



MEDICAL RESPONSE INSTITUTE

STUDENT HANDBOOK



MEDICAL ASSISTANT TRAINING AND PHLEBOTOMY TRAINING



AFFORDABLE
CLASSES



SHORT TIME
FRAME



PROFESSIONAL
EDUCATION

www.mediresponse.org
(931) 240-0005

Location: 1155 S. College Rd.
Winchester, TN

YOUR SUCCESS GROWS WITH

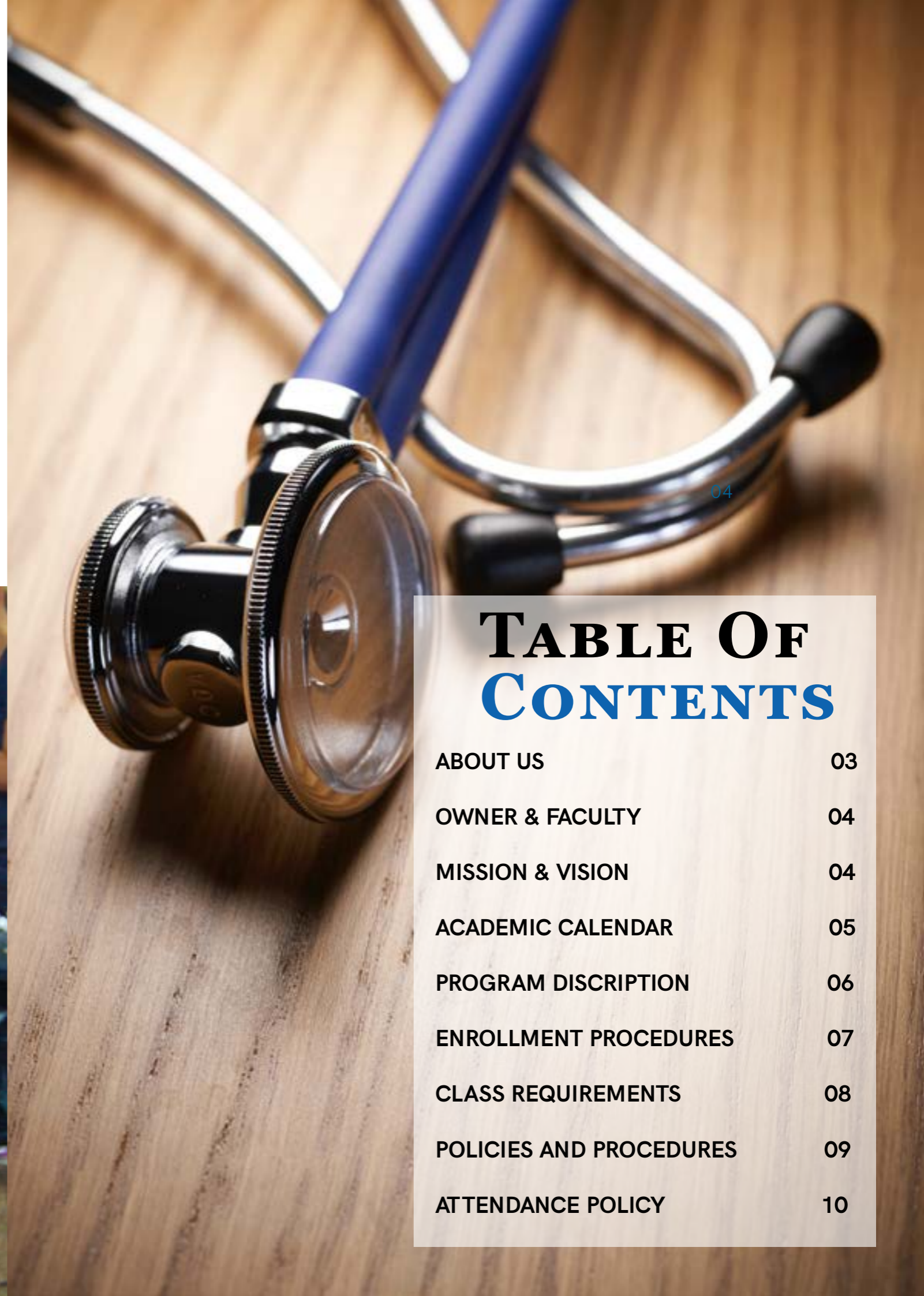


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About Us



MRI was established to meet a real need in a real world. Most people don't have two years to get an associates degree. MRI packs 200 classroom hours into 10 weeks, learning at a high level of competency. Upon completion of school the students then are able to get 40 clinical hours. Students are then eligible to take their national exams as Certified Medical Assistants, Phlebotomy Technicians, Insurance and Billing Specialist and EKG Technicians. The Medical Assistant job will continue to be the number 1 fastest growing field in the medical industry per the US Dept of Labor. With a major push toward Vocational type skills it was very important that a educational opportunity be created that is Affordable, Shorter Time Frame and Professional. MRI has a proven track record in Middle Tennessee and even though we are a privately owned small school our students are making a major impact in the medical work force.

Owner & Faculty

Owner

James B. Miller

Regional Director

Bonnie McCormick



Vision and Mission

Our vision for Tennessee is to be able to provide an extremely high quality education at an extremely low cost. Education should not handicap a student financially. I know it is possible to accomplish that task by keeping overhead as low as possible. We invest our money in instructors and not a fancy structure. The purpose of the education is to assist the student in pursuing their career dreams. A

building looks nice but an instructor can make a difference in a life. MRI is so proud to be a part of that dream. Our system is proven and successful, thank you for trusting MRI with a part of your future.

JAMES MILLER CEO



ACADEMIC CALENDAR

	CLASSES BEGIN	CLASSES END
WINTER 2019	JANUARY 6	MARCH 9
SPRING 2020	MARCH 16	MAY 18
SUMMER 2020	JUNE 1	AUGUST 3
FALL 2020	AUGUST 31	NOVEMBER 6

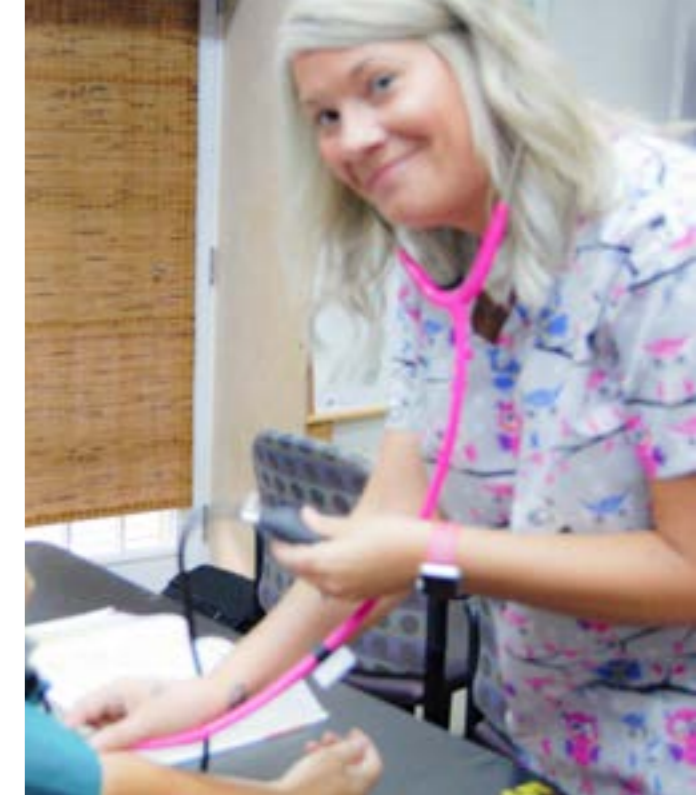
PROGRAM DESCRIPTION

This program is designed to teach students the skills necessary for employment in the modern medical facility as a Medical Assistant. A qualified medical assistant is capable of performing a wide range of duties, with a variety of technical detail; thus helping the physician in many clinical and administrative situations.

Throughout the Medical Assistant Training Course, an individual will have approximately a total of 200 contact hours, including classroom, and laboratory time but not including CLINICAL HOURS.

The clinical and classroom aspect of the Medical Assistant Training includes but not limited to vital signs, history and physicals, patient care, phlebotomy, patient preparation, collection techniques, processing, safety and compliance consideration, EKG monitoring and all aspects of basic EKG knowledge. Included in the MA training are anatomy and physiology, medical terminology, billing & coding, insurance principles, claims processing, compliance, and ethics.

Upon successful completion of this course, students will receive a certificate of completion from Medical Response Institute and will be eligible for National Certification in two areas through the NCCT.



ENROLLMENT PROCEDURES

There is no pre-requisite class to take the Medical Assistant Training course. Students should be at least 18 years of age, and have a reliable way of transit to class. MRI participates in the THEC option for students that do not have a GED/ equivalent or high school diploma by using a short entrance exam to determine reading capability. The program is relatively short in nature (2 months and 2 weeks) and fees are as follows:

Registration Fee	\$200
Tuition.....	\$2000
Testing Fees.....	\$150
BOOK rental.....	\$20
Cap & Gown.....	\$30
	<hr/>
	\$2,400

(The \$150 testing fee is paid to NCCT by students that complete the course and choose to take NCCT national certification exams. The completion of our MA program is required by NCCT before students are eligible to take their exams. Each student has an option to take the exams or not to take them. Our instructor will assist each student in getting registered with NCCT and setting up their exam dates. MRI is a national test site, therefore students do not have to travel in order to take their national exams.

Registration Fee is non-refundable. Tuition Refunds are state regulated and refunded at the percentages regulated by the THEC.

CLASS REQUIREMENTS

UNIFORM POLICY

Uniforms are described here as scrubs. During class and clinical hours students will be required to wear scrubs. Students will provide their own uniforms. The uniform must be clean, neat, and pressed. Shoes must be closed toed and may not be made of a canvas material.

HIPAA CONFIDENTIALITY STATEMENT

Students of Medical Response Institute at no time shall discuss a patient, the patient's health, or the patient's healthcare outside of the clinical or classroom setting. At no time shall a patient, their family, or their healthcare be discussed in hallways, elevators, or public access areas.

CLINICAL

Students are eligible for clinical hours upon completion of their MA program. Clinical hours are not required for the completion of the Medical Assistant Course. It is highly recommended that students take advantage of the clinical experience in order to provide them some live hands on opportunity to assist in seeking employment.

HAIR & NAILS

Hair must be worn up off of the neck and not cover the face or fall in the face during clinical hours. Fingernails must be neat, clean, and rounded not pointed. Nails must be short enough to prevent scratching patients when providing care. During clinical care no artificial nails, no overlay wraps (silk) and no chipped nail polish is allowed.

CLINICAL & CLASSROOM

- * Text Book "Kinns Medical Assistant 12th edition
- * Watch with second hand
- * Stethoscope
- * Paper and Black ink pen - Clinical
- * Paper and Pen - Classroom



POLICIES & PROCEDURES



ATTENDANCE POLICY

CONSECUTIVE & NON-CONSECUTIVE DAYS

Students taking the Medical Assistant Training course must be present for 90% of contact hours to receive a Certificate of Completion from the Institution. The Attendance Policy is stated as such that no student shall be absent for three consecutive days or five non-consecutive days. Three tardy days will add up to one absent day. Communicate with your instructor to avoid any problems. In the event of prior approval or an emergency the Attendance Policy will be at the discretion of the instructor.

ATTENDANCE DISMISSAL

In the event of a student having three consecutive absences, the student will be dismissed from the course and his/her refund will be prorated. He/she may apply to complete the course in the next class offered. In the event a student has five non-consecutive absences, he or she will be dismissed from the course with a prorated refund unless prior arrangements have been made with the director or instructor in writing.

CERTIFICATION EXAM

MRI is a completion course, upon completion of the course each student receives a diploma From Medical Response Institute. Completion of this course qualifies each student to take national certification exams with the NCCT. MRI is a national test site.

TRANSFERABILITY OF CREDITS

Medical Response Institute is a special purpose institution. That purpose is to train Medical Assistants. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. If your institution does not accept previous credits. MRI does not accept previous credit from any other institutions.

GRADING POLICY

The Medical Assistant Training is a Pass/Fail course based upon attendance, performance, and clinical/laboratory procedures.

STUDENT CONDUCT POLICY

Student conduct during all aspects of the Medical Assistant Training course must remain professional at all times. Students will maintain a professional attitude and appearance in the classroom and in the clinical setting, anything other than professionalism will not be tolerated.

PLACEMENT ASSISTANCE POLICY

MRI does not assist students in job placement. We have a "no placement assistance" policy. Medical Response Institute is in no way responsible for the placement of students into the work force after completion of the Medical Assistant Training Course.

GRIEVANCE PROCEDURE

In the case of a grievance MRI must follow THEC guidelines. Students should start with the instructor. If a student is unsatisfied with the results from that conversation then their next step is to speak with the School Director, James B. Miller, in writing at 479 North Partin Circle, Coalmont, Tn.37313 or by email at jimbofur@yahoo.com, or by phone at 601-462-9438. Finally if a Student is not satisfied with results from the instructor or Mr. Miller, they may contact the Division of Postsecondary School Authorization at PARKWAY TOWERS, SUITE 1900 NASHVILLE, TENNESSEE 37243-0830 PHONE:(615) 741-5293 FAX: (615) 532-8845





COME VISIT US TODAY!

Medical Response Institute is located at 1155 S college rd. Winchester, Tn. It consists of a classroom, a clinical/laboratory, and an office. There is approximately 1,700 square feet available for use.