



July 1, 2013 - June 30, 2014

STUDENT HANDBOOK
ALLIED HEALTH PROGRAMS

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Reviewed & Approved by: Director of Compass Career College



Dear Compass Colleague,

Welcome to Compass Career College! We would like to extend a warm greeting as you begin your educational journey.

I have an open door policy, even if the door is closed it's open to you. If I can be of assistance to you during your enrollment and beyond, please feel free to stop by my office. Compass Career College personnel make every effort to maintain an open door policy for all our students and graduates.

Welcome aboard and full speed ahead as you prepare for a great experience today and for a lifetime.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Moore", written in a cursive style.

**Phillip R. Moore
Director**

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Mission Statement

The mission of Compass Career College is to meet the needs of the South Louisiana's community and its citizens by providing a positive environment for students' growth and development in their vocational training. Compass Career College is dedicated to providing an atmosphere of encouragement and development of moral and ethical values to prepare each student for entry into the workforce.

Vision Statement

The vision of Compass Career College is to set the standard of excellence in South Louisiana for occupational education.

Institutional Philosophy

Compass Career College, founded in 1997, as an open-admission; state approved proprietary school of vocational learning. The mission of Compass Career College is to meet the needs of Southeast Louisiana citizens by providing vocational education/career training for the Florida Parishes. Compass Career College offers a positive environment for student growth, development, and provides an atmosphere that encourages moral and ethical values. Compass Career College is dedicated to providing the highest quality career training to all enrolled students, and to prepare each student for entry-level positions in the work force.

Philosophy of the Allied Health Programs

Each individual is a person of inherent worth and dignity and is unique in his/her capabilities, beliefs, and interests. Each individual is part of a culture, family, and community and is in constant interaction with the environment. Individuals strive for self actualization, continued growth, and learning throughout a lifetime.

The philosophy of the Allied Health programs is to prepare qualified students to be competent in their program of study. This is accomplished primarily by providing a carefully designed curriculum utilizing the resources of the College and the program's externship sites to provide students with a foundation in basic science, phlebotomy, nursing assistant, medical assisting, and medical billing and coding techniques. The program complements the overall mission of Compass Career College by educating allied health care providers who will remain in the area as productive working citizens and directly contribute to the betterment and public health of the community

The Allied Health field is ever changing and didactic. The allied health student must commit to keeping abreast of advances and changes in the health care field. By keeping abreast of advances and changes in the health care field, students can adapt these changes to his/her chosen profession.

Accreditation

Compass Career College is licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Board of Regents and the Louisiana Proprietary Schools Advisory Commission. Compass Career College is Nationally Accredited by the Council on Occupational Education.

Civil Rights Compliance

It is the policy of Compass Career College not to discriminate on the basis of race, color, creed, sex, national origin, age or disability in its admission and recruitment of students, educational programs and activities, or in employment policies and practices. The College, in its relationship with students, faculty and staff, treats with absolute fairness all those who apply.

This policy reflects the requirements of Title VI of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Section 901 of Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Louisiana Executive Order 13; Age Discrimination Act of 1975; The Americans with Disabilities Act of 1990; and the Civil Rights Act of 1991.

Introduction

The "Student Handbook for Allied Health Programs" provides the student with an accurate description of the policies for the Allied Health programs. This handbook is to be used in conjunction with the current school catalog.

Program Mission Statement

Compass Career College provides Allied Health training in the fields of Medical Billing & Coding, Medical Assistant, Phlebotomy, and Certified Nursing Assistant. The mission of the Allied Health programs is to provide a quality education with a variety of learning opportunities that prepare students to successfully gain employment in a health care facility.

Program Objectives

Upon completion of an Allied Health program, students will be able to:

- 1) Utilize effective communication skills with employers, clients, their families, and other health care personnel.
- 2) Identify the scope and limitations of the laws which govern their chosen field of study.
- 3) Utilize critical thinking skills
- 4) Implement the role of the Medical Assistant, Phlebotomy Technician, Certified Nurse Aide, or Medical Billing & Coding specialist
- 5) Demonstrate accountability for continued personal and professional growth.

Nurse Aide Program Objectives

This program is designed to prepare students for certification as a Nurse Aide in the State of Louisiana. Students will learn theory and develop clinical skills during this program. Once a student graduates, he/she will be prepared for entry level positions as a Nurse Aide in long term care (nursing home), home health, rehabilitation units, skilled nursing units and hospitals.

Phlebotomy Program Objectives

This program is designed to prepare students for entry-level positions in the field of Phlebotomy. Upon completion of this course, students will have gained the necessary skills to function in the health care setting. Graduates can work in hospital labs, independent labs, blood banking centers and insurance companies for pre-insurance screening.

Medical Assistant Program Objectives

This program is designed to prepare students for a number of entry-level positions in the health care field. A student will complete the Nurse Aide Training curriculum, which accomplishes two goals. First, it gives the student a good base in which to enter the Medical Assistant job market. Second, if a student

must drop out of school before completing the Medical Assistant course, they become employable as a Certified Nurse Aide, as long as they have completed all CNA requirements. A student who completes the Medical Assistant course will qualify for various positions in the medical field. Positions a Medical Assistant is qualified to perform are: Receptionist, Physician's Office Medical Assistant, Phlebotomist, Nurse Aide, Home Health Aide.

Medical Billing & Coding Program Objectives

This program is designed to serve the students who are interested in gaining employment in the healthcare field. Special focus is given to reimbursement procedures including Current Procedural Terminology (CPT), Internal classification of Diseases (ICD) and Health Care Finance Administration Procedural Coding System (HCPCS). Students will be taught the billing and coding process from the working prospective.

Program Costs

MEDICAL ASSISTANT

Tuition	\$12,000
Background check	\$25
Uniforms (\$40 per set)	\$160
Stethoscope/BP kit	\$35
Identification Badge	\$20
Safety Glasses	\$10
USB Flash Drive	\$20
Pocket Mask Kit	\$20
Required Texts	\$597
MA National Exam	\$75
<u>Lab Fees</u>	<u>\$200</u>
Total Contract Price	\$13,162

Additional Cost:

Registration Fee	\$100
Technology/Supply Fee	\$400

MEDICAL BILLING & CODING

Tuition	\$12,000
Background check	\$25
Uniforms (\$40 per set)	\$160
Identification Badge	\$20
USB Flash Drive	\$20
Pocket Mask Kit	\$20
Required Texts	\$1,360
Lab Fee	\$100
<u>MBC National Exam</u>	<u>\$105</u>
Total Contract Price	\$13,810

Additional Cost:

Registration Fee	\$100
Technology/Supply Fee	\$400

CERTIFIED NURSING ASSISTANT

Registration Fee	\$100
Tuition	\$318
Books	\$50
Background check	\$25
Uniforms (\$40 per set)	\$80
Stethoscope/BP kit	\$35
Identification Badge	\$20
Safety Glasses	\$10
Pocket Mask Kit	\$20
<u>Lab Fees</u>	<u>\$45</u>
Total Contract Price	\$703

PHLEBOTOMY TECHNICIAN

Registration Fee	\$100
Tuition	\$3,400
Books	\$471
Background check	\$25
Uniforms (\$40 per set)	\$80
Stethoscope/BP kit	\$35
Identification Badge	\$20
Safety Glasses	\$10
USB Flash Drive	\$20
Pocket Mask Kit	\$20
ASPT National Exam	\$85
<u>Lab Fees</u>	<u>\$150</u>
Total Contract Price	\$4,416

NOTE: Contract prices effective 08/20/2013. Prices of required text are determined by various publishers and subject to change. National exam fees are forfeited if exam not attempted. Only one exam fee is covered under the contract price.

AH Calendar

Scheduled classes may change due to unforeseen circumstances (example-hurricanes). Changes in Compass Career College's class schedule include, but are not limited to recommended closures by area officials in the interest of public safety and extended class times due to holidays. Please note, all programs are clock hour based. If a holiday falls on a scheduled class day, the clock hours must be made up either through an additional class day or extended class times. The administration of Compass Career College will strive to provide students as much notice as possible. The following is a list of scheduled holidays for 2011-2012:

2013

Jan. 1-4 – 2013 New Year's Holiday
 Jan. 21 – Martin Luther King Day
 Feb11-12 – Mardi Gras
 May 27 – Memorial Day
 July 4 – Independence Day
 Sept. 2 – Labor Day
 Nov. 18-29 – Thanksgiving
 Dec. 23-31 – Christmas/New Years

2014

Jan. 1-2 New Year's Holiday
 Jan 20 – Martin Luther King Day
 March 3-4 – Mardi Gras
 May 26 – Memorial Day
 Sept. 1 – Labor Day
 Nov. 17-28 – Thanksgiving
 Dec. 22-31 – Christmas/New Year's

Holidays that are not listed fell on a Friday, Saturday or Sunday when class is not scheduled.

Step Program

A student who has completed a portion of training and wishes to continue into another curriculum may do so by requesting it in writing. The student will then be responsible for the new course tuition and fees. Students who are currently enrolled will not have to pay the registration fee. However, if they are not actively enrolled, they must re-register and pay the required registration fee. Tuition will be credited at the current hourly rate for all completed course work. Students will not be charged a uniform/ID fee if they have the required uniform and ID.

Early Exit Program

Some courses may be exited from early with credits given toward a course of lesser hours. (i.e., Students enrolled in Medical Assistant may exit early from the curriculum with a certificate of completion of Nursing Assistant if they have met the required credits). Students who wish to do this will need to meet with the Program Coordinator to ascertain if they meet those requirements.

Class Day Schedule and Student Class Times

Classes are scheduled on Monday, Tuesday, Wednesday, and Thursday. All classes are 8:30 – 1:45. The only exception is Nursing II. Nursing II clinical times may vary. Schedules are given to the students at the time of registration for the course. ****Note – Some courses may require Friday rotation and occasional afternoon classes in addition to the normal Day Schedule. The College reserves the right to change the schedule as deemed necessary by the administration.**

8:30a.m. to 9:20a.m. Class
 9:20a.m. to 9:30 a.m. Break
 9:30a.m. to 10:20a.m. Class
 10:20a.m. to 10:30a.m. Break
 10:30a.m.-11:30a.m. Class
 11:30a.m.-12:15p.m. Lunch
 12:15p.m. to 1:45p.m. Class
 1:45p.m. Dismissal

****Nursing 210 7:45 – 3:00**

Financial Assistance

Students interested in financial assistance should apply online using the Free Application for Federal Student Aid supplied by the federal government. The website is www.fafsa.ed.gov. Eligibility requirements for Federal Programs consist of U.S. Citizenship or permanent residency, enrollment or accepted enrollment in the college, and satisfactory progress in one's course of study. If the student is eligible and receives Title IV funding, then they must complete both Entrance and Exit counseling prior to release of graduation documents. Students must maintain satisfactory academic progress as defined in the College's SAP policy to remain eligible to receive federal financial aid.

Campus Safety

The United States Department of Education requires that all colleges and universities that receive federal funds report the occurrences of selected crimes on their campuses. This information is reported annually and is available upon request in Student Services.

Student Housing

There are no dormitory facilities at Compass Career College. Students from out of town must secure their own residence; however, the college will assist students in finding suitable accommodations. A list of local real estate agencies will be made available upon request.

Student Guidance

Compass Career College instructors are available by appointment to meet with students "one on one" to discuss issues related to curriculum requirements, assignments, further explanations related to class/lab/clinical content, and concerns related to future employment after graduation. If a student requests personal/professional counseling, a list of local counselors will be provided. An instructor reserves the right to have another Compass Career College staff member present during a meeting with a student.

Confidentiality

The right to privacy of confidential and personal information is a protected right of all persons. This right of privacy extends to the student-teacher, student-student and student-patient relationship. Because of the legal, ethical and moral obligation, the student understands that a violation of the confidentiality of teacher, student or patient information and records can result in disciplinary action. Examples may include, but not limited to obtaining or communicating information obtained from teacher materials, questions, answers and/or notes without school consent; obtaining or communicating information obtained about a fellow student, i.e. grades, progress in curriculum without student consent.

Students in the Allied Health Program are required to maintain strict patient confidentiality at all times. Confidentiality is a client right to expect communication with healthcare professionals to remain unshared except for medical reasons or in the event public safety is threatened. Any violation of confidentiality will result in disciplinary action as deemed necessary by the instructor, agency and/or Compass Career College. If faculty becomes aware that students violate patients' confidentiality at any time, action will be taken through formal evaluation process. Student breaches of confidentiality can impact the clinical agency contracts. **Students are reminded that clients can pursue legal action should any health professional, including students, violate confidentiality in any setting.**

Request for Information

Any student/graduate requesting information from his/her records must do so in writing and submit a \$10 fee. If student is unable to do so in person, a signed fax must be sent to the school with the student's specific request. Students and graduates should allow five-ten business days for their request to be completed.

Employment Policy

Students are strongly recommended to have minimal or no employment while enrolled in one of the Compass Career College Allied Health programs. These programs consist of intense curriculum that require reading and practice of skills. It is to the student's benefit to devote time to preparing for class. If employment is an economic necessity, a reduced schedule should be considered. It is in the student's best interest not to work immediately prior to a clinical experience. The student may be dismissed from the clinical experience at the discretion of the instructor in the event that a student reports to the clinical area unprepared or functions in an unsafe manner.

The student who is employed by any health agency may perform only those functions which the agency defines in its policies for their hired position. The student is to function solely within the guidelines of their specified job description while at work. The student must not expand his/her employment role to include additional measures, which have been satisfactorily performed as a Compass Career College student. **The College is not responsible for the student during employment hours.**

Career Development

Compass Career College believes that career development is an important part of an ongoing educational process. Therefore, we offer our students 'career placement assistance for life.' Our purpose is to provide students, graduates, and alumni career guidance, and employment opportunities. Compass Career College assists students and alumni to reach satisfying career goals by integrating their education and on-the-job experience and training in their professional pursuits.

Admission Procedures for Allied Health

- 1). Submit an application for admission and a \$30 application fee.
- 2). Submit copy of valid photo I.D. (i.e., driver's license, passport, military ID, or state issued ID) and social security card.
- 3). Submit copy of high school diploma or GED.
- 4). Submit an official copy of any academic transcripts to be evaluated for credit.
- 5). Submit a copy of any current certifications earned. CPR certification for Health Care Providers must be approved by the American Heart Association; this certification is offered at Compass Career College.
- 6). Submit ACT scores or take the Compass test. (Test fees for up to three attempts are covered by the application fee)
- 7). Fill out the FAFSA if interested in applying for Title IV federal financial assistance.
- 8). Make financial arrangements – Apply for funding from the various sources available through Compass Career College if student qualifies
- 9). If Title IV student loans are requested, then entrance counseling and master promissory note must be completed.
- 10). Submit TB skin test, proof of 2 MMR, and a tetanus within 10 years or sign waiver prior to admission.
- 11). Pass the Louisiana Department of Health and Hospitals required criminal background screening

Admission Requirements for Allied Health

Nurse Aide Training

High school diploma or GED required

Compass Scores of Reading – 53; PreAlgebra – 17; English – 25.

NOTE: CCC will accept ACT scores that meet the minimum requirements for Allied Health programs ACT subscores of Reading – 13; Math – 14; English – 13.

Pass the Louisiana Department of Health and Hospitals required criminal background screening

Medical Assistant/Medical Billing and Coding/Phlebotomy Technician

High school diploma or GED required

Health care background helpful

Compass scores of Reading – 62; PreAlgebra – 25; English – 32.

ACT subscores of Reading – 13; Math – 14; English – 13.

Pass the Louisiana Department of Health and Hospitals required criminal background screening

Students with Disabilities

It is the general policy of Compass Career College to assure equal opportunity for all qualified persons. Reasonable accommodations for qualified persons with disabilities will be made provided the students have self-identified with the Director of the College and have provided required documentation. Individual instructors will modify the methods, requirements and procedures of courses and examinations to reasonably accommodate the special needs of the students with disabilities, provided the academic integrity of the course and/or examination is not violated and the health and welfare of all are safeguarded.

Health Status

Each student must complete health questionnaire and submit proof of immunizations. Students entering vocational-technical schools in Louisiana will be required to show proof of immunity against measles, mumps, rubella, and to have had a booster dose of tetanus-diphtheria (Td) or Tdap vaccine within the past

10 years. In addition, a Tuberculosis Skin test will be required. Students entering schools of higher learning in Louisiana born before January 1, 1957 will be **exempt** from showing proof of immunity against measles, mumps, and rubella. A booster dose of tetanus-diphtheria vaccine (Td) or Tdap within the past 10 years will be required for those students and may be offered to anyone requesting to comply with this recommendation. Documented history of disease or serologic evidence of immunity, confirmed by a physician, may be accepted as evidence for waiver of requirement for measles immunization. The Director of College or the Allied Health Program Coordinator will review the Health questionnaire. The student is responsible for verifying he or she is physically fit to participate in training and is free of communicable disease. Evidence of a medical physical may be required.

Should the health status of the student change during their enrollment at Compass Career College; the student is responsible for verifying that he/she is physically able to participate in theoretical and clinical classes. Students are required to provide a statement from his/her physician stating the student's ability/inability to function in the clinical setting for conditions such as fractures, surgery, medical illness, pregnancy, etc. Students who do not notify the Director of the College and Allied Health Program Coordinator in writing and obtain written consent from their physician to participate in clinical labs, **take full responsibility for any difficulty encountered.**

Pregnancy

While enrolled in an AH program there will be times when the student is required to perform duties which may be physically demanding. Because of this, if at any time during the program the student becomes pregnant, she must notify the Allied Health Program Coordinator or the Director of the College in writing. The student must obtain written consent from their physician before continuing in an AH program and before entering into clinical rotations that the student is able to perform all required AH student functions. Students who do not notify the Directors in writing they are pregnant will take full responsibility for any difficulty encountered while enrolled in the course. All costs related to health requirements will be the sole expense of the student.

HIV / HBV

HIV/HBV sero-positive students can apply for admission to the Compass Career College. They must meet admission criteria as any other student. If required, students must report HIV/HBV positive status to the appropriate licensure board. Additionally, Compass Career College will adhere to clinical site policies and procedures regarding disclosure status. The Allied Health Programs Coordinator will confidentially assist students with reporting of HIV/HBV status if desired. **All students regardless of their HIV/HBV status should exercise Universal Precautions in all clinical settings.**

Annual Health Requirements

Provide written verification of screening test for tuberculosis or a current chest x-ray (CXR) as applicable. Students are urged to regularly update their medical files. Failure to do so may result in exclusion from clinical lab. Compass Career College reserves the right to investigate situations which may affect the student's ability to function. In addition, a physician's release may be required. Students should make a copy for their own records before submitting any forms to Compass Career College.

Criminal Background Check

Students in the Allied Health programs may not be currently serving under any court imposed order of supervised probation, work-release, school release or parole in conjunction with any felony conviction(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893. Criminal background checks may be required by facilities and agencies in addition to the required check upon admission. **This cost is to the student.** Compass Career College will adhere to clinical site policies and procedures regarding criminal background checks.

Reporting of Subsequent Arrest and Convictions

After initial acceptance into a Compass Career College program, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported IMMEDIATELY to the Director of the College, the Allied Health Program Coordinator, and the appropriate state licensing board in the same manner as for initial application to the College for determination of continuance eligibility. Failure to report any and all subsequent disciplinary actions, arrests, or impairment may result in denial of licensure and will constitute falsification of records.

Student Insurance

All students enrolled in Compass Career College are responsible for health care costs associated with any injury sustained while enrolled in courses. Health care institutions with which the College has a contract require that a protocol for health care be followed in the event a student sustains an injury while in the clinical settings. In this regard, the College highly recommends that all students carry personal health insurance coverage and that this be verified by the School. Should a student choose not to have personal health care coverage, they must sign a waiver to that effect.

Liability Insurance for Students

Compass Career College does provide liability insurance coverage for students in the clinical lab setting. This policy does **not** include coverage for those students who choose to work for payment in a clinical setting, outside of their program. **Students are strongly urged to purchase their own individual liability insurance.**

Drug and Alcohol Policy

Compass Career College is committed to maintaining a campus free of illegal drugs and alcohol abuse. Students should be aware that the Student Code of Conduct prohibits the unauthorized manufacture, sale, possession, use or distribution of illicit drugs and alcohol on campus. Violation of this policy is grounds for disciplinary action up to and including permanent dismissal from Compass Career College. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment. Compass Career College is bound to take all appropriate actions against violators.

Students may be required to submit to mandatory drug testing upon admission to the College. Testing will also occur on a random basis and/or at any time deemed necessary by the Director of the College, Allied Health Program Coordinator, Instructors and/or affiliated clinical facilities. **This cost is to the student.** Students are expected to review and abide by the guidelines of the Code of Conduct defined in the College's Drug and Alcohol Policy.

Compass Career College will make the appropriate referrals to community agencies to students with drug and/or alcohol related problems. The college encourages students to adopt and maintain healthy lifestyles.

Search and Seizure

To protect the health and safety of the school community, administration may conduct random and unannounced searches of lockers, desks, and other containers or enclosures which are the property of Compass Career College. Students may be required to submit to random or systematic searches and personal searches with reasonable suspicion. Any student failing to cooperate with a search will be subject to discipline under the Code of Conduct.

To maintain order and discipline and to protect the health, safety and welfare of students and school personnel, administration may search a student, student lockers, student containers or belongings, and/or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school catalog given to students during orientation and available on the institution's website in pdf format (www.compasscareercollege.net).

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Student desks and lockers are the property of the school, and may be used for the storage of permitted student belongings only. School officials reserve the right to search desks and lockers as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. A random, systematic, non-selective search of classrooms, lockers, desks or automobiles may be conducted by school officials and/or law enforcement authorities. Students are responsible for the content of their assigned locker at all times. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials should be notified. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule. A personal search may include requiring a student to be scanned with a metal detector. A pat down search of a student may only be conducted if a school administrator has a reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present of the same sex present. Strip searches may be used only in an extremely serious situation requiring immediate action. Such a search should be used only in the context of imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement officials, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their locker at all times. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield

evidence of the violation or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

COMPUTER SEARCHES

School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Falsification of Documents

Falsification of **any** document will result in disciplinary action up to and including dismissal from the program.

Notification of Changes

The student is required to notify Student Services of any changes in marital status, name, physical address, mailing address, cell phone number, home phone number, email address, employment information, emergency contact information etc.

Violence in the Workplace

Compass Career College has a **Violence in the Workplace Plan**. Compass recognizes that employees and students are the Schools most valuable resources and their safety and security are essential to carrying out their responsibilities in the workplace as well as the classroom. Every employee and student has a reasonable expectation to perform their assigned duties and to pursue their educational goals in a safe atmosphere free of threats and assaults.

At Compass, employees and students are required to report all threats or incidents of violent behavior to the Director of the College. The full policy may be obtained in from Student Services. Examples of inappropriate behavior which shall be reported include:

1. Unwelcome name-calling, obscene language, and other abusive behavior.
2. Intimidation and/or Bullying of any kind.
3. Physically touching another employee/student in an intimidating, malicious, or sexually harassing manner, including, but not limited to such acts as; hitting, slapping, poking, kicking, pinching, grabbing, and pushing or any other unwanted, unwelcome physical contact.
4. Physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing of any object, or intentionally blocking a pathway.

Firearms

Firearms are not allowed on school premises, including but not limited to school buildings, lockers, and all parking areas). If any student is found in possession of a firearm on school premises, possession includes your vehicle, you will be dismissed immediately.

Conduct

Students are expected to comply with “Codes of Conduct” as outlined in the Compass Career College Catalogue. Failure to comply with these standards may result in review by the Director of the College resulting in disciplinary action. Classroom/Clinical behavior that interferes with either the instructor’s ability to conduct the instruction or the ability of students to benefit from the instruction is not acceptable. Examples may include, but not limited to, routinely entering class late or departing early; dress code violations; communicating information or rumors tending to cause embarrassment or harm to administration, instructors, staff, students and/or patients/families; use of beepers, cellular telephones or other electronic devices. Compass Career College reserves the right to suspend and/or dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff, and/or students as determined by the Director of the College.

Suspension/Dismissal

Any conduct deemed inappropriate by faculty or staff may be brought to the attention of the Program Coordinator or the Director of the College. The Program Coordinator or Director of the College will determine if the behavior displayed warrants suspension. The Director of the College will determine the length of the suspension according to policy.

Dismissal may result from, but not limited to, any of the following violations:

- 1) Unprofessional behavior
- 2) Behavior that reflects unfavorably on fellow students or the college
- 3) Interfering with the progress of other students or the presentations of any member of the staff or faculty
- 4) Possession of weapons of any kind while on school property. A weapon is considered anything with the potential to cause bodily harm and which serves no academic purpose.
- 5) Being under the influence or effects of alcohol, prohibited drugs or narcotics of any kind on school property
- 6) Violations of school dress code as established by the college and not keeping themselves and or their work areas clean at all times
- 7) Violations of any established policy, rule, or regulation
- 8) Excessive absences and excessive tardiness
- 9) Attempts to fraudulently manipulate student time keeping i.e. swiping time badges, signing another student in or out on clinical time sheets
- 10) Students must cooperate fully with the staff and faculty at all times
- 11) Removal of supplies, books, equipment, or anything else from the college property without prior written permission from the Director of the College and/or the Program Coordinator.
- 12) Cheating or plagiarism of any kind (this is grounds for immediate dismissal)
- 13) Students must maintain established academic standards
- 14) Profane or abusive language
- 15) Failure to complete coursework
- 16) Falsification of admission information or any other document
- 17) Intimidation of another student, faculty, staff or administration member
- 18) Negative statements about another student, faculty, staff or administration member
- 19) Insubordination to a faculty, staff or administration member
- 20) Failure to meet financial obligations
- 21) Behavior unfitting of a student as defined by the Director of the College.

Re-Entrance Policy

A student wishing to Re-Enter an Allied Health program must re-apply through the Admissions area. The student's application will be considered by the Review Committee and the student may be scheduled to appear before the Committee. The Review Committee will evaluate the student's request for Re-Entry and recommend acceptance or denial. Factors to be considered for Re-Entry may include but not limited to academic performance, attendance, attitude, discipline and other relevant information. If the recommendation is for denial, the student may appeal following the procedures in the College Catalog. If the recommendation is for acceptance, the student must make satisfactory financial arrangements prior to final approval for Re-Entry. Acceptance for re-entry does not automatically grant eligibility for federal financial assistance. If a student was dropped for academic reasons, they must file a financial aid appeal to become eligible for Title IV assistance (pell grants and student loans). See the Office of Financial Aid for more information.

Dismissed students will have a chance to appeal his/her dismissal. Permission to re-enter shall be granted on an individual basis. The decision of the College Director shall be final. If re-entrance is granted to the student, he/she will need to refer to the Re-Entry Policy. If the student is approved for Re-Entry, he/she will be placed into the appropriate class on a space available basis. If the space is not available, the student will be placed on a waiting list. Position on the waiting list is at the discretion of the Program Coordinator and will be determined from several factors; including but not limited, to academic performance, attendance, attitude, discipline and other relevant information.

While on the waiting list, the student must audit courses being taught in the class for which they are seeking Re-Entry in order to be eligible for Re-Entry when space becomes available. Please note: even though auditing, space may never become available. Clinical classes may not be audited.

Important: A student will only be allowed TWO (2) Re-Entries into an Allied Health program at the College.

Student Parking

Student parking is located in the gravel area at the rear of the building. You will need to enter the building through the rear door labeled STUDENT ENTRANCE. Compass Career College is not responsible for valuables left in your vehicle while attending class. Furthermore, Compass Career College is not responsible for damage caused to your vehicle while parked in the parking area. If you find damage that may have been caused to your vehicle while parked at Compass Career College you should call your insurance company to report the problem.

Student Break Areas

Breaks are given throughout the day at which time the students are allowed to go outside or utilize the break area. During lunch students are allowed to leave the premises but should return prior to the end of the lunch period. A designated break area is available for those students who wish to remain on the premises for lunch. No student is allowed to remain in any classroom during the lunch period. Smoking is allowed only in the rear of the building.

Cell Phone Policy

Cell phones and blue tooth devices must be turned off or silenced at all times. Cell phone use is only permitted at lunch and/or break (as defined by the institution's bell system). Cell phone use

during break-time is only allowed in the hallways or outside of the building. **No cell phone use is permitted in the classroom at any time for any reason.** Any student found using a cell phone during class time will be subject to a same day suspension and sent home. Likewise, if a student's cell phone or other blue tooth device makes noise during a class, the student will be subject to a same day suspension and sent home. Please note: a phone turned to vibrate may still make noise resulting in a same day suspension. Continued infractions of the cell phone policy may result in dismissal from the college.

Students are not allowed to keep cell phones on by stating the phone is on for emergencies. Compass Career College has multiple phone lines. Students are to provide the school phone number for use in case of emergency. When the caller states the call is an emergency the student will be immediately summoned to take the call. The phone number is (985) 419-2050 or (800)-711-5390.

Cell phones or blue tooth devices are not allowed in the clinical setting.

Smoking

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, Compass Career College enforces a smoking policy. Smoking is prohibited on the campus in public areas such as classrooms, laboratories, lounges, hallways, restrooms, and in areas where "No Smoking" signs are posted. Compass Career College staff, faculty, and students must follow clinical agency policies related to smoking. Compass Career College insists on strict adherence to this policy because the College may be subject to criminal or civil penalties for violations of applicable smoking laws. As guests of clinical agencies and ambassadors of the Compass Career College Allied Health Program, faculty and students must follow clinical agency policies related to smoking. The faculty and/or students are required to determine clinical agency smoking policy and designated smoking areas. Failure to follow policy may result in disciplinary action.

Grievance/Complaints/Appeals

Students are referred to the College Catalogue and/or the College website (www.compasscareercollege.net) for discussions regarding student rights, privileges, freedoms and protections. These publications advise students of the College policies, rules and regulations. Grievance procedures are explained for alleged infractions, breaches of conduct or failure to meet standards, requirements or rules.

Students with questions regarding persons to contact to file grievances should first ask his/her Instructor or Program Coordinator, then the Compliance Officer or the Director of the College. Any problems within a specific course should be first discussed with the Instructor or Program Coordinator, then the Compliance Officer or the Director of Compass Career College. An official form to document grievances is available on the institution's website, in the Student Services area, from the Compliance Officer, or from the Director of the College. Any grievance documents are kept on file for review with the Compliance Officer.

Academic Honesty

The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination

or other class work is unacceptable to Compass Career College. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission, and falsification of records and documentation are considered serious offenses and shall be grounds for disciplinary action. Students will receive a zero on the test or assignment in question and will report to the Director of the College.

Test Taking Policy

All scheduled test and quizzes are to be taken on the day given by the instructor. All personal items must be stored away from the student in the designated area. Missed pop quizzes cannot be made up and will not be integrated into the final course grade. If the student is absent on a scheduled test day, the make-up test is to be given on the next scheduled theory class day. The student is responsible to make arrangements with the instructor. If re-testing is to take place outside of normal class time the fee for the makeup test is \$25.00.

All make-up tests may have up to **seven** (7) points, percentage points, or a letter grade automatically deducted from the test score. No bonus points will be allowed on make-up tests. If the make-up test is not taken on the next scheduled theory class day in accordance with the expectations previously stated, the student will receive a **zero** (0) for the test score. Make up tests may be given in any format deemed appropriate by the instructor.

It is at the discretion of the instructor as to when he/she will grade and post the test scores. Test scores will be posted by the last 4-digits of social security. **All tests given are timed.** All books, bags, materials, water etc. will be removed from the desk. The student may not leave the classroom after testing has begun. There is no talking during the test. If a student has a question, he/she is to raise their hand for the instructor. Upon completing the test, the student is to return to their seat and sit quietly until the test is complete. Cheating is not allowed. If cheating is suspected, the student will receive a zero and will report to the Program Coordinator or the Director.

Attendance

Perfect attendance is expected of each student, just as an employer expects attendance from an employee. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the instructor by telephoning the school if they are going to be absent or tardy. School holidays, breaks, and class cancellations (i.e., weather) are not included in calculations for class attendance; therefore, are not considered as hours of absence.

Attendance is kept on a per class basis. Students are allowed to miss no more than **15%** of any class in any program. If a student exceeds **15%**, they are removed from class and receive an Incomplete that is labeled as an "I" on their academic transcript. If a student receives two consecutive Incomplete grades they are dismissed from their program of study. **Students are responsible for keeping track of their attendance.**

The attendance policy is designed to assure adequate training time is provided to all students enabling them to successfully pass all courses. The Director of the College may withdraw any student for absences over **15%** of the total hours within each course. The student will automatically be placed on attendance probation and subject to dismissal from the program if absenteeism continues to be a problem. Excessive absences are defined as consistently reaching the allotted **15%** time in each class. Excessive absenteeism interferes with the student's accomplishment of the course objectives and learning. Students dropped due to poor attendance will be given an opportunity to join the next class on a space available basis.

If a student exceeds the maximum allowed percent absence for their program they are dropped from the class. If the student is dropped from class a new class schedule will be issued. The incomplete class will be repeated as schedule permits. If the student incompletes the next class or two future classes for any reason they will be dropped from school.

If a student requires a Leave of Absence they must complete a formal written request as defined in the general catalog.

Tardiness

Instructors have the prerogative to deduct points for any attendance related issue (i.e. tardies, leave earlies, absences, etc.). The loss of points from grades is per the instructor's discretion.

Withdrawals

A student can officially withdraw from a course by completing and submitting a signed Course Withdrawal Form available at Student Services. Upon submission of the form, a grade of "W" is assigned to each course. Any student withdrawing from a course will not be able to complete the program for that time period. A student who withdraws from a program and wants to Re-Enter must re-apply through the Admissions area (see Re-Entrance Policy).

Students who stop attending courses without officially withdrawing from the College are considered absent and will receive the appropriate grade(s). These grades affect the student's academic standing and may jeopardize the student's eligibility to reenter the program and/or receive financial assistance. Once withdrawn, officially or unofficially, students receiving federal financial aid may be subject to a return of Title IV funds calculation based on the last date of attendance.

Code of Ethics

Students at Compass Career College are expected to have a sincere commitment to the highest quality education possible for themselves and their fellow students. By enrolling in College, they agree to make every effort to create a safe, comfortable and supportive environment both inside and outside the classroom. Students should conduct personal business and school activities with honesty and integrity and project a professional image in all aspects of their practice. Students should perform only the skills that they are taught, not venture into areas which are beyond their educational level and refrain from diagnosing conditions and/or prescribing medical treatments. Students must correctly and honestly represent their level of education, certification(s), and professional affiliations.

Students should strive for personal excellence through regular self-assessment of personal strengths, limitations, and effectiveness by maintaining regular attendance in the classroom, keeping commitments and appointments receiving tutoring and counseling when necessary, and through giving and receiving constructive feedback. Students should also be committed to providing the highest quality care to patients and fellow students and treat everyone with the utmost respect and be conscious of their emotional and physical well being.

Students will work to eliminate prejudices in the classroom and the profession, and acknowledge the inherent worth and individuality of each person. Students will not discriminate against patients, students, faculty, staff, or any other individual. Students will respect the integrity of each person and the professional distance required for the learning process. Students must not engage in any sexual conduct, sexual relationship or sexual activities involving students, patients, or any school personnel.

Compass Career College students acknowledge the confidential nature of relationships between students, patients or any school personnel and respect each person's right to privacy. Students will show respect for all health care practitioners and conduct all aspects of their business honestly, fairly, professionally, and ethically.

Allied Health Orientation

The students will be informed during orientation of the school policies and procedures. The students will be given a copy of the Allied Health Student Handbook during orientation. The student is required to sign a receipt and acknowledgement form upon completion of orientation.

Allied Health Program Scheduling

Classroom/lab time typically occurs four days a week for approximately seven hours a day. Clinical hours will normally be eight to twelve hours a day, two to four days per week. Days and times will vary according to clinical facility availability. Clinical experiences will involve days, evenings, nights and weekends during the program. In order to maximize the student's learning there are times when course requirements may necessitate irregular scheduling, adjustments in section assignments, or changes in placement for clinical experience. Students will be informed of any changes as promptly as possible.

Allied Health Courses

The length of each course is noted at the top of each curriculum outline. The lengths are the approximate time required to complete the course. Factors that may affect course length include holiday schedules and cancellation of a class by Compass Career College. Compass Career College reserves the right to cancel courses that have failed to meet minimum student enrollment or as necessary.

Nurse Aid Course Objectives

Students have the ability to:

- Assist patients in adjusting to altered levels of well-being.
- Demonstrate respect for the patient.
- Continue self-development as a member of the health care team.
- Provide basic nursing care skills to a diverse population with emphasis on the elderly and those who are dependent for personal care.
- Utilize education learned in basic anatomy and physiology, restorative services, residents/patient rights, cognitive impairment, mental health and social service needs.
- Develop communication and interpersonal skills.
- Employ infection control practices.
- Provide personal care skills according to individual patient needs.
- Knowledge of safety practices.
- Recognize abnormal changes in body functioning and the importance of reporting such changes.
- Recognize members of the health care team and know the importance of each role.
- Understand the differences of working in a controlled environment (facility) versus working in a patient's home.

Phlebotomy Course Objectives

Student has the ability to:

- Know and understand basic laboratory terminology and abbreviations.
- Perform venipuncture procedures using the butterfly, Vacutainer and syringe method.
- Operate safely in a lab and safely use laboratory equipment.

- Know basic Human Anatomy and Physiology with emphasis on the circulatory system.
- Demonstrate infection control practices in the lab and in all other patient care areas.
- Understand blood borne pathogen risks and preventive procedures to be utilized.
- Utilize appropriate Vacutainer tubes according to the physician's orders.

Medical Assistant Course Objectives

Student has the ability to:

- Meet all stated objectives for the Nurse Aide Training.
- Meet all stated objectives for the Phlebotomy Technician.
- Perform basic procedures under the order/supervision of a physician.
- Perform duties/tasks of day-to-day operations in a physician's office.
- Schedule patient appointments.
- Demonstrate professional behavior and work ethics.
- Document in the patient's record appropriately.
- Organize and file in a patient's record.
- Demonstrate introductory knowledge with use of the computer.
- Demonstrate a basic understanding of drugs and usage. Give medications only under the supervision of a physician and as legally appropriate.
- Utilize Office Equipment.

Medical Billing & Coding Course Objectives

Student has the ability to:

- Identify crucial roles of the Physician Documentation in the coding process.
- Identify codeable services.
- Accurately utilize ICD Codes (both ICD 9 and ICD 10).
- Accurately utilize CPT codes & HCPC for supplies/DME and procedures.
- Perform hospital outpatient/inpatient coding and physician practice coding.
- Understand coding from a reimbursement perspective.
- Utilize appropriate coding in anesthesia, surgery, radiology, pathology, and medical services.
- Billing and claims processing (physician practice & hospital), appeals, and collections.
- Completing CMS-1500 forms (both manual and electronic)
- Electronic health records (EHR) systems.

Transfer Credits

Transfer credits will only be accepted prior to any student beginning a program. Once the student begins his/her program of study no transfer credits will be accepted. When a student transfers from another school, the Director of College will evaluate any potential transfer credits once an official transcript is provided. In order to be considered, the transfer credits must be no more than 3 years old. Any accepted course will show the grade "Tr" beside it on the transcript to indicate a course transferred.

Transfer Between Curriculums

Students must complete a Request for Change of Curriculum form and submit the form to Student Services. This form is then reviewed by the Director of the College who evaluates the students' academic standing and performance on entrance exam. The Director of the College will then evaluate the students' financial status to determine approval.

Grading

Students enrolled in an Allied Health program must maintain a minimum grade of 75% (C) to successfully complete a course. Failure to maintain 75% (C) will result in an incomplete for the course and no clock hours earned.

Grading System

94% - 100% = A

85% - 93% = B

75% - 84% = C

65% - 74% = D

Incomplete = I - course requirement not completed as in syllabus

Dropped = D – student drops or withdraws from active roster before completion

Transfer Credit = Tr – course credit granted from another institution

Successful = S – successful completion of clinical or externship objectives

Unsuccessful = U - unsuccessful completion of clinical or externship objectives

Withdrawal = W – student withdraws from active roster before completion of course

Make-Up Work

In the case of an absence, make-up work may be assigned for the purpose of allowing a student to progress in a timely manner. Offering and scheduling of make-up work is left to the discretion of each instructor. Documentation may be requested by instructors in order for make-up work/tests to be offered. Make up tests may be given in any format deemed appropriate by the instructor. An absence does not excuse homework assignments due. Late homework grades may be penalized as determined by the instructor. If an instructor allows a student to take a make-up test and this is to take place outside of normal class time the fee for the make-up test is \$25.00

Allied Health Full Academic Probation

If a student fails to complete two classes because of academic reasons they will be put on immediate full academic probation for the remainder of their program. Full academic probation requires the student to meet with a faculty member once per week to discuss study habits and class requirements. If the student fails any future classes for academic reasons while on full academic probation, they will be dropped from the school. The student may reapply for admission in 120 days.

Academic Appeals

A student may submit an appeal for a class in which the student feels the score received was incorrect. Only one appeal per class is allowed but the student is not limited to the number of classes in which an appeal can be submitted.

Academic Appeals must be submitted using the school's Academic Appeals Form to the Director of the College no later than 3 business days of class completion. The last day of the class is not counted as part of the three days. A written response must be issued to the student or mailed to the student within 10 business days of receipt of the appeal. The findings of the committee are final.

A student may submit an appeal for a class in which the student has not made the required score of a "C" (75%). If a student has failed three classes and an appeal was submitted for the third class and the Appeals Committee determines the score issued stands, then the student is dropped and no further appeals are allowed. A student which has submitted an appeal for a class which would be the third class causing

the student to be dropped from school may not attend any classes until the Appeals Committee has made a determination.

Media Services

Compass Career College offers assorted media resources for student usage. Media services include our reference library, videos, and computer lab. Student Services coordinates access to all media services. The reference library and videos are arranged by subject and can be checked out upon request, however videos are can only be used at the facility. The computer lab has Internet access and e-mail, for students to research material for class and/or applying for employment positions. The computer lab is only available during certain hours due to classroom usage. Students are to schedule appointments with Student Services to guarantee availability.

Please refer to the following steps when using individual media services:

VCR/DVD/TV

- a) Turn power on for TV, DVD and or VCR
- b) Insert VHS Tape or DVD
- c) Press Play
- d) When finished, be kind rewind
- e) Eject tape/DVD and turn off power
- f) Return TV, DVD, and or VCR to station
- g) Return VHS tape or DVD to Program Coordinator or Director of the College

Checking out VHS/DVD/CD

- a) Request key from Program Coordinator or Director of the College
- b) Select the media to be used
- c) Sign the 5x7 card give to the Program Coordinator or the Director of the College
- d) When returning media, go to Program Coordinator or the Director of the College to replace card on the item checked out and replace it in the locked cabinet.
- e) Return the key to the Program Coordinator or the Director of the College

Reference Library

- a) Reference library is arranged by subject
- b) Request a key from Student Services, Program Coordinator, or the Director of the College.
- c) Once the book is chosen, sign the card and give to Student Services.
- d) Return the book to Student Services when finished.

Computer Lab

- a) Turn on the Computer
- b) Open the program you wish to use by clicking the appropriate icon.
- c) Save your work to your travel drive.
- d) Internet and email are available for school use only.

Medical Students Dress Code

Compass Career College students are expected to dress in a neat, clean and appropriate manner. Students are required to wear an authorized uniform scrub (pants and top), white undershirt, school I.D. tag, and closed toe shoes. Rulings on acceptable dress listed below will be at the discretion of the Program Coordinator and/or the Director of College. Failure to be in uniform may result in absence. Compass Career College reserves the right to change the uniform policy as deemed necessary.

Revised 04/2014

Students are not allowed to wear the following:

- Hair scarves/wraps
- Slippers/flip flops
- Jewelry—only one set of stud earrings, no facial jewelry, no excessive jewelry
- A white t-shirt or approved white shirt must be worn under the scrub top by both male and female students
- No tattered uniforms/scrubs
- Pants and shirts must not show skin when bending/reaching
- No Sweatshirts – any sweater may be worn in the classroom for extra warmth

Medical Clinical/Externship Dress Code

During the clinical phase of their program students are required to wear authorized uniforms. A separate clinical dress code will be enforced during the entire duration of clinical. Safety glasses are required for Clinical and Externship phases of training. The Clinical dress code will also apply to your externship phase of training.

You must be in complete uniform:

- Blue Compass scrubs, white shirt must be worn under the scrub top
- Name tag
- Stethoscope
- Black ink pen
- Safety glasses
- Plain white sweater (no sweatshirts) with a Compass Career College patch may be worn for extra warmth

NOTE: Some medical facilities may require a background check prior to being allowed to start your externship. This cost varies depending upon the level of background check required by the facility. Estimated cost is \$50.00. If the student agrees to attend the facility requiring the background check, the cost is to the student.

Graduation Requirements

A student must meet the following criteria in order to graduate from Compass Career College:

- Student must earn a minimum grade of “C” in every class of the program student has enrolled in to successfully complete the curriculum.
- Student must be in good standing with the college both financially and academically.
- If student received Title IV funding, then the student must complete exit counseling.

Certification of Completion

Certificates will be issued within 30 days of completion to student candidates who have completed their program. Students must be in good standing with the school academically and financially. The school will withhold issuing of transcript and certificate if student’s account is not paid in full.

Exams for Completed Program

The Certified Nursing Assistant exam is administered upon completion of the Nursing II course. Compass Career College schedules the American Society of Phlebotomy Technicians (ASPT) exam several times a year. The National Allied Health Test Registry Certified Medical Assistant exam is given approximately six times a year. (See ADMISSIONS, Fee Schedule for exam fees) The exam fee included in the student's contract (if applicable) is good for one test administration within 12 months of completion date. National exam fees are forfeited if exam not attempted within one year (12 months) of program completion.

Allied Health Programs

Nurse Aide Training Curriculum

Length of Course 150 Clock Hours 8-Weeks – Fulltime

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical (c) or Externship (e)	Total Hours
ORT 110	Orientation 110	19	6	0	25
NSG 110	Nursing I	40	10	0	50
NSG-210	Nursing II	10	18.75	46.25 (c)	75
		69	34.75	46.25	150

Phlebotomy Technician Curriculum

Length of Course 425 Clock Hours 24 Weeks – Fulltime

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical (c) or Externship (e)	Total Hours
ORT 110	Orientation 110	19	6	0	25
MT 110	Medical Terminology	50	0	0	50
HB 110	Human Body in Health & Illness I	50	0	0	50
HB-210	Human Body in Health & Illness II	50	0	0	50
PD-410	Professional Development	50	0	0	50
PHLEB-110	Phlebotomy I	30	20	0	50
PHLEB-210	Phlebotomy II	20	30	0	50
PHLEB-310	Phlebotomy Externship	0	0	100 (e)	100
		269	56	100	425

Medical Assistant Curriculum

Length of Course 900 Clock Hours 50 Weeks – Fulltime

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical (c) or Externship (e)	Total Hours
ORT 110	Orientation 110	19	6	0	25
HB - 110	Human Body in Health & Illness I	50	0	0	50
HB- 210	Human Body in Health & Illness II	50	0	0	50
MT 110	Medical Terminology	50	0	0	50
PD - 410	Professional Development	50	0	0	50
Comp - 210	Intro. to Computers	25	25	0	50
NSG-110	Nursing I	40	10	0	50
NSG-210	Nursing II	10	18.75	46.25 (c)	75
NSG-310	Nursing III	25	25	0	50
PHLEB-110	Phlebotomy I	30	20	0	50
PHLEB-210	Phlebotomy II	20	30	0	50
OM-210	Office Management I	30	20	0	50
PHARM-310	Pharmacology	50	0	0	50
NSG-410	Nursing IV	25	25	0	50
NSG – 510	Nursing V	50	0	0	50
MA-410	Clinical Externship	0	0	150 (e)	150
		524	179.75	196.25	900

Medical Billing & Coding Curriculum

Length of Course 775 Clock Hours 44 Weeks – Fulltime

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical (c) or Externship (e)	Total Hours
ORT 110	Orientation 110	19	6	0	25
HB 110	Human Body in Health & Illness I	50	0	0	50
HB 210	Human Body in Health & Illness II	50	0	0	50
MT 110	Medical Terminology	50	0	0	50
PD 410	Professional Development	50	0	0	50
COMP 210	Intro. to Computers	25	25	0	50
OM 210	Office Management I	30	20	0	50
MBC 110	Medical Coding & Billing I	50	50	0	100
MBC 210	Medical Coding & Billing II	50	50	0	100
MBC 310	Medical Coding & Billing III	50	50	0	100
MBC 410	Medical Coding & Billing IV	50	50	0	100
MBC 510	Externship	0	0	175 (e)	175
		474	251	175	900

Allied Health Course Descriptions

COMP-Computer

HB-Human Body in Health & Illness

MA-Medical Assistant

MBC- Medical Billing & Coding

MT-Medical Terminology

NSG-Nursing

OM-Office Management

ORT - Orientation

PATHO- Pathophysiology

PD-Professional Development

PHARM-Pharmacology

PHLEB-Phlebotomy

COMP-210 Introduction to Computers:

50 clock hours

Prerequisites: None.

The student will receive instruction in basic identification of the external components of the computer; use of the computer, commonly used software, and typing skills.

HB –110 The Human Body in Health and Illness I:

50 clock hours

Prerequisites: None

Students will be introduced to health care related to illnesses commonly seen in the human body. Students will be taught basic human cell function. Body systems covered are: Skeletal, Muscular, Integumentary, Nervous, and Endocrine.

HB – 210 The Human Body in Health and Illness II:

50 clock hours

Prerequisites: None

This course is a continuation of HB 110. The student will be introduced to the Cardiovascular, Respiratory, Digestive, Urinary, Reproductive, and Immune Systems. Students will be instructed on normal and abnormal functioning of each system.

MA-410 Medical Assistant Clinical Externship: 150 clock hours

Prerequisites: All courses in the curriculum should be completed; Externship may begin earlier on a case-by-case basis at the discretion of and with approval of the Director of the College.

All aspects of the student's training are used in this practical application of learned skills. The student spends 150 hours in a medical clinic or physician's office. Students must complete 25 successful venipunctures and 10 skin punctures. If a student plans to sit for the Phlebotomy certification exam, 100 successful venipunctures and 5 skin punctures are required prior to testing by the American Society of Phlebotomy Technicians. Students will be required to meet specific and detailed requirements in attendance for progression to be maintained.

MBC-110 -Medical Billing and Coding I: 100 clock hours

Prerequisites: HBHI 110 and 210

Introduce student to the Current Procedural Terminology (CPT) and Medical Insurance Procedures (MIP). The CPT Coding System release by AMA (American Medical Association), approved by CMS (Center for Medicare and Medicaid Services), is a systematic listing and coding of procedures and services performed by physicians and hospitals with emphasis on coding accuracy, specificity, documentation, and details of medical procedures. Students will also be introduced to HCPCS (Healthcare Common Procedure Coding System) Level II produced by AMA. This is a uniform coding method for health care providers and medical suppliers to report professional services, procedures, and supplies. Emphasis is placed on the accurate usage and reporting of this system.

MBC-210 Medical Billing and Coding II: 100 clock hours

Prerequisites: MBC 110

Introduce student to the International Classification of Diseases, Clinical Modification (ICD CM) and Healthcare Common Procedural Coding System (HCPCS). The ICD CM is a set of guidelines for reporting and coding diseases and or diagnostic terms for illness, injuries and encounters with healthcare professionals. Emphasis is placed on accuracy when using this system according to WHO (World Health Organization) in coordination with CMS. Students will learn to interpret physician's documentation in order to accurately code. HCPCS is a uniform coding method for healthcare providers and medical suppliers to report professional services, procedures and supplies. Emphasis is placed on level II HCPCS National codes and accurate usage.

MBC-310 Medical Billing and Coding III: 100 clock hours

Prerequisites: MBC 210

Continuation of Medical Billing and Coding 210. This course will introduce students to online coding activities and electronic health record systems. Students will become familiar with electronic coding of physician documentation, transcribed medical operative reports, pathology reports and diagnostic test results.

MBC-410 Medical Billing and Coding III:

100 clock hours

Prerequisites: MBC 310

This course advances the student into the process of billing, processing reimbursements, appeal processing, and chart auditing. Emphasis is placed on medical laws (including collection laws), ethics, documentation guidelines and HIPAA compliance. Students will focus on different types of insurance: Fee-for-Service, PPO, HMO, MCO, Worker Compensation and government programs (Medicare, Medicaid, and military programs). Students will learn proper completion of CMS-1500 forms (manual and electronic), interpretation of Explanation of Benefits and Remittance advice, accounts receivables, uncollectable claims processing, and aging claims.

MBC-510 Medical Billing and Coding Externship:

175 clock hours

Prerequisites: All courses in the curriculum should be completed; Externship may begin earlier on a case-by-case basis at the discretion of and with approval of the Director of the College. During this course the student will receive hands on experience in a physician office setting. Students will be required to complete 175 hours of externship. Students will be required to maintain a daily log of each day's participation in externship. Students will be required to meet specific and detailed requirements in attendance for progression to be maintained (see list of required objectives).

MT 110 Medical Terminology

50 clock hours

Prerequisites: None

Medical Terminology is a course designed to introduce students to the basic components of medical language used in a professional setting. This course will focus on prefix, suffix and root word of many common word parts. The Dean Vaughn methods using video tapes and a workbook to simplify the learning process. On completion of this course student will have been introduced to over 350 word parts.

NSG-110 Nursing I:

50 clock hours

Prerequisites: None

The Nurse Aide student is introduced to the purpose and process of personal care skills of the patient. These skills include bathing, grooming, oral care, dressing, toileting, feeding, hydration, skin care, transfers, positioning, turning, taking and recording of vital signs. Students will learn principles of infection control including: Isolation, Hand washing and Universal precautions.

NSG-210 Nursing II:

75 clock hours

Prerequisites: Nursing I

The student will demonstrate skills learned in Nursing I in the laboratory setting, and then at the health care facility. Students will take and record vital signs, cover issues related to cognitive impairment, catheter care and safety. Students will cover topics related to caring for the dying patient and appropriate responses when dealing with the cognitively impaired. During this course students will be introduced to the field of Home Health. There are 10 hours of lecture, 18.75 hours of lab and 46.25 hours of clinical. All students, with satisfactory performance in this course and have completed the required number of lecture hours are recommended to take the exam for certification as a Nurse Aide in the State of Louisiana.

NSG-310 Nursing III: 50 clock hoursPrerequisites: None

The student will be instructed assisting with sterile procedures, minor office surgical procedures, infection control standards of CDC, OSHA, HIPPA, obtaining sterile urine specimens through in and out catheterization, and on the proper handling of medical records.

NSG-410 Nursing IV: 50 clock hoursPrerequisites: None

This course instructs students on routine patient assessment, care of non-critically ill patients and assisting the physician. Students are instructed in documentation, health history and assisting in diagnostic tests and procedures, significance of abnormal vital signs and fluid balance.

Additional areas of instruction during this course are the profession of Medical Assisting, medical ethics law, assisting with minor surgery, radiology, physical therapy, and rehabilitation, patient education and nutrition, medical emergencies, patient history and head to toe assessment. Emphasis is placed on review for the Medical Assistant Certification Exam.

NSG-510 Nursing V: 50 clock hoursPrerequisites: Pathophysiology I & II; Nursing I, II, III, & IV; Pharmacology

This course is designed to instruct students on advanced nursing skills, communication with special needs clients, review of ethics and law associated with the MA profession. It is also a review and preparation for CMA exam and externship.

OM-210 Office Management: 50 clock hoursPrerequisites: None

Students are taught the science and history of medicine, health care delivery systems, reception duties, appointment scheduling, and office safety. Students also cover the importance of business communications, telephone etiquette, file management, message taking, organization and scheduling, record keeping, use of fax machine, office copier, supervision of employees, employee scheduling, human resources, payroll, office recruitment, employee interviewing and labor laws.

ORT 110 Orientation 25 Clock hoursPrerequisites: None.

Orientation is a course designed to introduce students to the rules and regulations outlined in the college catalog and student handbooks. Students will be instructed on blood borne pathogens and universal precautions, proper body mechanics, study skills and learning strategies. Students will cover CPR at the Healthcare Provider level outlined by the American Heart Association. This course includes instruction on the Heimlich maneuver as well as an introduction to AED's.

PD-110 Professional Development: 50 clock hoursPrerequisites: None

This course introduces a student to prioritization in the work place, interviewing strategies, dress code, and professional conduct in the medical setting. Oral and written communication skills will be taught. Students will also be instructed on conflict resolution, business/social etiquette, and financial literacy.

PHARM-310 Pharmacology: 50 clock hours

Prerequisites: None

This course provides basic concepts in drug therapy including drug names, routes of administration, side effects, dosage calculations, and a study of selected drug categories, therapeutic effects, implications, and responsibilities/documentation in the administration of medications. Students will be instructed on the five rights of medication administration. Students also cover medication preparation and approaching the patient.

PHLEB-110 Phlebotomy I: 50 clock hours

Prerequisites: None

This course is an introduction to Phlebotomy. This includes a brief history of phlebotomy, why collecting blood is necessary. The role of a phlebotomist in Health Care, hospital/laboratory department and the requirement for professionalism, ethics in the medical field are studied. Also, legal issues and standards used in the laboratory will be explored. Students receive an in-depth look at the anatomy and physiology of the circulatory and lymph systems as well as blood composition. Students are introduced to commonly used equipment in the field of Phlebotomy and are taught medical terms and abbreviations related to Phlebotomy. Students will be instructed on approaching the patient, patient identification, physician's orders, positioning the patient, selecting the appropriate venipuncture site and venipuncture procedures using the Vacutainer, syringe, and butterfly method.

PHLEB-210 Phlebotomy II: 50 clock hours

Prerequisites: Phlebotomy I

Students will cover topics related to infection control, order of draw, matching tubes with ordered tests, quality control, processing laboratory specimens, significance of laboratory tests and venipuncture procedures including the Vacutainer, syringe and butterfly methods. This course also covers skin punctures including finger sticks, blood cultures, blood smears, infection control, timed lab procedures and vital signs. Students will learn additional medical terminology and abbreviations. A study of skin punctures, the challenging patient, fasting and non-fasting procedures, transport of specimens, infection control, isolation procedures, timed laboratory procedures, processing laboratory specimens, significance of laboratory tests, blood culture collection and blood smears.

PHLEB-310 Phlebotomy Externship: 100 clock hours

Prerequisites: All courses in the curriculum should be completed; Externship may begin earlier on a case-by-case basis at the discretion of and with approval of the Director of the College.

During this course the student will receive hands on experience in a medical facility or laboratory setting. Students will be required to complete 100 hours of externship. Students must complete 25 successful venipunctures and 10 skin punctures during this course. Students will be required to maintain a daily log of each day's participation in externship. Students are required to meet specific requirements in attendance.

Students planning to take the certification examination must complete a total of 100 successful venipunctures and 5 successful skin punctures as a requirement set by the American Society of Phlebotomy Technicians.

Attachment 3: Acknowledgement & Review of Allied Health Student Handbook

Reviewed:	Initials
Mission Statement	
Vision Statement	
Institutional Philosophy	
Philosophy of Allied Health Program	
Accreditation	
Introduction	
Program Objectives	
Program Costs	
Program Calendar	
Step Program	
Early Exit Program	
Class Schedules	
Financial Assistance	
Campus Safety	
Student Housing	
Student Guidance	
Confidentiality	
Request for Information	
Employment Policy	
Career Development	
Admission Procedures & Requirements	
Students with Disabilities	
Health Status	
Pregnancy	
HIV/HBV	
Annual Health Requirements	
Criminal Background Check	
Reporting of Subsequent Arrests	
Student Insurance	
Liability Student Insurance	
Drug and Alcohol Policy	
Falsification of Documents	
Notification of Changes	
Violence in the Work Place	
Firearms	
Conduct	
Suspension/Dismissal	
Re-Entrance	
Student Parking	
Student Breaks	
Cell Phone Policy	
Smoking	
Grievance/Complaints/Appeals	
Academic Honesty	
Test Taking Policy	
Attendance	
Tardiness	
Withdrawals	
Code of Ethics	
Program Orientation	
Program Scheduling	
AH Course Information Courses	
Transfer Credits	
Grading	
Make-Up Work	
AH Academic Probation	
Academic Appeals	
Media Services	
Dress Code	
Graduation Requirements	
Certificate of Completion	
Exams for Completed Programs	
Attachment 1 – AH Curricula and Course Descriptions	
Attachment 2 - Acknowledgement /Signature Page	

**Acknowledgement and Receipt of the
Allied Health Student Handbook**

The Allied Health Student Handbook is an important document intended to help the student achieve his/her highest potential for the duration of enrollment at Compass Career College.

The contents of the Allied Health Student Handbook may be changed at any time at the discretion of the College due to the ever changing general business and educational atmosphere of the College and regulatory conditions. Compass Career College will take reasonable steps to inform all students and employees of any changes.

Please read the following statements and sign below to indicate acknowledgement and receipt of the Allied Health Student Handbook.

- **I have accessed an electronic copy of the Allied Health Student Handbook via the institutional website. I have read, and understood, the Allied Health Student Handbook. I understand that the policies, rules and benefits described in it are subject to change at any time at the sole discretion of the college.**
- **I understand that my initials on the previous page and signature below indicates that I have accessed a copy of, read, and understand the Allied Health Student Handbook.**

Student's Printed Name

Date

Student's Signature

Date