![C:\Users\Dianne\AppData\Local\Microsoft\Windows\Temporary Internet Files\Low\Content.IE5\RVOLR4WV\logo4205869_md[1].jpg]()

Allied health careers Institute

2025 Catalog

630 Broadmor blvd, STE 120

murfreesboro, tn 37129

Phone: (615)396-8733 Fax: (615)396-8687

[www.info@ahci.edu](http://www.info@ahci.edu)

“Allied Health Careers Institute is authorized by the Tennessee Higher Education

Commission. This authorization is based on an evaluation of minimum standards

Concerning the provision of education, ethical business practices, and fiscal responsibility.”

Table of Contents

**GENERAL INFORMATION**3

Mission3

Education Philosophy3

Objectives3

History3

**SCHOOL INFORMATION4**

Approved Programs4

Accreditation & Approvals4

Facility & Equipment4

Instructional Equipment4

Hours of Operation5

Academic Holiday Calendar5

School Faculty & Staff5

Officers/ CPA5

**ADMISSION POLICIES6**

Steps for Enrollment6

General Admission Requirements6

Readmission7

New Student Orientation7

Students with Disabilities7

Financial Arrangements7-8

Transfer Students8

Transfer of Contact Hours8

**ADMISSION PROCESS8**

**STUDENT INFORMATION9-10**

Dress Code10

Professional Conduct Standards11

Student Grievance Procedure11

**STUDENT FUNDING SOURCES12**

WIOA12

Financing Information12

Methods & Terms of Payments13

Past Due Accounts13

Student Graduation 13

Cancellation & Refund Policy13-14

Institutional Refund Policy14

Withdrawal Policy15

**ACADEMIC INFORMATION15**

Method of Instruction15

Grade Scale15

Definitions15

State & National Exams15

Certification Requirements16

Suspension & Dismissals16

Reinstatement16

Course Incomplete & Make Up16

Information Updates16

Special Instruction Assistance16

Guidance16

Library (resources)16

**STUDENT ACADEMIC POLICY (SAP)17-19**

**ATTENDANCE POLICY19-20**

Attendance Records & Absences19

Excused Absences20

Leave of Absence20-21

**EXTERNSHIP & CLINICAL ROTATION21-22**

**STUDENT SERVICES22**

Personal Property22

Student Parking22

Advising22

Referral Services22

Medical Care22

Open Door Policy23

Career Services23

Housing23

**CAREER SERVICES23**

Placement Assistance23

Student Records Retention Policy23

**CAMPUS SECURITY 23-24**

**PROGRAMS25-27**

Clinical Medical Assistant25

Medical Billing and Coding Specialist26

Phlebotomy Technician27

**PROGRAM YEARLY CALENDAR29-30**

**NOTICE OF STUDENTS RIGHTS28**

**GENERAL INFORMATION**

## Mission

Allied Health Careers Institute is a special-purpose institute. The objective of AHCI is to provide a framework of academic instruction to develop the capabilities of all students regardless of race, color, sex, religion, creed, or national origin, with experienced guidance in the development of practical skills and theoretical knowledge required for the individual student’s career goals. It is the mission of AHCI to provide students with an educational environment that meets the needs of those students with varied learning skills and to provide support services that contribute to instructional effectiveness and student success. We recognize that the student has changing needs for academic and occupational instruction; appropriate training is necessary for the individual's career growth and the community's needs for such individuals are great.

**Educational Philosophy**

Allied Health Careers Institute’s educational philosophy is based upon the goal of preparing people for immediate entry into the workforce. The programs offered at AHCI train students in the professional behaviors and technical skills that are necessary for success in today's competitive workplace.

This philosophy flows from the school’s mission statement. In order to implement its educational philosophy, AHCI has identified the following educational objectives:

1. To stimulate a career and success-oriented outlook in our students
2. To communicate the latest technical competencies demanded by employers
3. To train students in professional behaviors that will enable lifelong career development
4. To develop students’ participation and leadership capabilities
5. To provide the students with services and support needed to achieve their educational and career goals

## Objectives

AHCI prepares students to achieve their future goals in their chosen field or profession with the following objectives:

* To provide excellent academic and occupational preparation for students for a career in their chosen field of specialization.
* To assist in the development and maintenance of high standards of achievement for students.
* To provide necessary encouragement of critical thinking is essential in the professional world.

To assist students in achieving these objectives, AHCI has established a professional environment consisting of:

* A faculty of highly educated & experienced professionals possessing extensive knowledge, skills, experience, and concern for student achievement and success
* Hands-on training with equipment used in a professional workplace-stimulated environment
* A curriculum devoted to career-related subjects that combine theoretical education with hands-on training, thereby enabling students to acquire knowledge and skills in n variety of career programs that are in strong demand by employers
* A career services department dedicated to assisting graduates in obtaining employment in the fields of their profession
* Attendance, behavioral, and dress code policies designed to emulate a majority of professional attitudes which will prepare students for professional success in the job market

## History

Dianne Williams Anderson, the founder and owner of Allied Health Careers Institute, is a Chattanooga, Tennessee native and lived there most of her life while attending school and raising a family. In 1999, Dianne was looking to get back into the workforce once she began to understand the many opportunities within the medical field. After much research, she decided to attend clinical medical assisting classes at a Chattanooga – based postsecondary school. After her certification, Dianne began her new career in 2000 as a Certified Medical Assistant at a very successful Chattanooga – based OB/GYN practice and was employed there for several years. After gaining hands-on, practical experience in Clinical Medical Assisting she was offered a job as Regional Manager for a company providing lab services to nursing homes and home-bound patient communities. She accepted the pos and pursued a degree from Chattanooga State Technical Community College while working. In 2005, Dianne was recruited back to the same postsecondary school in Chattanooga where she was originally from, to teach Clinical Medical Assisting classes. Then, after teaching at that school for 2 years, she made an offer to the then-current owners and bought the school. Dianne taught, grew, and ran the school for several years until selling her share to a partner in that business. For personal reasons, Dianne was relocating to Middle Tennessee and wanted to reproduce the success she had in Chattanooga.

After careful research, she saw the need for a similar school in the Murfreesboro area and opened AHCI, with the mission of providing affordable, quality education, with classes that can be completed within a short amount of time. Dianne knows how important it is to receive, as well as provide, quality health care. She also knows how important it is to have a stable career in these challenging economic times and how important it can be to begin a career as soon as possible.

Dianne has been successfully involved in and committed to the medical field for over 25 years; she is committed to making Allied Health Careers Institute the best possible educational institute in Middle Tennessee to receive a quality education so that students can begin a successful medical career as well.

**SCHOOL INFORMATION**

The State of Tennessee maintains an account for student indemnification in the event an authorized institution closes. If the Director is notified of the closure of an institution in which students are currently enrolled, the Director will take reasonable steps to notify each student that they may be entitled to a tuition refund from the account, obtain records relating to enrollment, academic progress, and payments of money for tuition and other fees for each student, and arrange for students to receive education at another accredited institution.

Allied Health Careers Institute is authorized by the Tennessee Higher Education Commission. This authorization must be renewed annually and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Any questions a student or any member of the public may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Tennessee Higher Education Commission at 312 Rosa L. Parks Ave., 9th Floor, Nashville, TN 37243, [www.tn.gov/thec](file:///E%3A%5CDownloads%5Cwww.tn.gov%5Cthec), calling 1-615-741-3605.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement, either by electronic catalog or student request.

 Approved programs are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Course Name | Clock Hours | Weeks |
| 1 | Clinical Medical Assistant – Day/ Evening | 620 | 22/ 40 |
| 2 | Medical Billing and Coding Specialist – Day/ Evening | 640 | 24/ 50 |
| 3 | Phlebotomy Technician – Day/ Evening | 115 | 6/12 |

## ACCREDITATIONS AND APPROVALS

**THEC Authorization**

Allied Health Careers Institute was authorized by Tennessee Higher Education Commission on November 19, 2010.

**Workforce Innovation and Opportunity Act (WIOA)**

The ETPL (Eligible Training Provider List) was established in compliance with the Workforce Innovation and Opportunity Act (WIOA) of 1998. The purpose of ETPL is to provide customer-focused employment training for adults and dislocated workers. Allied Health Careers Institute has also received approval under WIOA. For information contact: the local workforce investment Area or Employment Development Department (EDD). <https://www.tn.gov/workforce/jobs-and-education/job-search1/find-local-american-job-center.html>.

## Facility and Equipment

Allied Health Careers Institute is located at 630 Broadmor Blvd., Suite 120, which is in a strip mall with plenty of parking. We have two classrooms, one laboratory, three offices, a filing room, a break area, restrooms. There are three laptop computers for students to use 7 computers/laptops for faculty and staff.

The approximate total footage of the school campus is 2385 sq. ft.

**Instructional Equipment**

**Clinical Medical Assistant**

|  |  |  |
| --- | --- | --- |
| Anatomical Charts/Models Centrifuge Sphygmomanometers Surgical Instruments Thermometers/electronic Glucometer Laboratory Chair/ suppliesExam tableSkeleton | Electrocardiograph machine, wires, and electrodes Personal ComputersStethoscopesTraining MannequinsNebulizerScalesWheelchair/crutches/walkerPulse oximeter | Injection SuppliesOtoscopeOphthalmoscopeBandaging |

**Medical Billing and Coding Specialist**

|  |  |
| --- | --- |
| Billing Procedural Coding References Medical Office Simulator Word Processing Software Medical Claims Simulator Personal Computers | Anatomical ChartsAnatomical ModelsAnatomical SimulatorMedical/Dental Reference BooksICD-10 CM/PCS, HCPCS, CPT books |

**Phlebotomy Technician**

|  |  |
| --- | --- |
| CentrifugeVenipuncture chairs | Tubes, needles, hubs, tourniquets, etc. |

**Hours of operation**

**Office**

Office hours are 9:00 AM to 5:00 PM from Monday through Friday.

**Day Classes**

Phlebotomy day classes are 5-hour sessions between 9:00 AM to 3:00 PM, Monday through Friday.

Medical Assisting and Medical Billing and Coding are 5-hour sessions between 9:00 AM and 3:00 PM, Monday through Friday

Schedules vary by program. To obtain the exact times for classes offered, please check with the Admissions Department prior to enrollment.

**Evening classes**

Phlebotomy evening classes are 3-hour sessions between 6:00 PM and 9:00 PM, Monday, Tuesday, Wednesday and Thursday

Medical Assisting and Medical Billing and Coding classes are 4-hour sessions between 6:00 PM to 10:00 PM, Monday, Tuesday, Wednesday and Thursday.

Schedules vary by program. To obtain the exact times for classes offered, please check with the Admissions Department prior to enrollment.

**Externship/Clinical**

Externship and clinical rotations are scheduled for various timeframes Monday through Saturday, according to the needs of the specific program. Externship and clinical hours are set by the host site, there are no special hours given for clinical**. All Medical Assisting, MBCS and Phlebotomy clinical hours are daytime hours only.**

## Academic Holiday Calendar

The school campus is closed for classes on the following holidays:

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **2025** | **Event** | **2025** |
| **New Year’s Day** | January 1 | **Independence Day** | July 4 |
| **Martin Luther King Jr Day** | January 20 | **Labor Day** | September 1 |
| **Good Friday** | April 18 | **Thanksgiving Break** | November 27 & 28 |
| **Memorial Day** | May 26 | **Christmas Break** | December 24 - 28 |
| **Juneteenth** | June 19 |  |  |

## School Faculty/Staff

The educational faculty at AHCI is well-qualified, motivated, experienced, certified, and approved by the state.

**John Anderson** **CFO** jwa@ahci.edu

**Dianne Anderson** **Director of AHCI/Instructor** dianne@ahci.edu

**Alissa Fasig Administrator/Student Services Director** alissa@ahci.edu

**Angie Gilley, CCMA Dean of Education** **cra409@att.net/****angie@ahci.edu**

**Alisia Lindsey Admissions, Student Services** **alisia.lindsey@ahci.edu**

**Angie Gilley, CCMA Instructor** **cra409@att.net/** **angie@ahci.edu**

**Angelia Collier, CPC** **Instructor** angelia@ahci.edu

**Lesley Jordan, CMA Instructor** **lesley.jordan@ahci.edu**

**Officers**

John Anderson, BSBA, Owner/CFO

Dianne Anderson, CCMA, Owner/Director

**CPA**

Joseph Bennie CPA, Accountant

Andrew Pieri CPA, Accountant

**ADMISSION POLICIES**

**Steps for Enrollment**

Anyone interested in enrolling should apply to Allied Health Careers Institute by visiting the institution, visiting the website, or scheduling an appointment to meet with an Admissions Representative. The representative will give a tour of the campus, provide detailed information about the institution's programs and policies, Pre-enrollment checklist, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives. The applicant will also meet with the finance office representative to discuss tuition and options for financial assistance. If an inquiry is made by phone, the Admissions Representative will provide brief information about the programs and invite the applicant to visit the school.

Applicants may be admitted provided if they are 18 years of age or will be 18 before the completion of the academic portion of the chosen program and they are high school graduates or have a high school equivalency diploma (GED). This must be proven by obtaining official high school transcripts from the high school in a sealed envelope or email directly from the high school or obtaining GED transcripts from the facility where they tested in a sealed envelope. If the transcripts are from a country other than the United States, they must be translated and authenticated. No one will start a program without providing the transcripts in advance. Each applicant is assessed on an individual basis.

This admissions policy is used to define the enrollment requirements for individuals who wish to enroll at Allied Health Careers Institute as a regular student. AHCI must adhere to the Tennessee Higher Education Commission rules and regulations.

**General Admission Requirements**

Allied Health Careers Institute is an equal-opportunity employer and follows the same policies in accepting applications from potential students. AHCI is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status.

**Application and Registration Periods**

The Clinical Medical Assistant and Medical Billing and Coding programs both have start dates on the first Monday of every month. If the first Monday is a holiday, the program will start the first Tuesday of that month. Students should apply (Obtain a Pre-enrollment checklist and Enrollment Agreement), complete financing options, and submit all required documentation at least one week before the class is scheduled to begin. (See program start date, and registration period on pages 57 and 58.).

To be eligible for admission, an applicant must be able to read, write and speak fluently in English, and the students must meet the following requirements:

* Read and sign the Pre-enrollment checklist.
* Be at least 18 years of age. (Age will be verified with the Individual’s photo state ID)
* Compete, sign and submit an AHCI enrollment agreement in person
* Have an interview with an Admissions Representative (student, spouse, or parent)
* Provide a valid driver’s license, state ID with photo, or valid passport.
* Students must bring a verifiable Social Security Number
* Students must also be able to provide proof of appropriate educational requirements such as:
1. Official copy of high school transcript showing graduation date. Provided from high school in a sealed, unopen envelope.

(Note: The high school transcript requirement can also be from a foreign school if it is equivalent to a US high school transcript; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified/authenticated as the equivalent of high school completion in the United States.) Must be completed and brought to the admission office before beginning their prospective program. Emailed copies of transcripts must come from an official high school email.

1. Official copy of GED transcripts. Provided from the facility where tested; in a sealed, unopened envelope.
* Have a recognized equivalent of a high school diploma/transcript such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. AHCI does not use “ability-to-benefit” testing.
* Be able to speak, read, and write fluently in English (All classes are taught in English).
* Provide documentation of eligibility to work in the United States.
* May have to pass a drug screen.
* May have to provide immunization records and covid vaccination.
* Pay the required Registration Fee and down payment.
* Meet with a financial officer to determine what type of payment/financing option is best.
* Attend an orientation session before starting class. Orientation is held on the last Thursday of the month for Phlebotomy, Medical Assisting, and Billing and Coding programs at 2:00 pm. The date and time will be given at the time of acceptance.
* A Skills and Achievement Commencement Credential for Students with Severe Disabilities is replacing the Individual Education Program (IEP) diploma effective July 1, 2013. Neither the IEP diploma nor the Skills and Achievement Commencement Credential is the acceptable entrance into the program requiring high school graduation or a GED.
* No late admissions for programs.

AHCI does not offer a cash discount.

AHCI does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

**Readmission**

Any student who experiences an interruption of their education and chooses to return to AHCI to continue a program they were previously enrolled in, shall be considered a re-entry student. A Leave of Absence must be filled out and signed if the student will be absent 14 consecutive days, but no longer than 180 days. All tuition paid will be applied to the student’s program until they pass the 180 days. Students who have been out of their program for longer than 180 days must start the program from the beginning and must pay full tuition. Students may experience an interruption of their education for the following reasons:

* Medical reasons
* Military Duty
* Pregnancy

**New Student Orientation**

For all new students to become adjusted to the newness of school, they are required to attend an orientation session. Orientation has proven to be invaluable in making an easy adjustment to a new environment. New students are informed of school policies, review a copy of the school catalog, and are oriented to technologies provided in their program. There is a question-and-answer session about programs and Financial Assistance, the administrative staff is also introduced and encouraged to speak with the students. Job-related Health, Safety, and Fire Prevention are also discussed. Orientations are held on the second and last Thursday of the month at 2:00 pm. All students must attend an orientation session prior to the start of class, or they will not be permitted to start the program.

**Voluntary Interruption:** A former AHCI student who has voluntarily interrupted attendance at the school and who desires to be readmitted must appeal to the Director and/or Dean of Academics, in writing, at least two weeks prior to the time the student wishes to re-enroll. All records established at the school shall be reviewed.

**Involuntary Interruption:** A former AHCI student who has been dismissed for academic, attendance, or disciplinary reasons must be approved before attempting to return. The former student must appeal to the Director and/or Dean of Academics, in writing, within two weeks prior to the time the student wishes to re-enroll. All records established at the school shall be reviewed. The accomplishments of the student while out of school shall be considered carefully.

Students who are allowed to re-enter AHCI may do so up to 180 days after the assigned drop date. If a student does not re-enter within 180 days, they will be required to repeat the entire program, and all previously earned hours will not be allowed to count towards graduation. Additionally, there will be a $25.00 readmission fee. All tuition will have to be paid in full again.

**Students with Disabilities**

AHCI complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/ or other entity, students must meet the admissions requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles, and a restroom to accommodate disabled students.

If you are interested in attending AHCI but need reasonable accommodation, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodation at the school, and the types of accommodation available.

Please bring copies of current documentation about a disability to this meeting. Documentation must be provided by a medical expert within the last two years and include:

* A diagnosis of the disability.
* How the diagnosis was determined (what tests were given and the results); and
* A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal accommodation request must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place before the pre-enrollment process.

**Financial Arrangements**

\*Students may not be accepted for enrollment if they cannot prove credit worthiness. Please see “Method and Terms of Payment”.

The student must make financial arrangements with the Financial Office. A cash payment plan or financing options must be made with the Director prior to enrolling.

Before admission, the prospective student is given a pre-enrollment and an enrollment agreement form, an interview with a school official, and is scheduled to attend an orientation session, which is **mandatory** to attend before beginning any program. The interview will elaborate on the course description, the career opportunities and the physical demands of the job, and the certifications offered.

An explanation of attendance and academic requirements will be given to the prospective student and how those requirements can affect the student’s satisfactory academic performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly, and in sufficient detail to eliminate confusion.

**Transfer Students**

Enrollment is available for students wishing to transfer to AHCI after they have withdrawn from other schools both in and out of the state. The school does not recruit students already attending or are admitted to another school offering similar programs of study. All requests for exemption or credit for prior education must be submitted prior to the start of training. All new students may request an exemption from a course (s) based on post-secondary education or training (which is not guaranteed). Transcripts from national or regionally accredited colleges and universities may be submitted for clock hours.

**Credit for Previous Training**

In the event a situation arises where a potential student may have prior education and training in their chosen field of study, AHCI reserves the right to administer testing toward academic credit to that particular student. This will be done on an individual basis as the need arises. There is no guarantee the previous credits will be accepted.

**Transfer of Students between Programs & From Other Institutions**

Policy for granting credit for prior training/education and notifying the eligible person:

1. Since the programs at AHCI are specific and designed so the student may start their program at any point of the program and complete at a certain designated time. For this reason, transferring without having to repeat a course may not be conducive.
2. Students are allowed to transfer between programs within Allied Health Careers Institute at any time, provided that they are in good academic standing as determined by their Satisfactory Academic Progress report (SAP). The Director of Education will evaluate all previous courses taken for compatibility with the student’s new program. If applicable, the student may be awarded credit for the clock hours and class work earned in these courses. Refunds will be calculated, if applicable, according to the refund policy as stated in the enrollment agreement and this catalog.
3. AHCI is authorized by the Tennessee Higher Education Commission. Any student entering one of the educational programs at AHCI may receive academic and financial credit for courses taken at other institutions. This will be considered on an individual basis. Students must take at least 50% of their program at AHCI *and* receive at least a 2.5 GPA in their respective program. Requests for transfer of credits/contact hours shall occur before the first week of attendance. Students must complete a request for transfer form and submit official transcripts. The school Director will evaluate all previous official transcripts and determine which courses, if any, will be accepted by the school. In addition, students must be in good standing at their previous school.

**“TRANSFERABILITY OF CONTACT HOURS DISCLOSURE”**

Contact hours earned at Allied Health Careers Institute may not transfer to another educational institution. Contact hours earned at another educational institution may not be accepted by Allied Health Careers Institute. You should obtain confirmation that Allied Health Careers Institute will accept any contact hours you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions to that you may want to transfer contact hours earned at Allied Health Careers Institute to determine if such institutions will accept credits earned at Allied Health Careers Institute prior to executing an enrollment agreement. The ability to transfer contact hours from Allied Health Careers Institute to another educational institution may be very limited. Your contact hours may not transfer, and you may have to repeat courses previously taken at Allied Health Careers Institute if you enroll in another educational institution. You should never assume that contact hours will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of contact hours policy of Allied Health Careers Institute and of any other educational institutions you may in the future want to transfer the contact hours earned at Allied Health Careers Institute before you execute an enrollment agreement.

“Students should be aware that transfer of contact hours is always the responsibility of the receiving institution. Whether or not contact hours transfer is solely up to the receiving institution. Any student interested in transferring contact hours should check with the receiving institution directly to determine to what extent, if any, contact hours can be transferred.”

**ADMISSION PROCESS**

* 1. Tour the facility. Sign Pre-enrollment checklist, fill out the Enrollment Agreement.
	2. Submit proof of age, transcripts, and employability.
	3. Pay the Registration Fee and make all financial arrangements.
	4. Attend an orientation session, parents or spouses are encouraged to be present.

**STUDENT INFORMATION**

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Any time personally identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file.

**Access to Educational Records**

Educational records are all files, records, or documents maintained by the school, which contain information directly related to the student. The only people allowed access to such records are those personnel who have a legitimate administrative or educational interest. The student must request authorization for all or part of their records in writing, if not in person. There will be a reproduction fee.

**Review of Records**

It is the policy of the school to monitor educational records to ensure that they do not contain information, which is inaccurate, misleading, or otherwise inappropriate. School may destroy records that are no longer useful or pertinent to the students’ circumstances after the statutory lapse of time.

## Professional Conduct of Student

An important element of the training at AHCI includes the development of professionalism. The high standards maintained in AHCI programs prepare each student to meet the highest expectations of employers. AHCI expects students to always conduct themselves in a socially acceptable manner. Students indulging in the following types of misconduct are subject to immediate dismissal from the premises and/or termination from the program:

* Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to an institution, forgery, alteration, or use of institution identification documents with the intent to defraud, no falsification of records.
* Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings, programs, or other school activities.
* No smoking is allowed in the school building, including E-cigarettes or vaporizers. Smoking is only permitted in designated smoking areas.
* Physical or verbal abuse of any person or foul language on school premises or at school-sponsored or supervised functions is not permitted; this will be grounds for termination from school.
* Theft of school property or damage to school premises or the property of a member of the school community on the school premises.
* Failure to comply with directions of school officials acting in the performance of their duties.
* The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives, and/or dangerous chemicals on school premises.
* Any violation of Federal, State, or local law on school premises or at school-sponsored functions.

AHCI views excessive tardiness as a violation of the professional conduct philosophy that could lead to dismissal. Any violation or transgression will be strictly penalized. AHCI reserves the right to make administrative and educational decisions as to whether the code of conduct had been violated. All cases are reviewed individually.

The following items are grounds for immediate dismissal:

* Physical Violence of any type to any person on school property.
* Possession of drugs (OTC, prescription or illegal substances)
* Intoxication at AHCI

Students will be immediately dismissed and will not be allowed re-entry.

The following will receive discipline in the terms of probation to dismissal:

* Dishonesty, cheating, plagiarism
* Smoking at any time on school property
* Fighting
* Drugs or alcohol use
* Foul language
* Discrimination of any type.

Anyone who is found to violate this conduct policy will be written up and given a plan to correct behavior, If the student is written up twice and does not follow the correction plan on the third time they will be dismissed from their program. To reenter the same program, the student will have to reapply and be accepted.

## Confidentiality of Student Records

**What about….? Parental Access to Children’s Education Records**

At the postsecondary level, parents have no inherent right to inspect a student’s education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

**Posting of Grading by Faculty**

The public posting of grades either by the student’s name, institutional student identification number, or security number without the student’s written permission is prohibited.

**Responsibilities of our staff members**

An employee of AHCI may have access to student education records. Their confidentiality, use, and release are governed by the director of AHCI.

The staff members’ utilization of this information is governed by the regulations and the duties and responsibilities of the staff member and position. Unless the staff members’ job involves the release of information and they have been trained in that function, any requests for disclosure of information, especially from outside the school, should be referred to the Director. School employees, all staff members, should have their own accounts and passwords on the administrative computer system and on e-mail. The staff member is responsible for their personal account and will be held accountable for any improper use. The protection of the staff members’ sign-on passwords and procedures is critical for security. Password is the only protection the account has, and the only way the computer system can verify that the staff member is actually whom they say they are. Please pick a good password and protect it.

**What information cannot be given out ever?**

What is meant by this? These are things that cannot be part of directory information and that cannot give out, without the students’ written permission. AHCI cannot make it something that we say we will give out. The staff is trained in this:

* Social Security number. This cannot ever be given out, posted, or used some or part of this information to confirm a student’s identification.
* Citizenship
* Gender
* Ethnicity
* Religious preference. The students must be notified first and have to give written permission.
* Grades
* GPA
* Daily class schedules. Local police authorities may be trying to find a student. Parents may be asking what classes the student is in today. AHCI cannot give this information. This means parents who are paying the bills.

**Information Release via Telephone**

No information concerning any student is released to any individual, group, or organization via telephone, cellular phone or other similar devices.

**Dress Code**

Allied Health Careers Institute has set forth the following guidelines concerning mandatory dress code and appearance. The guidelines seek to foster an environment, which promotes respect for authority, increased safety for students and staff, and preparation for students in the workforce. The Director and/or Dean of Academics will make the final decision as to the appropriateness of attire and appearance. Any student who violates the dress code will be subject to disciplinary action. The following is appropriate:

* All students enrolled in a medical program are required to wear appropriate uniform/ scrubs. Otherwise, the dress is business casual.
* Students are required to wear nametags at ALL times.
* Long hair must be pulled back when in the laboratory area. Hair should be clean and brushed.
* Jewelry is allowed; however, during clinical rotations, students are only allowed to wear wedding bands and stud earrings.
* Students attending clinical rotations should have their fingernails always trimmed. No false nails are allowed.
* All clothing must fit and be worn appropriately, i.e., clean, ironed.
* Tattoos should not be visible.

Prohibited

* Pants cannot be worn lower than the top of the hipbone.
* Baggy pants (when undergarments are exposed), distressed jeans, and biker pants are prohibited.
* See through, tight fitting, or that which exposes the mid-section which includes halter tops, tank tops, crop tops, sundresses, spaghetti straps, and mesh tops.
* Slippers, and beach shoes.
* Hats, caps, wave caps, hoods, bandannas, and scarves.
* Sunglasses
* Hair should be cleaned and well groomed, as well as students should bathe and apply deodorant.
* Facial hair should be short and neatly groomed.
* Spiked choke collars, chains on pants, occult-type jewelry, or anything distracting to the educational process is prohibited.
* Earrings are only allowed on ears and only two earrings per ear. Body piercings should not be visible.
* Any article of clothing that displays alcohol or drug slogans, which symbolize anti-social group members.

Students should dress in a manner that would be acceptable in the job field for which they are training. Since many employers visit AHCI to give lectures and conduct job interviews, it is important that students always convey a professional image. There is only one time to make a good first impression.

Failure to comply with the guidelines for dress, appearance, or uniforms will result in disciplinary action.

## Professional Conduct Standards

An important part of the training at the school includes the development of professional attitudes and behavior. Prospective employers seek employees who will be positive additions to their companies. Therefore, we at AHCI have created a “work-like” environment in which our students can grow and develop according to these professional expectations. Learning how to communicate and deal with different situations, coping with frustration, skills to solve problems, disciplining oneself, and dressing professionally are just a few of the ingredients that go into the makeup of a “professional”. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

It is expected that students will not use inappropriate language, make inappropriate comments to or about another person, dress with no holes in clothes, have clean clothes, have hair washed, combed and neat, treat others with respect at all times, show up for work/school when expected.

## Student Grievance Procedure

Allied Health Careers Institute, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an Allied Health Careers Institute student or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution's administration provides established grievance procedures. The employee designated to receive student complaints is Dean of Education at 630 Broadmor Blvd., Ste 120, Murfreesboro, TN 37129, the telephone number is 615-396-8733. The Director shall maintain a file on each grievance reported including the procedures followed and the final disposition of the case.

Definition: A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, that in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to Allied Health Careers Institute either on the institution's petition form or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Director. A resolution shall be attempted at the lowest possible level. An informal discussion between persons directly involved in grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure and should happen within the first 2 business days of an incident if all parties are present. If a satisfactory solution cannot be reached within a reasonable period, 5 calendar days, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action. This hearing should take place within 3 calendar days after the complaint is given to the Grievance Committee.

Procedures for Official Hearings: If informal recourse fails to resolve the grievance within a reasonable time after filing, the Director will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the Director, the program instructor, one faculty member, and a current student, who will be chosen randomly.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is made. The Committee shall review and consider documentary records which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendations, as appropriate for disciplinary actions or for changes in policy to the appropriate administrative officials. The results of the committee meeting may take up to 14 days to be completed and mailed or emailed to the students.

Recourse after hearing: If students have exhausted these procedures and the problems have not been resolved, they have the right to contact the Tennessee Higher Education Commission. In approaching THEC with a grievance, students are encouraged to take the following steps:

1. Contact THEC offices by mail or email. Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
	1. The nature of the problem.
	2. The approximate date(s) that the problem(s) occurred,
	3. The name(s) of the individual(s) involved in the problem(s) (within the school or other students who were involved),
	4. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions),
	5. Evidence demonstrates that the institution's complaint procedure was followed prior to contacting THEC. The complaint must be signed by the complainant.
	6. “Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution.”
3. Send the complaint to:

The Tennessee Higher Education Commission
 312 Rosa L. Parks Avenue

 9th Floor
 Nashville, Tennessee 37243
 Phone: (615) 741-3605

 Website: [www.state.tn.us/thec/](http://www.state.tn.us/thec/)

Allied Health Careers Institute maintains a Complaint Log documenting the name of the complainant, the date of the complaint, the date of the resolution, and staff member responsible for resolving the issue.

# **STUDENT FUNDING SOURCES**

AHCI offers many options for students to aid their education. In-house AHCI has payment plans for those students who want to pay without interest. The students may also choose to use PayPal and PayPal Credit as well as Affirm.

**WIOA/ SNAP**

AHCI is an approved vendor with the above funding agencies. Distribution of funds is subject to availability. Upon successful completion of a screening and selection process, the above agencies are able to fund the following programs for qualified individuals:

Clinical Medical Assistant

Medical Billing/Coding

Phlebotomy Technician

**VA FINANCING**

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs (VA) website – eBenefits, or a VAF 28-190S form for chapter 31 authorization purposes) and ending on the earlier of the following dates.

* + 1. The date on which payment from VA is made to the institution.
		2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Allied Health Careers Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## FINANCIAL INFORMATION

Allied Health Careers Institute believes that educational cost is primarily the responsibility of students and their families. A well-qualified financial officer is available to all students to assist in financial advising and applying for aid through financial assistance programs.

**Program Tuition and Fees** \*\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program** | **Tuition2** | **Registration****Fee** |  | **Books/Lab/Test** **Fees** | **Total3** |
| Medical Assistant | $ 5,980.00 | $ 25.00 |  | $ 425.00 | $ 6,430.00 |
|  |  |  |  |  |  |
| Billing and Coding Specialist | $ 5,625.00 | $ 25.00 |  | $1,200.00 | $ 6,850.00 |
|  |  |  |  |  |  |
| Phlebotomy Technician | $ 1,200.00 | $ 25.00 |  | $ 400.00 | $ 1,625.00 |

\*\* Tuition and fees are subject to change.

* 1. See additional costs on Program pages
	2. AHCI pays the state-imposed assessment for the Student Tuition Recovery Fund (STRF) annually. STRF is effective if all of the following applies to you: 1.) You are a student, who is a Tennessee resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans and 2.) Your total charges are not paid by any third-party payer such as an employer, government program or other payers unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF if either of the following applies: 1.) You are not a Tennessee resident. 2.) Your total charges are paid by a third party, such as an employer, government program or other payers, and you have no separate agreement to repay the third party. The State of Tennessee created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by residents who were attending certain schools regulated by THE TENNESSEE HIGHER EDUCATION COMMISSION. You may be eligible for STRF if you are a Tennessee resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

 1.) The school closed before the course of instruction was completed.

 2.) The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other

 purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the

 school.

 3.) The school’s breach or anticipatory breach of the agreement for the closure of instruction.

 4.) There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline

 began earlier than 30 days prior to closure (the period of decline determined by THE TENNESSEE HIGHER

 EDUCATION COMMISSION), the school committed fraud during the recruitment or enrollment or program

 participation of the student.

**Methods and Terms of Payment**

Tuition for the program selected is due the first session of each module (the first day student attends class) unless alternative arrangements are made with the Finance Department. Alternative arrangements could be a financial agreement with AHCI defining a specific payment plan for a student. Payment may be made with cash, credit card, money order, CashApp, Venmo, PayPal, or Affirm. Tuition payments should be made in person at the Cashier’s Office during regular office hours or mailed prior to the due date. If payment plans are not paid on time there is a late payment fee, also a collection agency fee of 30% added to the balance if AHCI has to take students to court, court and lawyer fees will be added to the balance.

**Past Due Account**

Students who fail to make prompt payments or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and school disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. In addition, Allied Health Careers Institute does provide a student with an official transcript upon completion of the program; however, Allied Health Careers Institute reserves the right to withhold a certificate and to deny additional requests for official or unofficial transcripts until the account is brought current.

**Student Graduation**

Student graduation is to be held twice a year in December and June unless there are not enough student participation. Students must be finished with their prospective programs including clinical rotations. If the student is not finished, they will have to wait until the next graduation date. There is a non-refundable fee of $125.00 to purchase the cap and gown or a $100.00 non-refundable fee to rent the cap and gown. The student will get to keep the tassel and diploma cover will the paid graduation fee, whether it is purchased or rented. The cap and gowns will be given to the student on the evening/day of graduation at the site. If the student does not attend graduation, but has purchased or rented graduation items, they will have to come to the school to pick up the tassel and diploma cover; they will NOT be mailed. Students should wear business casual clothes to the graduation. (Slacks and button-down shirt, tie optional, for men and women slacks and shirt or dress that is knee length). There is a guest limit of 10 people per student, this is subject to change (the number will go down) as space could be limited.

**CANCELLATION AND REFUND POLICY**

**Student’s Right to Cancel:**

You have the right to cancel your enrollment agreement including any equipment such as books, materials, and supplies or any other goods related to the instruction offered in the agreement, if notice of cancellation is made within five (3) calendar days (excluding holidays) of enrollment or by the fifth (5th) calendar day following the scheduled program start date, whichever is later. Cancellation shall occur when you give a written notice of cancellation at the address of the school shown on top of the front page of the agreement. You can also do this by email, or hand delivery. The written notice of cancellation need not take any particular form and however expressed; it is effective if it shows that you no longer wish to be bound by the agreement. If you cancel the agreement in the 3 calendar days, the school will refund 100 percent of the amount paid for institutional charges, less a $100.00 administration fee, with a deduction for equipment and/or books not returned in a timely manner and in new condition (no highlights, writing, bent pages), within 10 days after your notice of cancellation is received. Please allow up to 45 days for the refund, if one is to be issued, to be processed and sent to the student.

**Withdrawal from the Program:**

You have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

1. You notify the school of your withdrawal or the actual date of withdrawal; or
2. The school terminates your enrollment; or
3. For certificate programs: You fail to attend any classes for five (5) consecutive calendar days.

If you withdraw from the program after the period allowed for cancellation of the agreement and have completed 20% or less of the period of attendance, the school will calculate whether a refund is due and if so, remit a refund within 45 days following your withdrawal. The institutional refund policy shall be a pro-rata fund of money paid for institutional charges for students who have completed 60 percent or less of the period of attendance. If any portion of those charges were paid from the proceeds of a state grant, then the refund will be sent to the agency from whom the grant was given. Any remaining balance will be paid to you.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 10 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment, including books, or other materials, in new condition within the 10-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment it is yours to keep without further obligation. In any event, you will never be charged more than the equipment charges stated in the contract.

**Determination of the Withdrawal Date**

The student’s withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution’s attendance records.

**Financial Assistance**

Several forms of financial assistance are available to students who qualify to attend school at Allied Health Careers Institute. These include Title IV funding, Workforce Investment Act, Individual Payment Plans, Credit Card Payments, Veterans Benefits, and Cash. Students receiving federal financial aid shall make Satisfactory Academic Progress (See SAP policy on pages 23-27 of this catalog) and meet acceptable attendance requirements. If a student is not making Satisfactory Academic Progress at the end of the first payment period, then the student must receive a Financial Aid Warning. If a student is not making Satisfactory Academic Progress at the end of any subsequent payment periods, then the student is not eligible for Title IV, HEA Funds and fund requests cannot be made until the student is in good academic standing once again. All students obtaining Federal Financial Aid must attend a financial aid entrance interview upon enrollment and also attend a financial aid exit interview upon completion or withdrawal from their program of study.

**Declined Payment of Checks**

A check received for payment of fees, which are returned unpaid, will cause the assessment of a non-refundable charge of $35.00. The check will be placed in the student’s record and the student will be notified. The check will be subject to a collection fee. AHCI will withhold grades, certificates, and transcripts until all fees owed are collected.

**INSTITUTIONAL REFUND POLICY**

Students have the right to withdraw or drop from the course of study at any time. Students who do not attend class, and do not call the school, for 5 consecutive calendar days will be considered withdrawn. If a student fails to attend or if the student drops or withdrawals at any time before ten6667 percent (10%) is complete, they will receive a full refund of minus $100.00 administration fees, and any used or unused supplies/ books. Within 30 days of dropping or withdrawing from the program or within 30 days of determining that the student has withdrawn, the school will forward a Notice of Refunds due along with any refund owed to the student. Refunds shall be calculated from the last date of attendance. If the student was funded by a third-party payer such as WIOA or SNAP, they will be sent a Notice of Refunds due indicating that the refund was paid to the third-party payer.

1. REFUNDS FOR CLASSES CANCELLED BY THE INSTITUTION: If tuition and fees are collected in advance of the start date of a program and the

 institution cancels the class, 100% of the tuition and fees collected (less the registration fee) must be refunded. The refund shall be made within 45 days

 of the planned start date.

2. THREE-BUSINESS-DAY CANCELLATION: I understand that if for any reason I am unable to enter; all monies paid (less the registration fee) will be

 refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

3. CANCELLATION AFTER THE THREE-BUSINESS-DAY-CANCELLATION PERIOD BUT BEFORE COMMENCEMENT OF CLASSES BY THE

 STUDENT: Tuition or fees collected in advance of entrance and if the student does not begin classes, the student will be refunded all refundable fees

 paid and if the student has institutional loans, the forgiveness of the amounts owed by the student less a $100.00 administration fee. Refunds for a

 student who does not begin classes shall be made within 45 days of the start of a program.

4. I UNDERSTAND that the date of withdrawal for a student who is on approved Leave of Absence (LOA) shall be the last date of attendance before the

 leave began.

5. I UNDERSTAND THAT THE WITHDRAWAL AFTER COMMENCEMENT OF CLASSES REFUND POLICY SHALL BE:

* If after the program has commenced and before the expiration of twenty percent (20%) or less of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the refund shall be a pro rata portion of refundable fees, las an administrative fee of one hundred dollars ($100). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student’s last day of attendance equals ten percent (10%) of the period of enrollment for which the student was charged, the institution is entitled to retain only ten percent (10%) of the refundable fees charged for the period of enrollment as well as one hundred dollars ($100). However, in no instance will the institution be responsible for any refund in excess of the amount paid by or on behalf of the student for the period of enrollment for which the student was charged.
* If after expiration of the twenty percent (20%) of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the refundable fees charged by the institution up to the last period of enrollment charged.
* A student who cannot complete one (1) or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

To calculate the percentages of attendance in the clock hour program the number of scheduled hours up to the last date of attendance will be the numerator. When computing refunds pursuant to the refund policy, the last day of attendance for a student who meets the definition of enrolled shall be either:

 The date of the student’s last recorded day of attendance or

 The date the student failed to return from an approved leave of absence.

After the beginning of the enrollment period, a student is liable for the cost of textbooks and supplies provided by AHCI. Textbooks and supplies become the personal property of the student when received and accepted by him/her. In addition, the student is liable for tuition charges for the term during which the student withdrew or was dismissed including all other outstanding charges from prior terms.

The reconciled account statement must indicate the period of enrollment for which the student is charged for each tuition charge. If the institution does not maintain the requisite account statement or the reconciled account statement does not clearly indicate the period of enrollment for which the student is being charged, the institution shall be liable for all refundable fees paid on behalf of the student.

All refunds based on the above policy are calculated by AHCI manually. The last day of attendance will be determined and any refund due disbursed within forty-five (45) calendar days of the last date of attendance. The student is notified of the results of the refund calculation and notified of his/her liabilities in writing.

# **ACADEMIC INFORMATION**

## Method of Instruction

Instruction in all courses is disbursed in English. The quality of education AHCI students receive is primarily due to the excellence of the faculty and assistance from the staff of the school. Faculty members are carefully selected for their knowledge and experience and their ability to stimulate and develop each student’s potential. The school utilizes ideal equipment as instructional devices to enhance the learning experience of the students. Hands-on training provides students with the experience and the confidence required to broaden their understanding of information processing techniques. The work of all students at AHCI is reported in terms of grades. Instructors are required to assign grades for each student registered in the program.

**Grading Scale**

|  |  |  |
| --- | --- | --- |
| A | 93 – 100 | 4.0 |
| B | 86 – 92 | 3.0 |
| C | 76 – 85 | 2.0 |
| D | 70 – 75 | 1.0 |
| F |  Below 70 | 0.0 |
| I | Incomplete | 0.0 |
| W | Withdraw | 0.0 |

## Grade Point Average

The grade-point average is determined by dividing the number of grade points earned by the number of course attempted. The total grade points earned for the course equals the number of grade points assigned times the number of course. For satisfactory standing, students must maintain a C average (2.0 GPA) in all courses taken at the school.

## Definitions

The following definitions apply to grades assigned in all courses:

**A** – Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative (4.0).

**B** – Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements (3.0).

**C** – Performance of the student has been at an adequate level, meeting the basic requirements of the course (2.0).

**D** – Performance of the student has been less than adequate, meeting only the minimum requirements (1.0).

**F** – Performance of the student has been such that minimal course requirements have not been met.

**I** – The symbol “I” indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning a grade. It is the responsibility of the student to bring pertinent information to the attention of the instructor and/or school director to determine from the instructor the remaining course requirements which must be satisfied to remove or replace the Incomplete. The final grade is assigned when that work has been completed and evaluated. An Incomplete result must be made up within 1.5 times the normal duration of the program.

**W** – The symbol “W” indicates that the student was permitted to drop a course after the second week of instruction with the approval of the instructor and appropriate campus official. It carries no connotation of quality of student performance and is not used in calculating the grade-point average.

**All** students must pass their program final with a grade of 70 or above, if the final grade is a failing grade, it is up to the administrative director if the test may be retaken. The final must be made up within 3 business days. The student may not fail the final more than 2 times. Grades are part of the academic process. If GPA falls below 70 the student is subject to termination or withdrawal and will have to repeat the course. There is a $ 500 Phlebotomy, $1500 Medical Billing and Coding fee, and $3,000 fee to retake the course. If you are dismissed from your clinical rotation, it is the Directors’ discretion on disciplinary procedures (the student may have to find their own clinical site) up to dismissal from the program. The above fees will be charged to repeat the course if the student is dismissed.

**State and National Examinations**

State and National Certification and registration examinations or processes are the student’s responsibility. Allied Health Careers Institute will provide students with information regarding test dates, locations, and fees whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to the school. Students who choose to participate in state and National certification examinations or processes are responsible for paying the sponsoring organizations.

It is the student’s responsibility to let AHCI know which test and when they want to take the National Certification Exam. AHCI is not responsible for signing up any student without the student’s request. Students must finish and pass the academic and externship portion of the program they are enrolled in. It is the student’s responsibility to obtain NHA test notes.

**Certification Requirements**

Graduates who wish to become:

Certified Medical Although not required to work as a medical assistant in Tennessee, it is advised to possess

Assistant a CCMA certification. To do so, you must follow the guidelines through the National Healthcareers Association (NHA). Exams are not included in tuition; the cost is approximately $165.00.

Billing & Coding Although not required to work as a Billing & Coding Specialist in Tennessee, it is advised to

Specialist: possess a certificate. To do so, you must follow the guidelines through the American Academy of

Professional Coders (AAPC). Exams are not included in tuition, the cost is approximately $ 499.00

Phlebotomy Technician: Although not required to work as a Phlebotomist in Tennessee, it is advised to possess a

 certificate as a phlebotomist. To do so, you must follow the guidelines through the National

 Healthcareers Association (NHA). Exams are not included in tuition; the cost is approximately $125.00.

## Suspensions and Dismissals

AHCI reserves the right to apply probation policy to any student where academic, attendance, and/or conduct standing does not meet the school’s satisfactory standards. A student who has been suspended or dismissed may be reinstated only upon approval of the Director. All suspensions and dismissals are determined on an individual basis. Students must maintain appropriate behavior, full attendance, and achieve at the top level of their ability to remain at AHCI. Upon recommendation of the Instructor, Director, and/or Dean of Academics any student can be removed from the school for the remainder of the term or permanently removed if the joint judgement of Instructor, Director and/or Dean of Academics merits this conclusion. Academics, behavior, attire, payments or attendance can be singularly, or in combination, be the criteria used for dismissal from AHCI.

## Reinstatement Policy

Whether due to probation, suspension, or personal reasons, students who have been in any one of these conditions may be reinstated upon approval of the school director. After the student has remained outside of school for at least one (1) student academic start date for the program, and has taken steps to demonstrate improvement in academic, personal, or any other critical situation, the student may file a written Reinstatement request to school. All conditions are determined on an individual basis. Reinstatement requests should be submitted in person to the admissions department. In order to start where the student left the program and/or to keep monies paid, they must re-enter the program within 6 months of leaving.

## Course In the complete & Make-Ups

To receive an “Incomplete” grade you must:

1. Have "unforeseen but fully justified" reason for not completing the class work.

2. Bring all relevant information to the instructor and agree to the instructor’s terms for how and when you should meet the remaining class requirements.

Upon completion and satisfying the remaining class work, the instructor assigns the final grade for the class. If the student fails to submit any work under the incomplete agreement, the student is assigned a grade indicated by the instructor. If the instructor indicates no grade due to the student’s failure to submit work under the agreement, the student will receive a grade of F.

In some instances, a student will have legitimate reasons and/or extenuating circumstances, which may cause failure. The student may appeal determined SAP (Student Academic Progress) report by submitting a written appeal to the school director and/or Dean of Academics. Appeal must state any mitigating circumstances related to SAP determination. After the Director and/or Dean of Academics have consulted with the student and the instructor, a decision will be made as to whether to accept or deny the appeal. The decision of the school director will be in writing and is final and is the ultimate step in the appealing process. The written document, along with the student’s written appeal, will be retained as a permanent part of the student’s file.

## Information Updates

It is the student’s responsibility to notify the school when student information requires updating (i.e. new address, phone number, E-mail). No particular form is required when submitting these changes to the school. However, a Student Information Update Form is recommended.

## Special Instructional Assistance

Students who have occasional difficulty with studying are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Contact the student service department at the school for more information.

## Guidance

AHCI provides guidance services for students depending on their individual needs. Assistance in program selection and career planning is available in the student service department. Students encountering problems that interfere with their education are encouraged to bring these problems to the attention of their instructor or the student service coordinator. AHCI recognizes the existence of external factors, which may interfere with the study of the program, such as physical or substance abuse. For those students trying to deal with a substance problem, the student service coordinator is available for counseling. AHCI also offers referral services through local agencies. Key element is that the student must take the initiative to ask for assistance.

## Library (Resource Center)

The Resource Center/Library is located adjacent to the classrooms at Allied Health Careers Institute and is open during the day and evening to accommodate all students. It offers reference sources and materials related to the school curricula.

**Satisfactory Academic Progress Policy**

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in the Professional Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward his/her Certificate of Achievement.

**PROCESS OVERVIEW**

These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first-class session and is consistently applied to all applicable students.

SAP standards are established by the faculty in consultation with the Director. Students must maintain SAP according to the following standards in order to continue enrollment.

**SAME AS, OR STRICTER THAN**

The SAP policy for students is consistently applied and identical to AHCI actual measurement used to monitor qualitative and quantitative standards, as well as the maximum time frame for all students.

The finance administrator reviews the SAP policy to ensure it meets all requirements. The Director notifies the finance office if the school changes academic policies.

**EVALUATION PERIODS**

At each formal SAP evaluation point (end of each payment period), AHCI checks:

* Qualitative Measure (grade-based)

Remedial coursework may be part of or separate from regular qualitative measures.

* Quantitative Measure (Pace)
* Maximum time frame.

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student’s file in SMART. Evaluations determine if students have met the minimum requirements for SAP.

Example:

AHCI’s Medical Assistant program is 620 clock hours

Clock hours (after first payment period) Clock hours (end of second payment period)

 310 310 = 620

**ACADEMIC YEAR DEFINITION**

900 CLOCK HOURS AND 26 WEEKS

**QUANTITATIVE MEASURE**

To be considered for making SAP, Students are required to attend a minimum of 90% of his/her educational program in no longer than 100% of the published length of the program as measured in clock hours as determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

The attendance percentage (Pace) is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, AHCI determines if students have maintained at least 90% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Full-time students are scheduled to attend 25 clock hours weekly and part-time students are scheduled to attend 12 clock hours weekly.

**QUANTITATIVE PACE MEASURE AND MAXIMUM TIME FRAME**

AHCI uses a graduated standard instead of the fixed standard above. This would mean that the student could attend less than 90% in the first payment period but would have to eventually “catch up” to complete the program in the required 150% of the time.

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Program is as follows:

For undergraduate programs measured in contact hours, this is a period that is no longer than 150% of the published length of the program measured in contact hours attempted.

For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

The maximum time for students to complete the Program at AHCI is as follows:

Normal Normal Maximum Maximum

Clock Hours Timeframe Max Clock Hours Max Timeframe

620 22 weeks 930 33 weeks for day program

620 40 weeks 930 48 weeks for evening program

640 24 weeks 960 36 weeks for day program

640 50 weeks 960 75 weeks for evening program

\*\*Example: If an undergraduate academic program is 22 weeks and 1.5 x 22 = 33 the time cannot be rounded. If at any time the student cannot complete the program within the maximum time frame, then the student must successfully appeal for an extension to the maximum time frame.

To calculate the pace at which the student is progressing the school would:

* Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

Cumulative hours completed

 Cumulative hours attempted

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

**QUALITATIVE MEASURE**

The qualitative measure used to determine SAP is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each academic program.

AHCI uses a fixed standard.

Students must make up for failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-payment period evaluation. Mid-point evaluations are for informational purposes and therefore students do not receive a letter grade.

Students receive a letter grade as indicated on the chart below and are based on the end-of-program evaluations. Students who receive an “F” course grade will be dismissed from the program. Before this happens, the student is informed, in writing, of their GPA and given the opportunity to raise their grade and/or opt to receive tutoring.

|  |  |  |
| --- | --- | --- |
| **Grade** | **Points** | **Description** |
|  A | 4.00 | Superior: Mastery of subject matter  |
|  A- | 3.70 |
|  B+ | 3.30 | Good: Above average of mastery of subject matter |
|  B | 3.00 |
|  B- | 2.70 |
|  C+ | 2.30 | Satisfactory: Acceptable mastery of subject matter |
|  C | 2.00 |
|  C- | 1.70 |
|  D+ | 1.30 | Low pass: Limited mastery of subject matter |
|  D | 1.00 |
|  F | 0.00 | Failure: Deficiency in subject matter  |

**CHECKING SAP:**

The frequency of evaluation determines the options

* AHCI must evaluate SAP at the end of each academic period for a program that is one academic year or less in length.
* Each evaluation must include qualitative, quantitative, and maximum timeframe standards.

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to remain in their prospective program. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete it within the maximum time frame.

**Academic Probation Period**

AHCI evaluates SAP at the end of each academic period. Students who do not meet SAP measures described above will be put on academic probation for academic period. This status may only be given to a student who was in compliance with AHCI’s SAP standards at the previous evaluation. The student’s academic progress will be evaluated at the end of the probation period.

The probation status is applied only to students with a reasonable expectation of improvement in academic period.

A student who has not improved their standing and still fails to comply with the satisfactory academic progress policy at the end of the probation period, will be ineligible to continue their program. It is advisable for any student on probation status to meet with the finance office and an academic advisor to ensure future satisfactory progress and aid eligibility.

**APPEAL PROCESS**

If the student would like to appeal the academic probation period, they must do so in writing and within 7 calendar days of being placed on probation. The school director will look at the appeal, speak with the student and will advise with the proceeding.

**LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, AND TRANSFER CREDITS**

If enrollment is temporarily interrupted for a Leave of Absence, students return to AHCI in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students’ contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. AHCI’s Leave of Absence Policy must specify that all requests for an LOA are in writing, signed, and dated with start and end date. Before AHCI grants an LOA, there must be a reasonable expectation that the student will return from the leave. AHCI’s LOA policy must specify that the reason for the student’s leave request is included in a student’s application for an LOA.

Students who do not return from a Leave of Absence will be unofficially withdrawn from AHCI within 5 working days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return to the same SAP status as at the time of withdrawal.

Course incompletes, repetitions, and non-credit remedial courses do not apply. Therefore, AHCI does not issue incompletes or offer non-clock hour remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from AHCI will receive credit for all work successfully completed up to the point of withdrawal.

Due to the unique nature of the AHCI curriculum, transfer contact hours are not accepted from other institutions.

**OFFICIAL WITHDRAWAL FROM SCHOOL**

In the event a student must withdraw, she/she must consult with the Director and notify in writing of his/her official last day.

**UNOFFICIAL WITHDRAWAL FROM SCHOOL**

If AHCI unofficially withdrawals a student from the school, the Director and/or Dean of Academics will record the circumstances in the school’s SIS and note the last day of attendance and include the information in the student’s official file.

**ATTENDANCE POLICY**

Allied Health Careers Institute’s attendance policy is designed to ensure that students maintain satisfactory academic progress in all courses required in their program of study. Students are expected to attend all classes, be on time to classes, remain in class for the entire duration of the class, and be active participants in their classes, to include hybrid programs.

## Attendance Records and Absences

Allied Health Careers Institute regularly maintains attendance records. Absences should occur only for urgent reasons such as ill health or other extenuating circumstances. Whenever possible, students should notify the faculty member in advance of any anticipated absences. Prior arrangements must be made with each faculty member for make-up work.

Attendance is considered an essential part of the learning experience and individual instructors may implement specific policies regarding attendance for a specific course, which may be more restrictive than the general institutional policies of Allied Health Careers Institute. The Director of Education and the school Director must approve the policy(s). Prior to the beginning of class, students are notified of the policy(s) via the school catalog, enrollment agreement, and orientation.

Attendance will be documented on a daily basis; student absences will be documented from the date of the first day of class, regardless of when the student registers for the class. Allied Health Careers Institute will continue to monitor the students’ attendance in accordance with the following procedure:

1. The faculty member shall report each absence to student services by submitting the daily class attendance via the SIS system.

1. Once a student has missed three classes, the faculty member shall immediately contact the student (via e-mail, personnel, letter or phone) to remind him/her institution’s attendance policy and the faculty member will copy the Registrar.
2. If the student ignores the correspondence attempts to notify of attendance, three attempts will be made, and then the student will be dismissed from the program and a letter/email will be sent.
3. A student who has not met the 90% attendance requirement by the midpoint of his/her program will be placed on probation and will be subject

to being dismissed from the program.

Absences will be counted toward the overall grade. The following are days allowed for absenteeism:

|  |
| --- |
| Medical Assistant Day Excused Absence: 10%Medical Assistant Evening Excused Absence: 10%Billing and Coding Day Excused Absence: 10%Billing and Coding Evening Excused Absence: 10%Phlebotomy Day Excused Absence: 10%Phlebotomy Evening Excused Absence: 10% |

The School Director will determine the status of the academic progress of the student. After such investigation, a meeting with the student will be held to establish the student's interest in continuing in the program, what work is to be made up, and whether the student should be placed on academic probation. If it is apparent that the student does not have any interest in continuing the program, he/she will be dropped from the program. Otherwise, one of the following actions may be taken:

1. The committee may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the program,

2. The committee may determine that the student is not maintaining academic progress and the student will be withdrawn from the program; or

3. The committee may determine that the student is not maintaining academic progress in general, and the student will be withdrawn from the Allied Health Careers Institute.

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis.

The student may leave the program due to excessive absences. The student, if they choose, may reenter the program after 30 days or when they are able. If the student remains out of the program for more than 180 days, they must start over with all administration, academics, and tuition as a new student would. If the student comes back within 180 days, they must audit the program until they return to the portion of the program they left off.

**Excused Absence**

Absences can be considered excused when a student prearranges and provides an approved documented excuse to the instructor upon returning to class. In case of emergencies, students should contact the instructor as soon as possible. Students who miss class will always be marked absent and the time can never be made up for the course; however, students with an excused absence are given a two-day grace period to make up assignments with no penalty.

The following is a list of categories in which documented excuses could be reviewed for approval:

* Military Duty **\*** Hospitalization
* Jury Duty
* Sickness (Doctor’s note required)

**Leave of Absence**

Students, in good academic standing, who meet certain conditions, can be granted a temporary leave of absence from their period of enrollment. In addition, the leave will be granted to a student for emergencies pertaining to the individual student, spouse of the student, or child of the student. Any student requesting a leave of absence must have been enrolled for a period of at least 20 days and adhere to the policy and procedures established by AHCI.

Reasons for a leave of absence include, but are not limited to:

* Serious student medical problem.
* Military duty.
* Death of an immediate family member.
* Personal - unforeseen, but fully justifiable reason(s)
* Maternity leave

The school recognizes that there may be times when due to extreme circumstances, a student may require a leave of absence. All students must submit a request in writing to the Dean of Academics along with supporting documentation to explain the specific reason the leave is needed. The request should be submitted at least 5 days prior to the effective date of the LOA unless unforeseen circumstances prevent the student from doing so. Before granting an LOA, the student must show that there is a reasonable expectation that the student will return from the LOA. The Director and/or Dean of Academics may authorize a leave of absence up to 180 days and under no circumstances can a leave of absence be extended beyond 180 days in any 12-month period. AHCI recommends that a student may request leave if he/she is planning to be absent for more than 14 consecutive school days.

Time for an approved leave of absence may be included in the calculation of a student’s maximum program length. If a leave of absence commences before the student completes the program of study, the grade of “I” is recorded in the student record.

If the student is not granted an LOA, the student will be required to officially withdraw from the institution.

Students shall be granted a leave of absence under the following conditions:

• The student will remain in an in-school status.

• The student will not be assessed any additional charges during LOA.

• The student has to show that there is a reasonable expectation that he/she will return from the LOA on the specified date.

• If the student fails to return at the end of the approved LOA, the student is considered to have withdrawn from the institution as of the first

 day on which the LOA was granted. In addition, the student understands the consequences of withdrawal for all tuition charged and they may

 owe the full balance of tuition.

**EXTERNSHIP AND CLINICAL ROTATIONS**

Externship and clinical experience required in some programs enable students to work with patients/clients to apply the competencies and practices learned in the classroom. Students participating in an externship and clinical training work under the supervision of a qualified assigned preceptor, as determined by school faculty, in participating sites, and under the general supervision of school staff. Students are evaluated by supervisory personnel and evaluations are placed in the student’s permanent records. Externship and clinical guidelines and requirements for each program may be obtained from the Clinical Coordinator.

Clinical rotations/externships are an effective means of gaining hands-on experience in applicable programs. This phase of training is an integral part of the student’s training and is required to successfully complete their program of study and therefore, subject to the same academic and attendance policies. The clinical rotation/externship is under the direction and supervision of the school. All clinical/externship sites must be approved by AHCI and a clinical/externship agreement between the site and the school must be in place before the student can begin the clinical rotation/externship at the site.

Students must be prepared to travel to their clinical rotation/externship assignment. The school will attempt to assign sites that are within a 50-mile radius of the school and that are convenient for the students, however, this may not always be possible. Based on clinical site availability, students may be required to wait to rotate clinicals. Students are chosen at random to go to clinical rotation. Students who decline sites may be required to wait longer or withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available. Certain clinical rotation/externship sites may require additional background checks, drug screens, TB Tests, Hepatitis B vaccines, immunizations, etc. in addition to the initial requirements set forth by AHCI.

Students must attend their clinical rotation/ externship on the days and hours designed by the site and the school. Days and times may not be rearranged without permission from the school’s clinical coordinator and the clinical site supervisor. In the event a student will be absent, the student must call the site and the school in advance. If the site or school determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be terminated from the program. In any case, if a student misses any days (hours) of clinical rotation/externship without prior approval, the student may be dismissed from school. Students are required to attend 100% of the required clinical hours. Clinical rotation/externship is part of the overall grade of the program and missed days/ hours, unprofessional conduct, and not returning clinical paperwork could cause the student’s overall grade to go down. Any missed hours must be made up.

Students are expected to demonstrate proficiency in academics, skill performance, and attendance as a prerequisite to clinical rotation/ externship assignment. No site assignment will be made except through appropriate faculty/ staff arrangements with the site supervisor.

Students are expected to be present daily at their assignment site no less than fifteen (15) minutes prior to the agreed-upon time of arrival. Any emergency absence required a call to both the site supervisor and AHCI clinical coordinator.

Students are still in school at any clinical rotation/ externship site and are therefore bound by AHCI’s rules regarding behavior, dress code, and overall professionalism. Any site supervisor may notify a school representative regarding misconduct, poor professionalism, breach of confidentiality, or absenteeism of a student. Should this occur, the student will be required to return to school pending further investigation. Disciplinary action shall occur up to and including dismissal from the site and/or from school.

If a student is dismissed from a site for any reason, that student will receive a grade of “F” on their transcript and may not be re-assigned to another site. The student may also be dropped from their program of study.

The following applies to all students who are required to complete an externship or clinical rotations:

1. Students are expected to meet all host site requirements.
2. Site assignments are final and non-negotiable; if a student refuses a clinical or externship site assignment, he/she may have to find their own site or be terminated from the program.
3. Covid-19 policy of the clinical site applies.
4. Students are expected to travel to externship or clinical sites regardless of distance.
5. Site locations within a specified mile radius from the campus or from a student’s home cannot be guaranteed.
6. The school reserves the right to re-assign site locations as needed to meet the requirements of the applicable educational program.
7. Students MUST arrange and pay for their own transportation to and from their assigned clinical or externship experience, including any parking charges at the host site.
8. Students should expect the hours and days to vary depending on the host sites. Shifts on externship or clinical rotation can range from 8 to 12 hours, occurring any hour of the day, afternoon, or evening and any day of the week. No evening hours are available at this time.
9. If students are going to be absent from their training site, they are required to notify their designated supervisor and the applicable school staff member.
10. Students must make up absences that occur during clinical or externship training to ensure that the required hours are completed prior to the end of the scheduled period.
11. Upon successful completion of all classroom requirements, students enrolled in a program that requires an externship are expected to immediately begin that portion of their program.
12. Externship students are encouraged and should be prepared to participate in their externship training on a full-time basis (30-40 hrs per week).
13. Students are expected to abide by the School’s Conduct policy at all times while on externship or clinical rotations.

**Fair Practice Standards for Clinical Work Agreements and Externship Experiences**

AHCI understands the clinical rotation and externship experience to be critical, essential and invaluable portions of our students training. Clinical rotations and externship experiences are natural and logical continuums of their education. As such, we have adopted this policy to ensure that students get the maximum educational value and benefit from their clinical rotations and externships.

1. AHCI students are not to be paid for any of the activities they perform during their clinical rotations or externships.
2. Clinical affiliate and externship sites utilized by Allied Health Careers Institute are not to reduce their personnel as a result of the acceptance to host our students.
3. A preceptor is to be present at all times during all of the procedures in which students are actively involved.
4. Students are allowed to procure gainful employment outside of their scheduled clinical rotation or externship session hours.

# **STUDENT SERVICES**

The Student Services staff are available specifically to attend to the needs of the student body at Allied Health Careers Institute. Student Services will provide students with information regarding transportation, childcare, and professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending AHCI. To accommodate students with special needs there are wide hallways, wide doorways, and railings in the large bathrooms, both male and female. The isles in the classrooms are wide to accommodate those needs. Also, consult with the director on any special needs and AHCI will try to accommodate any and all reasonable requests.

**Personal Property**

AHCI assumes no responsibility for loss or damage to a student’s personal property or vehicle.

## Student Parking

Student parking has 101 spaces and is available in areas adjacent to the school buildings. Allied Health Careers Institute is not responsible for parking violations, property theft, property damage, etc. Please keep your vehicle locked at all times.

## Advising

The staff of Allied Health Careers Institute makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal problems, which require professional counseling and are requested by the students, will be referred to the appropriate agencies.

## Additional Services

Allied Health Careers Institute provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the school encourages students to include their families, friends, and significant others in the educational process.

At the end of every program, Allied Health Careers Institutes’ students will fill out a faculty evaluation survey. At this time, students also evaluate specific areas of service. Included in the survey are questions relating to staff and services of the resource center/library, graduate services department, and admissions and financial services departments.

AHCI maintains a list of facilities, organizations or offices job listing. This is here to assist the students with placement in their prospective fields. The resume of each graduating student is requested to help procure a job. AHCI will always contact the student and obtain permission before sending a resume to a prospective employer.

## REFERRAL SERVICES

## Medical Care

Allied Health Careers Institute is located near excellent clinics/hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called.

## Open Door Policy

AHCI has an open-door policy for graduate students to come back to the campus and discuss career and training opportunities with any of our staff.

## Career Services

Allied Health Careers Institute cannot guarantee or promise employment; however, reasonable efforts will be made to assist the student in securing employment. AHCI provides career services for all graduates who seek employment. Whoever is hired depends on the employer and how well the student does during the interview process. The employer is influenced by factors such as training, character, attendance/punctuality, personality traits, favorable appearance, work ethic, dependability, and the ability to easily converse with others. Services provided may include but not be limited to:

1. Employment orientation prior to graduation. This orientation will provide the essential information

 relating to interviews, resumes and appointments, with emphasis on dress, appearance and

 applications.

2. Assistance with applications and employment forms.

3. Efforts to provide interviews with prospective employers.

4. Contacts with employers to identify job openings.

5. Information concerning employment opportunities with local, state, and federal agencies. Success

 or failure of the placement efforts of AHCI will be influenced to a great extent by the attendance,

 academic records, and personal appearance of the graduate.

## Housing

## Allied Health Careers Institute does not maintain any resident housing. AHCI assumes no responsibility for student housing.

# **CAREER SERVICES**

## Placement Assistance

AHCI maintains a placement center in the student service department to better assist graduates in securing employment. A placement officer acts as liaison between school graduates and potential employers. Information in job search techniques based on the current need of local business and industries is made available to graduates. A successful job search is dependent upon a self-confident, well-prepared applicant with pre-planned strategy. AHCI is committed to assisting students in these efforts through a series of job searches and interview technique workshops. Each workshop addresses areas of how to prepare resumes, market research techniques, and interview skills. Graduates must have the legal right to accept employment in the United States, while those who are not citizens must produce current proof of ability to accept employment, i.e., green card, work permit or letter from INS showing valid “A” number or permanent residency.

# **Student Records Retention Policy**

* Adequate and accurate records will be maintained by the institution, in accordance with regulations adopted by THEC, and satisfactory standards shall be enforced relating to attendance, progress, and performance.
* The institution will maintain current records for a period of not less than three years at its principal place of business in Tennessee.
* Transcripts showing classes and courses completed or attempted but not completed, dates of completion or withdrawal, final grades or evaluation given to the student, credit awarded for prior experiential learning and courses completed at other institutions, credit based on any examination of academic ability or educational achievement used for admission or school placement services, and certificate awarded will be maintained for 50 (fifty) years.

## CAMPUS SECURITY AND CRIME PREVENTION POLICY

Allied Health Careers Institute opened as a private post-secondary vocational institution in November of 2010.

AHCI attempts to provide students and employees with a safe and secure environment in which to study and work. AHCI is open during posted hours of operation, which are stated in the school catalog. School facilities are locked during the time the school is not open. AHCI has no residence halls or student housing.
AHCI maintains a campus security and crime prevention policy that conforms to the best practices possible. To be successful, these programs must embody the proper attitudes towards personal safety and crime prevention, on the part of both students and staff. It also requires cooperation in all safety and security related matters between student and teacher, teacher and administrator, and also between each student and his/her fellow students. Only through such a cooperative effort can a campus security and crime prevention program be established and preserved for the entire campus community.

The following campus safety measures are in place:

* Locking front door with secured access
* AED device and all staff are trained in adult CPR with AED
* Locking doors to office & back staff areas
* Fire extinguishers as per TN fire code
* Means of egress and exit signs posted as per TN fire code
* Incident reports are in place to ensure timely and appropriate care is provided for any injuries

As part of student orientation, AHCI also provides a description of school policies and procedures as well as outside resources available for students to inform them about campus security and crime prevention.

**Security Policies and Crime Reporting Procedures**

It is the policy of AHCI that students and employees will report any and all safety hazards, crimes, loss of property, significant illness, or injury to the school director. Proper reporting facilitates the apprehension of criminals and assists in making the entire campus safe. The school director is mandated to investigate incidents and to coordinate with local law enforcement agencies to apprehend those who violate these regulations or commit crimes on campus. When necessary, AHCI will press charges against criminal violators.

AHCI’s Executive Director, Dianne Anderson, maintains a crime log in the school administrative offices. The crime log records criminal incidents and alleged criminal incidents that are reported.  To view the log, please stop by the office, contact by phone at 615-396-8733, or by email dianne@ahci.edu.

# **PROGRAMS**

**Clinical Medical Assistant**

51.0801

**Educational Objective**

The Clinical Medical Assistant program is designed to prepare the student to work in the clinical setting of the physician’s office, walk-in clinic, chiropractor, or other healthcare facilities. The students will be prepared to handle the back-office operations, assist the physician, and will be prepared to perform tasks in most areas of the clinical office. The Clinical Medical Assistant works under the auspices of the physician at all times and can do nothing for which he/she is not trained. The Clinical Medical Assistant course is designed to enhance and ensure the highest quality of care to patients and efficiency in the operation of the physician’s office.

**Occupational Objectives**

At the completion of this course, the students will be able to perform, but are not limited to:

* All Vital Signs with Recognition of Abnormalities Describe, Clean & Dress Wounds
* CPR Set Up and Assist with Minor Office Surgeries
* First Aid Perform EKGs of Patients
* Patient Assessment Laboratory Collection and Requisition
* Patient History Patient Education
* Proper Healthcare Documentation Understand Medications According to Classification/Administer Medications
* Recognize Medical Emergencies Under the Auspices of an M.D.
* Infection Control and Standard Precautions Hearing and Visual Acuity Exams
* HIPAA Compliance Aseptic and Sterile Techniques
* Sterilization and Disinfection Procedures Medical Terminology with Proper Spelling, Abbreviations and Symbols
* Venipuncture Proper Communication Techniques Regarding Patients
* OSHA & CLIA Guidelines Professionalism in the Workplace
* Resume Building/ Interview Techniques

**Tuition Other Expenses (Not included in Tuition)**

**Tuition** $ 5,980.00 **Liability Insurance**  $ 41.00 (Need to go to Clinical Rotation)

**Enrollment Fee** $25.00 **Scrubs (2)** $ 100.00

**Lab Supplies** $ 225.00 **Stethoscope** $ 50.00

**Books (**may be purchased separately) $ 200.00 **Background/Drug Screen** $ 95.00

**Total $ 6,430.00** **NHA**

 **Medical Assistant** $ 165.00

 **Phlebotomy** $ 140.00

 **EKG** $ 140.00

 **Graduation**

 **Rent**  $ 100.00

 **Purchase**  $ 125.00

 **Total**  **$ 926.00**

These prices are subject to change.

Books may be purchased from another vendor at the student’s expense.

**Progress Requirements**

Each student will receive a numerical grade. A passing grade is 70%, and below 70% is failing.

During the pharmacology portion of the program, there is a 90% cumulative grade requirement to pass; EKG and phlebotomy both require grades to be 80% to pass this portion of the program.

**Included in Tuition:**

Students shall receive 2 textbooks, lab, and supply fees.

**Length of Program**

Successful classroom academics of 400 hours will be followed by a clinical period of no less than 220 hours, which will be evaluated by the physician and/or responsible person at the clinical site. Day classroom hours are from 9:00 am to 3:00 pm Monday – Friday for a total of 22 weeks including externship, evening program hours are from 6:00 pm to 10:00 pm Monday, Tuesday, Wednesday, and Thursday for a total of 40 weeks including externship. Extern hours will vary with each individual office, also extern hours are full-time and only to be completed during the daytime hours. Students will not be allowed to attend externships until all academics are successfully completed and all fees are paid in full, or a payment plan has been established and signed.

Certificate of Completion for this program will be issued to the student once all academics and externship have been satisfactorily completed, and all paperwork has been signed and brought back to the clinical coordinator at AHCI.

**Graduation**

Graduation fees include a cap, gown, diploma case, and tassel. To rent the diploma case and tassel are kept the cap and gown are returned. To purchase the cap, gown, diploma case, and tassel are kept.

**BILLING AND CODING SPECIALIST**

51.0713

**Educational Objective**

The primary objective of the course is to provide students with the basic knowledge and skills necessary to work successfully in an entry-level position in a medical office, clinic, insurance company hospital, or other healthcare settings as a medical biller or customer service representative.

The medical biller becomes familiar with medical terminology as tools to assist them in the billing process; they learn the correct utilization of the reference materials used by the medical biller (CPT, ICD-10, HCPCS, CMA-1500, PDR, and medical dictionary). Students develop knowledge and skills in the functions of a medical office; they learn how to set up a patient’s chart, proper collection procedures, and insurance verification. Students are also introduced to computer software that allows them to perform a variety of billing operations.

Satisfactory completion of all courses, including the supervised practicum, within the allowed maximum time frame for the program, and a minimum grade average of 70% is required for graduation.

**Occupational Objective**

Upon completion of the program, students will be employable in an entry-level position as a medical biller, assistant medical biller, or customer service representative. Completion of the Computerized Medical Biller program is acknowledged by the awarding of a Certificate of Completion. Graduates may apply to take the AAPC and/or NHA CBCS certification exam.

**Occupational Outcomes**

At the completion of this course, the students will be able to perform, but are not limited to:

* Introduction to Health Insurance
* Medical Terminology
* Managed Health Care
* Insurance Claims
* Legal and regulatory considerations
* Ethics pertaining to the industry
* CPT Coding
* ICD9/ICD10 Coding
* HCPCS
* HCFA-1500
* Reimbursement Methodologies
* Commercial Insurance
* BC/BS, Medicare, Medicaid, Tri-care, and Worker’s Compensation
* Coding for Medical Necessity

**Tuition Other Expenses (Not included in Tuition)**

**Tuition**  $ 5,625.00 **Liability Insurance** $ 41.00 Need for Clinical Rotation

**Enrollment Fee** $ 25.00 **Background/Drug Screen** $ 95.00

**Books** (may be purchased separately)$ 1,200.00 **AAPC Membership** $ 205.00

**Total $ 6,850.00 CPC-A Exam (2 tests)** $ 499.00

 **Graduation**

 **Rent**  $ 100.00

 **Purchase**  $ 125.00

 **Total $ 994.00**

These prices are subject to change.

Books may be purchased from another vendor at the student’s expense.

**Length of Program**

640 clock hours in academics and computer lab are required. Classes are held Monday – Friday from 9:00 am to 3:00 pm for 24 weeks for the day program. The night program is Monday, Tuesday, and Thursday from 6:00 pm to 10:00 pm for 50 weeks. A two-week externship is an option that is strongly encouraged.

Certificate of Completion for this program will be issued to the student once all academics and externship have been satisfactorily completed, and all paperwork has been signed and brought back to the clinical coordinator at AHCI.

**Graduation**

Graduation fees include a cap, gown, diploma case, and tassel. To rent the diploma case and tassel are kept the cap and gown are returned. To purchase the cap, gown, diploma case, and tassel are kept.

**Phlebotomy**

51.1009

**Educational Objective**

The Phlebotomy Program is designed to ensure the student is proficient in clinical laboratories in hospitals, physician’s offices and all other ambulatory healthcare services. Students will be proficient in the skills required to obtain patient blood specimens by venipuncture and micro-collection. The student will learn appropriate anatomy and physiology, how to select the proper equipment and additives that are used in blood collection, transporting, handling and processing specimens, infection control, standard precautions, HIPAA compliance and working as a healthcare team member.

**Occupational Outcomes**

At the completion of this course the students will be able to perform, but are not limited to:

* Vital signs
* Medical Terminology
* Anatomy and Physiology
* Equipment and Supplies
* Professional Communication Skills
* Errors and Complications
* Infection Control
* Safety Precautions
* Standard Precautions
* Blood Collection by Capillary Puncture
* Blood Collection by Routine Venipuncture
* Point of Care Testing
* HIPAA Compliance
* Resume Building and Interview Techniques

**Tuition Other Expenses (Not included in Tuition)**

**Tuition**  $ 1,200.00 **Liability Insurance** $ 37.00

**Enrollment Fee** $ 25.00 **Background/Drug Screen** $ 95.00

**Lab Supplies** $ 200.00 **NHA Certification** $ 120.00

**Books** (may be purchased separately) $ 200.00 **Scrubs (2)** $ 100.00

**Total $ 1,625.00 Graduation**

 **Rent** $ 85.00

 **Purchase** $ 110.00

 **Total** **$ 547.00**

The prices are subject to change.

Books may be purchased from another vendor at the student’s expense.

**Length of Program**

The academic portion of the program is 75 hours, with an externship of 40 hours or a total of 100 venipunctures. There is an evaluation to be completed at the externship by a physician and/or responsible person at the extern site. There will be a total of 100 venipunctures required to finish the program. The classroom hours are from 9:00 am to 3:00 pm, Monday – Friday for a total of 2 1/2 weeks. Extern hours will vary in each individual office, also extern hours are full-time and only to be completed during the daytime hours. Students will not be allowed to attend externships until all academics are successfully completed and all fees are paid in full, or a payment plan has been established and signed. **There are NO night externships!**

Certificate of Completion for this program will be issued to the student once all academics and externship have been satisfactorily completed, and all paperwork has been signed and brought back to the clinical coordinator at AHCI.

**Graduation**

Graduation fees include a cap, gown, diploma case, and tassel. To rent the diploma case and tassel are kept the cap and gown are returned. To purchase the cap, gown, diploma case, and tassel are kept.

# **NOTICE OF STUDENT RIGHTS**

You may cancel your contract for school without any penalty or obligations on the fifth business day following your first-class session as described in the “Notice of Cancellation” form that will be given to you at the first class that you go to. Read the “Notice of Cancellation” form for an explanation of your cancellation rights and responsibilities. If you have lost your “Notice of Cancellation” form, ask the school for a sample copy.

1. After the end of the cancellation period, you have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
2. School recognizes that the student may have a concern or issue that necessitates a prompt and fair resolution. Complaints are acknowledged on an individual basis. If complaint is not resolved within a reasonable time frame although report was made in writing to the program instructor, then a written complaint is reviewed by the school’s Director. In this regard, you may contact:

**Dianne Anderson**

**Director**

Allied Health Careers Institute

630 Broadmor Blvd., Ste 120

Murfreesboro, TN 37129

Ph: 615-396-8733

1. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**2023 Class Schedule**

**Program Name Academic Academic Clinic Program Projected**

 **StartDate End Date Start Date End Date**

Clinical Medical Assistant 01/06/2025 05/02/2025 05/05/2025 06/13/2025

Day Program 02/03/2025 05/30/2025 06/02/2025 07/11/2025

 03/03/2025 06/27/2025 06/30/2025 08/08/2025

 04/07/2025 08/01/2025 08/04/2025 09/12/2025

 05/05/2025 08/29/2025 09/01/2025 10/10/2025

 06/02/2025 09/26/2025 09/29/2025 11/07/2025

 07/07/2025 10/31/2025 10/27/2025 12/05/2025

 08/04/2025 11/26/2025 12/01/2025 01/16/2026

 09/02/2025 01/02/2026 01/05/2026 02/13/2026

 10/06/2025 02/06/2026 02/09/2026 03/20/2026

 11/03/2025 03/06/2026 03/09/2026 04/17/2026

 12/01/2025 03/27/2026 03/30/2026 05/08/2026

Clinical Medical Assistant 01/06/2025 07/03/2025 07/07/2025 08/15/2025

Evening Program 02/03/2025 08/01/2025 08/04/2025 09/12/2025

 03/03/2025 08/29/2025 09/01/2025 10/10/2025

 04/07/2025 10/03/2025 10/06/2025 11/14/2025

 05/05/2025 10/31/2025 11/03/2025 12/15/2025

 06/02/2025 11/26/2025 12/01/2025 01/16/2026

 07/07/2025 01/09/2026 01/12/2026 02/20/2026

 08/04/2025 02/06/2026 02/09/2026 03/20/2026

 09/02/2025 03/06/2026 03/09/2026 04/17/2026

 10/06/2025 04/10/2026 04/13/2026 05/22/2026

 11/03/2025 05/08/2026 05/11/2026 06/19/2026

 12/01/2025 06/05/2026 06/08/2026 07/17/2026

Medical Billing & Coding 01/06/2025 06/23/2025

Day Program 02/03/2025 07/25/2025

 03/03/2025 08/22/2025

 04/07/2025 09/26/2025

 05/05/2025 10/24/2025

 06/02/2025 11/24/2025

 07/07/2025 12/29/2025

 08/04/2025 01/30/2026

 09/02/2025 02/27/2026

 10/06/2025 04/03/2026

 11/03/2025 05/01/2026

 12/01/2025 05/27/2026

Medical Billing & Coding 01/06/2025 10/21/2025

Evening Program 02/03/2025 11/14/2025

 03/03/2025 12/17/2025

 04/07/2025 01/26/2026

 05/05/2025 02/23/2026

 06/02/2025 03/20/2026

 07/07/2025 04/24/2026

 08/04/2025 05/22/2026

 09/02/2025 06/19/2026

 10/06/2025 07/27/2026

 11/03/2025 08/21/2026

 12/01/2025 09/23/2026

**Program Name Academic Program Projected**

 **Start Date End Date**

Phlebotomy Tech 03/03/2025 04/04/2025 or complete 80 sticks

Day Program 08/04/2025 09/05/2025 or complete 80 sticks

Phlebotomy Tech 05/05/2025 06/06/2025 or complete 80 sticks

Evening Program 09/15/2025 10/17/2025 or complete 80 sticks

\*Dates and times are subject to change

I have received, read and agree to follow the information in the AHCI School Catalog. I understand I must adhere to all AHCI policies and procedures. I understand classroom and clinical times, attendance, SAP, tuition and refund policies and if not followed could lead to the termination of my program.

I have been provided with an electronic copy of this catalog, and I am aware that I may request a hard copy.

I have asked all questions, and I have received a satisfactory answer for all my questions.

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness (AHCI staff member) Date