clinical
PCT 190	Patient Care Technician Theory and Skills Lab II	85	15 Lab 30 Clinical
PCT 200	Preparation for the Patient Care Technician Career	28	
TOTAL:		600	

PRACTICAL NURSING

Program Description

The content includes theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; acute care, long term care, community settings; personal, family and community concepts; Nutrition; Human Growth and Development throughout the life span; body structure and function; mental health concepts; pharmacology and medications administration; legal aspects of practice; and Interpersonal relationship skills. Instruction and delivery of the content will be done through lectures and laboratory practice in classrooms and clinical rotations in acute and long-term care facilities and community-based organizations or agencies, as well as pediatric, psychiatric, and obstetric facilities. Throughout the program, students are required to demonstrate competencies in content areas to progress in the program. Student proficiency will be assessed with the use of quizzes, exams, return demonstration of laboratory skills, home study modules, research papers, written assignments, and the clinical evaluations using standard problem-based scenario exercises and/or skills demonstration in the practice setting. Nothing out of the scope of practice of the practical nurse will be taught in the practical nursing program.

Program Objective:

- Demonstrate behaviors that comply with rules and statutes set forth in the Nurse Practice Act of the State of Florida.
- Apply nursing principles to meet the daily physical, social and psychological needs of the patient.
- Perform nursing measures with accuracy, safety, and efficiency, consistent with current nursing concepts and practices in different health care settings.
- Function as a responsible member of the nursing team concerned with basic therapeutic, rehabilitative, and preventative care for persons of all ages and diverse cultures.
- Demonstrate professional competencies consistent with the practical nursing code of ethics.
- Demonstrate appropriate employability skills.
- The program graduate will pass the state of board licensure/certification exam.
- Perform organizational skills in following the patient's plan of care in completing patient care assignments.
- Assist in the restorative care for patients with specific needs to reach their optimal level of independence.

- Demonstrate effective employability skills in work ethics.

Course Outline:

Course Number	Course Title	Clock Hours	Lab	Clinical
PN 101	Medical Terminology	45	-	-
PN 102	Introduction to Nursing	100	-	45
PN 103	Long Term Care Nursing Assistant	110	-	45
PN 104	Anatomy and Physiology	90	30	45
PN 105	Fundamentals of Nursing	160	-	100
PN 106	Pharmacology and Intravenous Therapy Skills	90	-	30
PN 107	Medical Surgical Nursing I	230	20	120
PN 108	Medical Surgical Nursing II	230	20	120
PN 109	Maternal Newborn Nursing	75	-	75
PN 110	Pediatric Nursing	75	-	75
PN 111	Mental Health Concepts	70	-	45
PN 112	Community Health	30	-	30
PN 113	Transition to Practice	45	-	30
TOTAL:			1350	

MEDICAL ASSISTANT

Program Description:

The program provides 1300 hours of training to students in all the relevant areas of education and practice required for a Medical Assisting professional. The curriculum includes education in health science fundamentals; medical terminology; legal and ethical responsibilities; medical office management and procedures; administrative and clinical duties; safety and security procedures; emergency preparedness; records management; informatics; fundamentals of medical insurance billing; preparing patients for physical examinations; HIV/AIDS; blood borne pathogens; OSHA; phlebotomy; EKG.

The program provides 319 hours of laboratory practice where the students gain the required proficiency necessary for this profession. Students demonstrate their medical assisting skills in a 230 clinical externship at a medical office or health facility.

After completion students are eligible to sit for the Certified Clinical Medical Assistant (CCMA) examination with the National Healthcareer Association.

Program Objective:

This program prepares students with the knowledge and hands-on training required to start a career as an entry level Medical Assistant. Job opportunities are in high demand in professional clinics, medical offices, hospitals, and out-patient facilities.

Graduates of this program are qualified to work in all aspects of a medical office as soon as the diploma is received and are also eligible to sit for the Certified Clinical Medical Assistant (CCMA) examination with the National Healthcareer Association.

Course Outline:

Course Number	Course Title	Clock Hours	Services
HIV 110	HIV/AIDS, Blood Pathogens and OSHA	5	
CPR 120	CPR and First Aid	6	Lab 6

MED 100	The Medical Assistant	100	
MED 110	Vital Signs	20	Lab 15
MED 120	Nervous System	10	
MED 130	Respiratory System	10	
MED 140	Circulatory System	10	
MED 150	Muscular System	10	
MED 160	Skeletal System	15	
MED 170	Reproductive System	10	
MED 180	Digestive System	10	
MED 190	Urinary System	15	Lab 8
MED 200	Medical Fields	30	
MED 210	Medical Law & Ethics	30	
MED 220	Administrative Skills	40	Lab 15
MED 230	Medical Skills	120	Lab 100
MED 240	Patient Skills	120	Lab 50
MED 250	Payment and Insurance Procedures	80	Lab 20
MED 260	Computerized Medical Office Procedures	29	Lab 10
MED 270	Clinical Office Procedures	30	Lab 10
MED 280	Pharmacology for Medical Assisting	90	Lab 10
MED 290	Hazardous Materials Safety	15	Lab 5
MED 300	Medical Terminology	35	
PHL 300	Phlebotomy	150	Lab 50
EKG 310	Electrocardiography	80	Lab 20
MED 310	Medical and Clinical Assistant Practicum	230	Clinical 230
TOTAL		1300	

MEDICAL CODING AND BILLING

Program Description:

Students who are trained in utilizing electronic healthcare records have the opportunity to improve the quality and convenience of patient care, increase patient participation in their own care, improve the accuracy of coding, diagnoses, and insurance processing, and increase the efficiency and cost savings of the medical practice.

This program is intended to train those who wish to gain employment in medical billing and health information management utilizing electronic health systems. Employment opportunities may be in either the public or private sector, including positions in the offices of private or public medical practitioners, hospitals, and medical centers.

Program Objective:

The Medical Billing and Coding program is designed to train the student for an entry level position as a medical billing specialist, medical coding specialist, and for a variety of positions in the health information field. This program will allow graduates to function effectively as an integral member of the physician's health care team.

Graduates of the program will possess the skills to successfully perform medical office procedures such as medical keyboarding & coding, medical billing, clinical documentation improvement, medical auditing, healthcare compliance, revenue cycle management, practice management, health care records management, process medical insurance, follow healthcare laws & ethics and procedures.

Course Outline:

Course Number	Course Title	Clock Hours	Delivery Method
MLE 100	Medical Law & Ethics	40	(Online)
CIS 100	Introduction to Computers	60	(Online)
HAP 103	Human Anatomy & Physiology	60	(Online)
HIV 104	HIV/AIDS	4	(Online)
MEA 105	Medical Applications	40	(Online)
MET 108	Medical Terminology	60	(Online)
EHB 109	Electronic Healthcare Billing	120	(Online)
MOA 110	Medical Office Accounting	120	(Online)
MHI 111	Principles of Health Insurance	40	(Online)
MED 112	Microsoft Office	36	(Online)
COD 113	Electronic Coding for Systems: Integumentary, Skeletal, Muscular, Auditory and Ophthalmic	120	(Online)
COD 114	Electronic Coding for Systems: Reproductive, Urinary, and Nervous	120	(Online)
COD 115	Electronic Coding for Systems: Cardiovascular, Blood and Lymphatic	120	(Online)
COD 116	Electronic Coding for Systems: Endocrine, Digestive and Respiratory	120	(Online)
CDS 135	Career Development Skills	40	(Online)
TOTAL:		1110	

TUITIONS & FEES

Program	Tuition	Books & Supplies	Registration Fee	Total Cost
Practical Nursing	\$14,000.00	\$1,000.00	\$150.00	\$15,150.00
Patient Care Technician	\$5,500.00	\$200.00	\$150.00	\$5,900.00
Medical Assistant	\$7,000.00	\$420.00	\$150.00	\$7,570.00
Medical Billing and Coding	\$8,500.00	\$850.00	\$150.00	\$9,500.00

COURSE DESCRIPTIONS

PATIENT CARE TECHNICIAN

PCT 100 Anatomy, Physiology and Medical Terminology – 60 Clock Hours

This course provides an introduction to anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies, and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions;

medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities. Duration: 60 clock hours (lecture). **Prerequisites:** *None*.

PCT 110 Nursing Assistant I – 85 Clock Hours

This course provides theory instruction for the nurse assistant program. During this course students learn the fundamentals of healthcare systems and health occupations; legal and ethical responsibilities; resident rights; vital signs; anatomy and physiology; medical terminology; safety and security procedures; following the patient plan of care; charts and forms; personal patient care skills; principles of nutrition; family interactions; cultural diversity; child development; geriatric care; death and dying; mechanical lifts, comfort and assistive devices; impaired patients, Alzheimer's and other mental disorders; biological, phyco-social care and restorative care; psychological care; and hospital functions specific to nurse assisting. Duration: 85 clock hours (lecture). **Prerequisites:** *None*.

PCT 130 Nursing Assistant II – 40 Clock Hours, 40 Lab Hours

This course provides hands-on training where students practice the concepts and theory learned in course CNA101. Students complete the following practice: bathing, dressing, and hygiene; providing catheter care and peri-care; bed making; TED hose; admission and discharge of a patient; patient transfer; wheelchairs; ambulate and prosthetics; lab personal care skills practice. Duration: 40 clock hours (laboratory) **Prerequisites:** *PCT 110*.

HIV 120 HIV/AIDS, Blood Borne Pathogens and OSHA - 6 Clock Hours

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance health care setting. Completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (lecture). **Prerequisites:** *None*.

CPR 140 CPR and First Aid – 6 Clock Hours, 6Lab

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid cards. This course is graded on a Pass or Fail basis. Duration: 6 clock hours (laboratory). **Prerequisites:** *None*.

PCT 150 Clinical Practicum – 40 Clock Hours, 40 Clinical Hours

This clinical course consists of 40 hours of supervised clinical experience. It includes the required 20 hours of long-term care clinical instruction at a nursing home or long-term care facility. Under direct supervision by a registered nurse, students have the opportunity to perform the competencies learned during the program. This course is graded on a Pass or Fail basis. Duration: 40 clock hours (clinical). **Prerequisites:** *PCT 100, PCT 110, PCT 130, HIV 120 & CPR 140*.

PCT 160 Introduction to Phlebotomy Theory, Skills, and Lab – 85 Clock Hours, 20 Lab Hours, 25 Clinical Hours

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy; venipuncture and skin puncture techniques; anatomy and physiology of the circulatory system; types of tubes; blood tests; interfering substances; risk factors; efficient work practices; blood specimens; donor room techniques; labeling; transporting; logging-in of specimens; Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B, and other diseases; demonstration of correct infection control techniques. Includes 25 hours of clinical skills practice. Completion of hours certificate is awarded at the end of the course. Duration: 85 clock hours (40 lectures, 20 labs, 25 clinical). **Prerequisites:** *HIV 120 & CPR 140*.

PCT 170 Introduction to Electrocardiography Theory, Skills, and Lab – 80 Clock Hours, , 20 Lab Hours, 25 Clinical Hours

This course is offered as part of the program as well as a continuing education credit/class. Students learn the nature and purpose of the electrocardiograph (EKG); equipment maintenance; materials needed; patient preparation; EKG taking and mounting procedures; EKG records; monitoring records for abnormal or erratic tracings. Includes 20 hours of clinical skills practice. Completion of hours certificate is awarded at the end of the course. Duration: 80 clock hours (35 lectures, 20 labs, 25 clinical). **Prerequisites:** *HIV 120 & CPR 140.*

PCT 180 Patient Care Technician Theory and Skills Lab I – 85 Clock Hours, 15 Lab Hours, 30 Clinical Hours

In this course students receive foundation theory instruction and clinical skills practice related to the Patient Care Technician role. Students learn about pharmacology, compliance guidelines and the daily skills performed by a Patient Care Technician that include: care for health facility equipment and supplies; transfer of patient to a stretcher; hot and cold applications preparation; assisting patients to apply binders; care for patient in skin and skeletal traction; reinforcing dressings; assisting with physical examinations; care for patients receiving oxygen therapy; changing an unsterile dressing; taking apical pulse; measuring for an apical-radial pulse deficit; taking pedal pulse; cast care and/or pin care; artificial eye/contact lens care; measurement of pulse oximetry and reporting decreasing levels of O₂ saturation. Includes 65 hours of laboratory hours where students practice the competency skills necessary to successfully enter work in their field. Duration: 85 clock hours (40 lectures, 15 lab, 30 clinical).). **Prerequisites:** *PCT 100, PCT 110, PCT 130, PCT 150, PCT 160, PCT 170, HIV 120, CPR 140*

PCT190 Patient Care Technician Theory and Skills Lab II – 85 Clock Hours, 15 Lab Hours, 30 Clinical Hours

In this course students continue with the instruction provided on PCT101. Students learn about assisting with pre-operative and post-operative patient care; patients with specific common health problems; organizational and time management skills; chain of command; conflict coping techniques and employability skills. Includes 65 hours of laboratory where students complete the competency skills practice necessary to successfully enter work in their field. Duration: 85 clock hours (40 lectures, 20 labs, 25 clinical). **Prerequisites:** *PCT 100, PCT 110, PCT 130, PCT 150, PCT 160, PCT 170 & PCT 180*

PCT200 Preparation for the Patient Care Technician Career – 28 Clock Hours

This course prepares students for job search and career development. Students prepare their resumes, learn about professional image, job search skills and interview techniques. Each student creates a plan for seeking their first job as a Patient Care Technician. Duration: 28 clock hours (lecture). **Prerequisites:** *PCT 100, PCT 110, PCT 130, PCT 150, PCT 160, PCT 170, PCT 180 & PCT 190*

PRACTICAL NURSING

PN 101: Medical Terminology – 45 Clock Hours

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots, and abbreviations. By relating terms of body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare. **Prerequisite:** *None.*

PN 102: Introduction to Nursing – 100 Clock Hours, 45 Clinical Hours

This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. In this course students will learn how to use interpersonal relationship skills to communicate effectively with other health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems. **Prerequisite:** *None.*

PN 103: Long Term Care Nursing Assistant – 110 Clock Hours, 45 Clinical Hours

Nursing assistants make valuable contributions in providing health care. Nursing assistants are trained to care for people who are ill or need help in caring for themselves. The care given is always under the guidance and supervision of licensed health care providers such as nurses or physicians. **Prerequisite:** *None.*

PN 104: Anatomy and Physiology – 90 Clock Hours, 45 Clinical Hours

Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences. **Prerequisite:** *None.*

PN 105: Fundamentals of Nursing – 160 Clock Hours, 100 Clinical Hours

This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer, and discharge; pain, comfort, and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, interpersonal relationships skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care. **Prerequisite:** *PN 101, PN 102, PN 103, PN 104.*

PN 106: Pharmacology and Intravenous Therapy Skills – 90 Clock Hours, 30 Clinical Hours

This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan. This course is designed to give basic understanding of medications. Emphasis is on the importance of knowledge of drugs, their use and accuracy in administration. Legal implications and the role of the practical nurse in medication administration are included in this course. **Prerequisite:** *PN 105.*

PN 107: Medical Surgical Nursing I – 230 Clock Hours, 20 Lab Hours, 120 Clinical Hours

The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune. Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. **Prerequisite:** *PN 106.*

PN 108: Medical Surgical Nursing II – 230 Clock Hours, 20 Lab Hours, 120 Clinical Hours

Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory: Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology. Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient

situations will be presented, and they will begin to function in a role independent of the instructor. **Prerequisite:** PN 107.

PN 109: Maternal Newborn Nursing – 75 Clock Hours, 75 Clinical Hours

Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications. The PN student will participate in the nursing care of the expected mother and the delivery of the infant.

The PN student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and provide the mother and newborn patient care labor, during delivery and post-partum. **Prerequisite:** PN 108.

PN 110: Pediatric Nursing – 75 Clock Hours, 75 Clinical Hours

Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, and social needs of the pediatric patient and their family will be explored. **Prerequisite:** PN 109.

PN 111: Mental Health Concepts – 70 Clock Hours, 45 Clinical Hours

This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders. The practical/vocational nurse provides care that assists with promotion and support of the emotional, mental, and social well-being of clients. Terms such as abuse/neglect, behavioral management, coping mechanisms, chemical dependencies, crisis interventions, cultural awareness, grief and loss, stress management, support systems will be covered. **Prerequisite:** PN 110.

PN 112: Community Health – 30 Clock Hours, 30 Clinical Hours

This course provides the student with knowledge of individuals, families, and community as well as the nursing implication of health maintenance. Students will study the various of Community Nursing in the hospital, community center, outpatient clinics as well as assisting in community health assessment. **Prerequisite:** PN 111.

PN 113: Transition to Practice – 45 Clock Hours, 30 Clinical Hours

This course provides concepts related to the transition from student licensed practical nurse. Leadership, interpersonal communication skills, and delegation skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the LPN in professional practice; a preceptor rotation assists in the completion of this transition. **Prerequisite:** PN 112.

MEDICAL ASSISTANT

HIV 101 HIV/AIDS, Blood Borne Pathogens and OSHA – 5 Clock Hours

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance healthcare setting. Completion of hours certificate is awarded at the end of the course.

Prerequisites: None.

CPR 101 CPR and First Aid – 6 Clock Hours, 6 Lab Hours

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid cards. This course is graded on a Pass or Fail basis. **Prerequisites:** None.

MED 100 The Medical Assistant – 100 Clock Hours

The students will learn about the history of medicine, law and ethics, patient care, the administration of medication and administrative duties. **Prerequisites:** *None.*

MED 110 Vital Signs – 20 Clock Hours, 15 Lab Hours

Students will learn how to take and record vital signs, including blood pressure, the respiratory rate, and the heart rate. **Prerequisites:** *MED 100*

MED 120 Nervous System – 10 Clock Hours

Students will learn about the anatomy of the nervous system, sense organs and common medical conditions as they relate to the nervous system. **Prerequisites:** *MED 100 & MED 110*

MED 130 Respiratory System – 10 Clock Hours

Students will learn about the anatomy of the respiratory system, organs that are part of the respiratory system and common medical conditions as they relate to the respiratory system. **Prerequisites:** *MED 100, MED 110 & MED 120*

MED 140 Circulatory System – 10 Clock Hours

Students will learn about the anatomy of the circulatory system, blood-oxygen transport, development of the circulatory system and common medical conditions as they relate to the circulatory system.

Prerequisites: *HIV 101 MED 100, MED 110, MED 120 & MED 130*

MED 150 Muscular System – 10 Clock Hours

Students will learn about the anatomy and functions of the muscular system, as well as common medical conditions as they relate to the muscular system. **Prerequisites:** *MED 100, MED 110, MED 120, MED 130 & MED 140*

MED 160 Skeletal System – 15 Clock Hours

Students will learn about the anatomy, divisions and functions of the skeletal system, bones and joints, radiography, and common medical conditions as they relate to the skeletal system. **Prerequisites:** *MED 100, MED 110, MED 120, MED 130, MED 140 & MED 150*

MED 170 Reproductive System – 10 Clock Hours

Students will learn about the anatomy of the female and the male reproductive systems, sexually transmitted diseases, and common medical conditions as they relate to the reproductive system. **Prerequisites:** *MED 100, MED 110, MED 120, MED 130, MED 140, MED 150 & MED 160*

MED 180 Digestive System – 10 Clock Hours

Students will learn about the anatomy of the digestive system, the digestive process, vitamins, and minerals, as well as common medical conditions as they relate to the digestive system. **Prerequisites:** *MED 100, MED 110, MED 120, MED 130, MED 140, MED 150, MED 160 & MED 170*

MED 190 Urinary System – 15 Clock Hours, 8 Lab Hours

Students will learn about the anatomy and functions of the urinary system, the formation of urine, water-salt balance, and common medical conditions as they relate to the urinary system. **Prerequisites:** *MED 100, MED 110, MED 120, MED 130, MED 140, MED 150, MED 160, MED 170 & MED 180*

MED 200 Medical Fields – 30 Clock Hours

Students will learn about various medical fields as they relate to the duties of the medical assistant.

Prerequisites: MED 100, MED 110, MED 120, MED 130, MED 140, MED 150, MED 160, MED 170, MED 180 & MED 190

MED 210 Medical Law & Ethics – 30 Clock Hours

Basic legal relationship of physician and patient, including implied and informed consent, professional liability, invasion of privacy, breach of contract and the Medical Practice Act. **Prerequisites:** MED 200

MED 220 Administrative Skills – 40 Clock Hours, 15 Lab Hours

This course introduces students to the components of the administrative aspects of work in a physician's office, medical clinic, and other healthcare facilities. Students will learn the requirements to become a Medical Assistant and the role they perform as a member of the health care team. A variety of operational tasks such as telephone technique, reception duties and managing patient appointments will be taught. Maintaining manual and electronic medical records will be performed. Written and verbal communication skills, charting methodologies and patient education will be utilized in this course. **Prerequisites:** MED 100, MED 200 & MED 210

MED 230 Medical Skills – 120 Clock Hours, 100 Lab Hours

This course provides students with the hands-on experience required for performing the various skills and procedures that are part of the medical assistant role. Laboratory practice allows students to gain the required proficiency in the skills necessary for this profession. **Prerequisites:** MED 100, MED 110, MED 120, MED 130, MED 140, MED 150, MED 160, MED 170, MED 180 & MED 190

MED 240 Patient Skills – 120 Clock Hours, 50 Lab Hours

This course provides students with the hands-on experience required for performing the various patient skills and procedures that are part of the medical assistant role. Laboratory practice allows students to gain the required proficiency in the patient skills necessary for this profession. **Prerequisites:** MED 100, MED 110, MED 120, MED 130, MED 140, MED 150, MED 160, MED 170, MED 180 & MED 190

MED 250 Payment and Insurance Procedures – 80 Clock Hours, 20 Lab Hours

This course familiarizes the student with medical insurance reimbursement. Students are introduced to different types of policies and coverage. Emphasis is placed on categorizing plans and defining acronyms commonly used in the health facility. Students will also be introduced to coding systems, deductibles, coinsurance, and procedures for completing forms. **Prerequisites:** MED 210 & MED 220

MED 260 Computerized Medical Office Procedures – 29 Clock Hours, 10 Lab Hours

Career opportunities and qualifications of a medical assistant, the responsibilities of the medical receptionist, appointment system, telephone procedure, record management, patient records, billing, banking services and procedures, payroll records, basic office management, professional reports, medical insurance, and coding. **Prerequisites:** MED 100, MED 200, MED 210 & MED 250

MED 270 Clinical Office Procedures – 30 Clock Hours, 10 Lab Hours

Instruction in patient preparation, draping, taking, and recording of information, assisting the physician with examinations, and caring for the examination room. **Prerequisites:** MED 100, MED 110, MED 120, MED 130, MED 140, MED 150, MED 160, MED 170, MED 180 & MED 190

MED 280 Pharmacology for Medical Assisting – 90 Clock Hours, 10 Lab Hours

Identification of basic drugs, their uses, and effects on the body. Different modes of drug administration, the identification of injection areas and techniques. Drug administration math. **Prerequisites:** MED 100

MED 290 Hazardous Materials Safety – 15 Clock Hours, 5 Lab Hours

Hazardous materials safety covers identifying types of hazardous material, demonstrating personal protective equipment, and identifying blood borne pathogens. **Prerequisites:** *HIV 101, CPR 101 & MED 280*

MED 300 Medical Terminology 35 – Clock Hours

Spelling, building words using prefixes, suffixes, roots, and combining forms, defining, and recognizing words used in the health field. **Prerequisites:** *None.*

PHL 300 Phlebotomy – 150 Clock Hours, 50 Lab Hours

This course provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy; venipuncture and skin puncture techniques; anatomy and physiology of the circulatory system; types of tubes; blood tests; interfering substances; risk factors; efficient work practices; blood specimens; donor room techniques; labeling; transporting; logging-in of specimens; Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B, and other diseases; demonstration of correct infection control techniques.

Prerequisites: *HIV 101 & CPR 101*

EKG 310 Electrocardiography – 80 Clock Hours, 20 Lab Hours

Students learn the nature and purpose of the electrocardiograph (EKG); equipment maintenance; materials needed; patient preparation; EKG taking and mounting procedures; EKG records; monitoring records for abnormal or erratic tracings. **Prerequisites:** *HIV 101, CPR 101*

MED 310 Medical and Clinical Assistant Practicum – 230 Clock Hours, 230 Clinical Lab Hours

This clinical course consists of clinical externship experience. Under direct supervision of a registered nurse, students can perform the competencies learned during the program. **Prerequisites:** *All courses above.*

MEDICAL BILLING AND CODING

MLE 100 Medical Law & Ethics 40 Clock Hours

Basic legal relationship of physician and patient, including implied and informed consent, professional liability, invasion of privacy, breach of contract and the Medical Practice Act. **Prerequisites:** *None*

CIS 100 Introduction to Computers 60 Clock Hours

This course will enable students to learn common microcomputer hardware and software typically used in the workplace. Practical hands-on assignments in the areas of word processing, spreadsheet, database, and graphic presentations, as they apply to the workplace. **Prerequisites:** *None*

HAP 103 Human Anatomy & Physiology 60 Clock Hours

This course will enable students to learn common microcomputer hardware and software typically used in the workplace. Practical hands-on assignments in the areas of word processing, spreadsheet, database, and graphic presentations, as they apply to the workplace. **Prerequisites:** *None*

HIV 104 HIV/AIDS 4 Clock Hours

This course covers HIV/AIDS etiology and epidemiology, transmission & infection control, as well as testing & counseling. Other areas covered are clinical manifestations and treatments in addition to Florida laws and regulations. **Prerequisites:** *None*

MEA 105 Medical Applications 40 Clock Hours

This course is designed to provide the "Medical Office Environment" so that students can apply their learned skills in all aspects of the medical office setting. Students will have the opportunity to practice coding, medical billing and all other aspects of the office environment covered in previous courses. **Prerequisites:** *MLE 100*

MET 108 Medical Terminology 60 Clock Hours

Medical Terminology is designed to help students develop a working knowledge of the language used within the field of medicine. Students acquire word building skills by learning prefixes, suffixes, roots, and abbreviations. By relating terms of body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare. **Prerequisites:** *None*

EHB 109 Electronic Healthcare Billing 120 Clock Hours

This course will focus on health insurance and reimbursement programs, billing procedures used for physicians' charges, accounts receivable/payable activities and appointment setting. The student will learn appropriate responses to a variety of medical legal situations regarding bill collection, release of patient information/records and confidentiality, subpoenas, workers compensation cases, and Medicare regulations for reimbursement. Students explore medical ethics, law, and federal standards governing the field. Students will also study compliance and HIPAA regulations as well as the False Claims Act. **Prerequisites:** *None*

MOA 110 Medical Office Accounting 120 Clock Hours

This course discusses the accounting and financial reporting issues related to hospitals, medical group practices, nursing homes, and other health care entities. The course covers the basic systems used for accounting, financial reporting, and the many practical applications used by accountants, including revenue recognition, payroll accounting, fixed asset accounting, debt liabilities, and more. **Prerequisites:** *None*

MHI 111 Principles of Health Insurance 40 Clock Hours

This course familiarizes the student with medical insurance reimbursement. Students are introduced to different types of policies and coverage. Emphasis is placed on categorizing plans and defining acronyms commonly used in the health field. Students will also be introduced to coding systems, deductibles, coinsurance, and procedures for completing forms. **Prerequisites:** *MLE 100*

MED 112 Microsoft Office 36 Clock Hours

This course introduces the students to the world of word processing using current Microsoft Word Software. Students will have the opportunity to continue their keyboarding skills to work on speed and accuracy. **Prerequisites:** *None*

COD 113 Electronic Coding for Systems: Integumentary, Skeletal, Muscular, Auditory and Ophthalmic 120 Clock Hours

This course combines the knowledge and skills learned in medical terminology and applies it to human anatomy. This course focuses on the integumentary, skeletal, muscular, auditory, and ophthalmic systems; and the diseases associated with each system. Pharmacology and Radiology, as they relate to each system, will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding with emphasis on specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-9-CM and ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. **Prerequisites:** *MET 108, HAP 103*

COD 114 Electronic Coding for Systems: Reproductive, Urinary, and Nervous 120 Clock Hours

This course combines the knowledge and skills learned in medical terminology and applies it to human anatomy. This course focuses on the male/female reproductive system, urinary, and nervous systems and the diseases associated with each system. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding with emphasis on specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-9-CM and ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology) and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. Evaluation and management coding pertaining to each system will also be covered. **Prerequisites:** *MET 108, HAP 103*

COD 115 Electronic Coding for Systems: Cardiovascular, Blood and Lymphatic 120 Clock Hours

This course combines the knowledge and skills learned in medical terminology and applies it to human anatomy. This course focuses on the cardiovascular, blood and lymphatic systems, and the diseases associated with each system. Pharmacology, as it relates to each system, will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding with emphasis on specific and correct coding procedures and techniques. The course provides an in-depth study of the ICD-9-CM and ICD-10- CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), medicine procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. **Prerequisites:** *MET 108, HAP 103*

COD 116 Electronic Coding for Systems: Endocrine, Digestive and Respiratory 120 Clock Hours

This course combines the knowledge and skill learned in medical terminology and applies it to human anatomy. This course focuses on the endocrine, digestive, and respiratory systems and the diseases associated with each system. Oncology and nuclear medicine will also be covered. Pharmacology as it relates to each system will also be discussed. In addition, this course takes a systematic approach to hospital and ambulatory care coding with emphasis on specific and correct coding procedures and techniques. This course provides an in-depth study of the ICD-9-CM and ICD-10-CM (Internal Classification of Diseases) for the systems listed. In addition, CPT4 (Current Procedural Terminology), anesthesia procedural coding, and HCPCS (Health Care Procedure Coding System), will be discussed for these systems. **Prerequisites:** *MET 108*

CDS 135 Career Development Skills 40 Clock Hours

This course is used to assist health care students to achieve important goals that will improve the quality of their own lives. The content includes the development of self-esteem, a personal value system and self-discipline by developing positive coping skills to deal with physical, emotional, intellectual, and social changes in self and others. Additionally, this course also focuses on helping students build a mindset beneficial for the healthcare professional for “job searching” and long-term career success building. **Prerequisites:** *None.*

*****END OF CATALOG ADDENDUM*****