



**630 Eastern ByPass  
University Shopping Center  
Richmond, Kentucky**

**Ph: 859-624-1988**

**Fax: 859-624-1933**

**ACADEMIC CALENDAR**

**2018**

**Term 1**

**January 2 – February 8**

2<sup>nd</sup>                      New Term Begins  
 January 15<sup>th</sup>            *Martin Luther King Day Observed (School closed)*

**Term 2**

**February 12 – March 22**

12<sup>th</sup>                      New Term Begins

**-----Spring Break, March 26 – March 30 -----**

**Term 3**

**April 2 – May 10**

2<sup>nd</sup>                      New Term Begins

**Term 4**

**May 14 – June 21**

14<sup>th</sup>                      New Term Begins  
 May 28<sup>th</sup>                *Memorial Day Observed (School closed)*

**-----Summer Break, June 25 – June 29 -----**

**Term 5**

**July 2 – August 9**

2<sup>nd</sup>                      New Term Begins  
 July 4<sup>th</sup>                *Independence Day (School closed)*

**Term 6**

**August 13 – September 20**

13<sup>th</sup>                      New Term Begins  
 September 3<sup>rd</sup>        *Labor Day Observed (School closed)*  
 September 17<sup>th</sup>      *Constitution Day (School in Session)*

**Term 7**

**September 24 – November 1**

24<sup>th</sup>                      New Term Begins

**Term 8**

**November 5 – December 13**

5<sup>th</sup>                      New Term Begins  
 November 21-23      *Thanksgiving Observed (School closed)*

**-----Christmas Break, December 17 – December 28, 2018-----**

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## WELCOME

Whether you are just starting out or looking to advance or switch your career, Medical Career & Technical College can help you achieve this dream! Founded by two healthcare educators and practitioners who embrace a passion for education, we are here to help you “[Jump Start Your Career](#)”. Thank you for choosing us to assist you in your educational journey.

## ADMINISTRATION/OFFICERS

Medical Career Training Center, LLC, D.B.A. Medical Career Technical College is owned and operated by Patricia Mullins, Chief Executive Officer and Kristi Bertrand, Chief Academic Officer.

### Patricia Mullins, RN, BS, APRN (ACNM)

Chief Executive Officer, Co-Owner/Founder

*Ms. Mullins is an Advanced Practice Registered Nurse, Certified Nurse Midwife and previous business owner.*

*Retired from the Kentucky Public Health System and from private practice, Ms. Mullins has also taught at various higher education institutions. She brings her many years of experience as a business manager, clinician, and educator.*

### Kristi Bertrand, MPH, CMA (AAMA), CPC, PBT (ASCP)

Chief Academic Officer, Co-Owner/Founder

*As an educator and academic manager for numerous years with experience in her credentialed fields, Ms.*

*Bertrand has developed, guided and directed several medical career programs for various higher education institutions. Ms. Bertrand is also an active accreditation site-surveyor and has sat on numerous health care educational boards. Her love and passion for medical career education is what founded Medical Career & Technical College.*

## MISSION OF THE SCHOOL

The mission of Medical Career & Technical College is to provide quality career focused education by allowing students to complete a college diploma in a modular based setting focusing on one course at a time. Training offered will allow students to become credentialed in their particular field or fields immediately at course completion and obtain entry level employment in their chosen field.

## HISTORY OF THE SCHOOL

Founders and owners, Kristi Bertrand and Trisha Mullins began Medical Career Training Center in 2011. To better relate the mission and vision of the school to the community interests, the name was changed to Medical Career & Technical College in 2012. In 2013 the College expanded its campus and moved to a larger and more visible location while still remaining in Richmond, KY. After years in the medical field as practitioners and educators, the founders believed there had to be a more economical way to provide demanding medical careers. This was achieved by creating a subject focused curriculum where students take only one course at a time while attending only two days a week, and developing programs that are not too short for the skill level to be achieved and not too long involving paying for classes not necessarily required for the professional standards. Our graduates have seen great success in becoming credentialed in their field and in obtaining employment. Medical Career & Technical College is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and is an active participant with Federal Financial Aid.

## SCHOOL ACCREDITATION AND APPROVALS

### Accreditation

Medical Career & Technical College is INSTITUTIONALLY accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Medical Assistant Program has met program specific standards with the Accrediting Bureau of Health Education Schools.

Accrediting Bureau of Health Education Schools  
ABHES  
7777 Leesburg Pike, Suite 314 North  
Falls Church, Virginia 22043  
703-917-9503  
[www.abhes.org](http://www.abhes.org)

### Licensed

Medical Career & Technical College is licensed by the Kentucky Commission on Proprietary Education. This license is granted under legislative authority of KRS 165.

Kentucky Commission on Proprietary Education  
500 Mero Street  
Capital Plaza Tower Room 303  
Frankfort, KY 40601  
502-564-4185  
[kcpe.ky.gov](http://kcpe.ky.gov)

### Approvals

Medical Career & Technical College Medical Massage Therapy program is approved and a program in good standing by the Kentucky Board of Licensure for Massage Therapy.

Kentucky Board of Licensure for Massage Therapy  
911 Leawood Drive  
Frankfort, KY 40601  
502-782-8808  
[bmt.ky.gov](http://bmt.ky.gov)

Medical Career & Technical College Medical Assistant program is recognized as an approved program with the American Association of Medical Assistants (AAMA) allowing its graduates to sit for certification as a CMA (Certified Medical Assistant) (AAMA).

American Association of Medical Assistants  
AAMA  
20 N. Wacker Drive, Ste 1575  
Chicago, IL 60606  
1-312-899-1500  
[www.aama-ntl.org](http://www.aama-ntl.org)

Medical Career & Technical College Dental Assistant program is recognized as an approved program with the American Medical Technologists Association (AMT) allowing its graduates to sit for certification as an RDA (Registered Dental Assistant).

American Medical Technologists  
10700 West Higgins Rd, Ste 150  
Rosemont, IL 60018  
847-823-5169  
[www.americanmedtech.org](http://www.americanmedtech.org)

Medical Career & Technical College is recognized as an approved educational institution by the National Health Career Association (NHA) allowing its graduates to sit for certification of approved programs.

National Health Career Association  
7500 West 160<sup>th</sup> Street  
Stilwell, KS 66085  
1-800-499-9092  
[www.nhanow.com](http://www.nhanow.com)

Medical Career & Technical College is recognized as an approved education institution with American Allied Health. The school is a recognized testing site for the graduates of the Veterinary Assistant program to sit for the Certified Veterinary Assistant (CVA) examination.

American Allied Health  
P.O. Box 1487  
Lowell, AR 72745  
479-553-7285  
[www.AmericanAlliedHealth.com](http://www.AmericanAlliedHealth.com)

## ADMISSION TO SCHOOL

### Eligibility for Admission

(1) Applicants must be a high school graduate or satisfied the GED (General Education Development) test of which is recognized by the Department of Education. Applicants complete an attestation to this requirement and a copy is requested by admissions. Students who have attended a college or university in the past may show transcripts for possible credit allowance (see transfer of credit policy).

(2) An ACT composite score of 18 or better. If the ACT score is less than 18, it's been more than five years ago, or has never been taken, an *Entrance Exam* is required. A score of 70% or better on the entrance test is considered passing. The *Entrance Exam* is free of charge and covers the high school equivalent basic general knowledge. If the prospective student is a graduate within the previous five years of an accredited college, holding an Associate degree or higher, the ACT and entrance exam are waived.

(3) Criminal background assessment; persons convicted of non-violent felonies may or may not be accepted. Medical Career & Technical College, at sole opinion, may not admit a student that may have difficulty finding employment in the field as a result of issues disclosed on their criminal history.

(4) One letter of recommendation from a previous employer, teacher, guidance counselor, caseworker, or supervisor. Letters from friends, clergy, and relatives, are not accepted.

(5) Personal statement of why the applicant has chosen their field of interest including professional goals once graduated.

(6) Personal interview by the Chief Academic Officer and/or Chief Executive Officer may also be requested prior to admission.

Accepted students are those who have been evaluated by Administration along with the Admissions interview and have demonstrated they can benefit from instruction offered. No single factor will eliminate or guarantee admission.

### Procedures of Application

1. Complete Career Assessment Questionnaire (application) and enrollment form with applicable fees (i.e. application fee, background check, liability insurance, or other administrative fees). These fees are non-refundable. Enrollment may be accepted up to the five (5) days prior to the start of the term; however, is dependent upon seat availability.
2. Complete financial requirements with the financial aid office prior to the start of class.
3. Provide proof of a negative TB skin test or chest x-ray
4. Provide a copy of high school diploma or GED
5. Provide a copy of driver's license and social security card
6. All vaccinations should be up to date, such as MMR, HBV, Tetanus. Documentation is not requested; however, externship sites may require further vaccination such as flu, chicken pox, etc. prior to placement and require proof of certificate.
7. Provide CPR Healthcare Provider level certification. If not CPR certified, the school provides the course for a minimal fee on a monthly basis. All students must be CPR certified prior to entering their core program classes.

### Transfer of Credit

For consideration of transfer credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), it is the students' responsibility for obtaining their specific transcripts of previous college credit for the school to review. Courses for consideration must be within the previous 5 years and have received a minimum grade of a B. Students must complete 75% of their courses from Medical Career & Technical College and courses with clinical competencies are not approved due to the nature of the profession and the professions standards. No credit is given for on the job or experiential learning. The college does not admit students on advanced placement.

**Bypass Examinations**

If a student feels their previous course work, knowledge, experience, and skill level in Medical Terminology or Anatomy/Physiology is at competent level, a student has the right to request a special examination for advanced placement course credit. Application with a \$50 bypass exam fee must be made and exam scheduled with admissions. A bypass grade of an 85% must be obtained for course credit. A maximum of 1 bypass exam can be attempted.

**Transferability of Course**

Institutions are required to review any credit of training received, if requested by the prospective student. The individual institution makes the determination as to the receiving of any courses for transfer credit from other colleges or schools.

**Withdrawal/Drop**

If student chooses to withdraw from their course after the course has already begun or withdraw from the school, the student must sign a withdrawal form with administration. See tuition refund policy regarding dates of withdrawal and policy.

If a student misses more than 2 day during an individual course; the instructor is required to drop the student from the course. A grade of an F will be received and will show on the students' transcript.

**Repeat Courses**Due to Failing a Course

If after one attempt in the course the student fails the course, or if a student has been dropped from the course due to absences, and the student wishes to repeat the course, the students' academic record will be assessed to see if the student meets Satisfactory Academic Progress. Students are not granted permission to repeat automatically when failing a course. The institution will also determine if there is available seating for the course as the student may have to await availability. Tuition will be assessed for the course. Students are only allotted one attempt of repeat per course, and only if the student meets Satisfactory Academic Progress.

**Leave of Absence**

If a student anticipates a leave of absence for a period of no more than two terms, the student must make this request with the Chief Academic Officer. A leave of absence is only granted for emergency or medical reasons and for no more than 2 terms. If after the 2<sup>nd</sup> term the student does not return, the student will then follow the school's readmission policies.

**Readmission to School**

Former students wishing to re-enroll must make a new application to the school. All fees and tuition will be assessed. Previous courses taken at Medical Career & Technical College will be reviewed as to their current acceptance and credit approval. Courses previously taken within the past two (3) years will be considered for credit if the student received a B or better in that course.

**Transfer between Programs (Change of Program)**

If a student wishes to change their program a "Change of Program" form must be completed. The student will be allowed to petition for one (1) program change only. The student must meet with the Chief Academic Officer and with the Financial Aid Office for determination to be made. If change of program is accepted, the student must remain in good academic standing for the current term and the program change would take place at the beginning of the next term.

**Transcript Request**

Due to federal privacy laws, a written form request with the student's signature is required. This form can be found on the school's website or in the academic office. Official transcripts will not be released to persons who are delinquent on meeting financial obligations to their program or considered not to be in good standing. We cannot fulfill telephone requests for transcripts. Fee applies.



## TUITION, FEES, AND POLICIES

### Enrollment Fees

A one-time, non-refundable \$75 enrollment fee is assessed at time of registration. A \$30 non-refundable background check fee is also assessed at time of registration.

Other fees include liability insurance, program supply fees, and graduation fees. These fees are added to total cost.

### Tuition per Program

Program	Contact Hours	Tuition	Cost per Class	Fees Total	Total Cost
Dental Assistant	636	\$9500	\$1583.33	\$320	\$9820
Medical Administration	630	\$8500	\$1214.28	\$320	\$8720
Medical Assistant	912	\$10500	\$1166.66	\$320	\$10820
Medical Massage Therapy	990	\$9500	\$863.63	\$320	\$9820
Veterinary Assistant	600	\$6500	\$1083.33	\$320	\$6820

### How to Pay for School

Federal Financial Aid, that includes federal grants and federal loans, is available to those who qualify. Each incoming student will meet with the Financial Aid office during the enrollment process.

### Federal Pell Grant

This is funding from the federal government that does not have to be repaid. It is available to eligible students based on financial need determined on the basis of a formula developed by the Department of Education and reviewed annually by Congress. Awards will vary based on expected family contribution.

### Federal Loans

Federal loans are based on financial need and will have to be repaid with interest. Interest accumulates while in school.

### Medical Career & Technical College Payment Plans

1. Pay in Full (cash, credit/debit card, check).
2. Pay for one course at a time, **NO INTEREST**.
3. Pay equal monthly tuition payments. **NO INTEREST**.

If payment with this plan falls into arrears, training may be interrupted or terminated.

### Other Financial Information

Veteran's Educational Benefits: Medical Career & Technical College is approved by the Kentucky State Approving Agency for Veterans Education (SAA) to offer VA Education Benefits (GI Bill®) to eligible individuals enrolled in approved programs.

*\*GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA) \**

- VA makes benefit determination not Medical Career & Technical College

Rehabilitation Programs: Medical Career & Technical College is approved to serve clients of Kentucky Vocational Rehabilitation. Contact your local Office of Vocational Rehabilitation (OVR).

- OVR makes benefit determination not Medical Career & Technical College

Workforce Innovation and Opportunity Act (WIOA): The Workforce Investment Boards (WIBs) provide grants to eligible students who have been displaced. Information is available through the local WIBs.

- Approval and amount determined is that of WIB and not Medical Career & Technical College

**Certification/Licensure Examination Fees and Participation**

At completion of each program, students are eligible to become credentialed in their particular field. These fees are paid directly to the certification exam body. Fees for exams are due at completion of your chosen program and fee range is dependent on the exam. The average range in pricing is \$105-\$200. Exams are given off site at a proctored, computerized testing facility.

We recommend all graduates to sit for their particular certification exam no more than 3 months after program completion to ensure their success in passing.

**Examination Pass Rates**

Any student or prospective student may request from the Chief Academic Officer certification examination pass rates from the previous two years from any exam.

**Other Possible Costs**

Scrubs, non-canvas white or black shoes, CPR certification (required prior to clinical participation), TB skin test and/or immunizations as recommended by the students' physician. A \$5.00 fee applies to replace a name badge. To request to copy or print certain classroom assignment pages, a fee of 0.15 cents is assessed per copy. Students are required to register their vehicle and purchase a parking tag of \$5 and place in a visible location in the vehicle.

**Cancellation Policy**

Three-Day Cancellation: An applicant who cancels within three (3) business days of executing the enrollment agreement is entitled to a refund of all tuition and fees.

**Tuition Refund**

Tuition is assessed per program with the following tuition refund policy:

- Withdrawal prior to the start of class, the student is entitled to all monies minus non-refundable fees.
- Withdrawal during 1<sup>st</sup> two (2) weeks of class, 50% refund of module.
- Withdrawal after 2<sup>nd</sup> week of instruction, no refund. The full course amount is still owed.
- If tuition refunds are owed, refunds are made within 45 days after the date the school determines that the student has withdrawn.

Official withdrawal includes completing a withdrawal form with Administration within the timeframes of the above for tuition refund approval. The dated form will determine an official date of withdrawal; and/or a student's last day of attendance is the day a student last sat in class or the date the student had any academically related activity such as externship or clinical experience, or examination. If tuition refunds are owed, refunds are made within 45 days after the date the school determines that the student has withdrawn.

**Pro-Rata Refund Policy for Veterans and other Eligible Students**: Per CFR 21.4255 Medical Career and Technical College has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.

**Financial Aid Refund**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The recalculation is based on the percentage of earned aid. If a student is the recipient of federal financial aid, the Federal Return of Title IV funds formula is required to be performed. This calculation may result in a portion of aid being returned to the U.S. Department of Education. This oftentimes results in a balance being owed by the student to the school. Any balance that results from this calculation is the student's responsibility to repay.

**Delinquent Student Accounts**

Loans must be repaid even if the student does not finish their education. A delinquent student account is sufficient cause to prevent future registration for classes at the school, issuance of a diploma to which the student may otherwise be entitled, the release of transcripts to the student or a third party on the students' behalf, and the release of grades for current course work. Outstanding unpaid balances owed to Medical Career & Technical College may be referred to a collection agency/small claims court. If this action should occur, the student may be responsible for both the amounts owed the school and any collection fees assessed by the collection agency and/or small claims court.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress (SAP) policy is based on the quality of each student's academic performance. This is represented by a student's cumulative grade point average (GPA) and a quantitative review of progress. Students are made aware of their academic progress through various methods including testing, skills assessment, attendance, and other as indicated on the course syllabus. Instructors may provide academic counseling at mid-term with arrangements made per student as indicated on the counseling form. To maintain financial aid academic eligibility, a student must also comply with the following standard.

**Standard 1: The GPA Standard**

Students must pass each program module with a grade of 70% unless a specific course mandates a higher percentage and maintain in sufficiency each of the areas included on the course syllabus. Students must maintain a GPA of at least a "C" (2.0) beginning by the end of the first term.

**Standard 2: The Pace Standard**

This measures the pace at which the student progresses toward program completion. Federal regulations require that a student complete a minimum of 66.67% of required contact hours they attempt. Pace is calculated by dividing the total number of clock hours successfully completed by the total number of clock hours attempted.

**Standard 3: The Maximum Timeframe Standard**

This is used to determine if a student is actually completing the academic program within a reasonable overall timeframe based on hours attempted. Students are required to complete their program in a timeframe of 150%. This is calculated by multiplying the minimum units (courses) required for the academic program by 150% to determine a maximum number of units (courses) a student can attempt before becoming ineligible for financial aid.

All transfer credits and credit by exam are included when calculating satisfactory academic progress.

Consequences of not meeting Satisfactory Academic Progress:

**Probation:** A student will be placed on Probation for one term if any one of the SAP standards is not met. If at conclusion of the probationary term a determination is made that the student has achieved SAP, the probationary status will be removed. If a student is unable to meet these conditions, the student will be ineligible for aid until the cumulative GPA is at least 2.0 and the cumulative completion rate is at least 66.67%

**Suspension:** If at conclusion of the probationary term a determination is made that the student has not achieved SAP, that student will be suspended from the school.

**Suspension/Appeal Rights:** If after a student has been suspended due to not meeting SAP policy, a student has a right to submit an appeal to be placed on an Academic Plan of probation for one term. If a student demonstrates he/she is academically and motivationally prepared to continue his/her program of study, the student may be reinstated with certain requirements mandated by the Director of Education during the probationary period. These requirements will be discussed individually. As the student is found in meeting the Satisfactory Academic Progress policy, the student will then be removed from probation. If an appeal is denied the student is terminated. See the Director of Education for an official appeal form.

**Dismissal from the College:** The school reserves the right to terminate any student that does not maintain SAP, is not current with financial agreements, or fails to abide by established standards of conduct. If a student is convicted of a felony during the course of their schooling that student will be dismissed immediately.

Satisfactory Academic Progress: Financial Aid Criteria

The student must maintain a 2.0 GPA for a specified number of clock hours as the student progresses through their program:

Massage Therapy:	495 Hours
Medical Assistant:	456 Hours
Dental Assistant:	318 Hours
Medical Administration:	315 Hours
Veterinary Assistant:	300 Hours

**Financial Aid Warning:** If a student fails to meet Financial Aid Criteria for SAP, the student will be placed on Financial Aid Warning status. Such students will remain eligible for financial aid. To continue the student must achieve satisfactory academic progress during the time frame they are in warning status.

**STUDENT PROGRAMS AND SERVICES**

- **School Facility**  
The school facility is located at the University Shopping Center and includes several classrooms, computer lab/resource room, several simulation laboratories for skills practice, a conference room, several restrooms, a student area, and administrative area. The school also has an on-site student massage clinic.
- **Academic Advising**  
The college provides academic advising to assist students with their particular career goals, identify the next appropriate course for their program, and to assist with any academic problems. Appointments may be scheduled with the academic office.
- **Learning Resources**  
A Learning Resource Center (LRC) is available for students and is equipped with internet access for student use for school purposes only. It is available Monday through Friday. See LRC hours located at LRC entrance. In addition, program specific books, audiovisual and other materials are available.

Students can access learning resources, such as books, journals, and databases through Madison Library at [www.madisonlibrary.org](http://www.madisonlibrary.org).

- **Career Services**  
Career Services is available to each student; however, the institution does not guarantee employment. Career Services helps to assist and expects students to be very active in their employment search as graduation nears. This department provides resume and interviewing support and works with local employers on placement.
- **Externship Rotations**  
Programs require a certain number of hours in the field at completion of the didactic classroom courses. Each program has an Externship Coordinator that will provide orientation, placement, and evaluation. The externship is a graded course.
- **ASSIST**  
Academic tutoring services are available Monday – Thursday, 4:00 – 5:00 p.m. and may be individualized or group study. ASSIST may be assigned by the instructor for make-up exams or for help with assignments.
- **Mandatory Orientation**  
All incoming students will attend a mandatory orientation prior to the start of their term. Orientation provides important overview of the school policies and program information. Academic and financial components are also discussed. During orientation students will have an opportunity to meet other students, faculty, and administration and have any individual questions answered.
- **Faculty Access**  
Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty contact information is published on course syllabi. Office hours are 8:30 – 9:00 and 4:00 – 4:30.
- **Commencement Exercises (Graduation)**  
Services are held in the Fall of each year. All students that graduated prior to those dates are invited to attend. Location and time of services will be announced.

## STUDENT RESPONSIBILITIES

### Student Parking

Students are able to park in the parking lot in front of the school and is by decal only. Students purchase annual parking decal for a nominal fee. We ask that students park beyond the light poles allowing retail vendors to utilize the front spaces. An elevator is located in the middle of the pedestrian way if needed. The college assumes no responsibility for student vehicles. Students assume all responsibility for transportation to and from the college and clinical sites.

**Academic Integrity**

Students are expected to maintain academic integrity at all times by doing your own work on assignments, papers, tests, homework, etc. All products are to be the work of the individual student unless otherwise specified by the instructor. The following are unethical and unprofessional:

- Plagiarism – using another person’s words or ideas without giving proper credit
- Using notes, textbooks, electronics, or other materials when not allowed during an exam
- Giving test questions or answers to another student or obtaining them from another student
- Completing an assignment for another student

Consequences:

1<sup>st</sup> Offense: zero on assignment or exam

2<sup>nd</sup> Offense: “F” given for the class and student suspended for remainder of term

3<sup>rd</sup> Offense: Dismissal from school without re-entry

**Americans with Disabilities Act**

The Medical Career & Technical College provides, upon request, reasonable accommodations to participate in the programs. Students requiring accommodations must first provide professional verification by a licensed healthcare provider of the condition(s) that necessitate the accommodations with recommendation for accommodation. The college strives to attempt to identify reasonable accommodations. These accommodations do not include measures which fundamentally may place an undue financial burden on the school, or which may endanger the student or others at the college. A review of the document with a personal interview will be conducted to explore the needs of the student.

Students with learning disabilities must provide professional testing and evaluation results that reflect students’ level of achievement and information processing. A review of documents with a personal interview to review previous academic adjustments and accommodations will be conducted to explore the needs of the student. If accommodations are granted, the student will meet upon request with the Director of Education to evaluate effectiveness of accommodations.

**Non-Discrimination Policy**

The Medical Career & Technical College is committed to a policy of nondiscrimination in matters of admission and other policies. The College complies with all federal and state rules and regulations and does not discriminate against anyone on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, veteran status, religion, creed, or disability.

**Drug Free School**

Use of illegal or illicit drugs, prescribed or not, and intoxication is a violation of school regulations. Students must be physically free of any substance that may impair their intellectual, physical, and emotional functions. Students found in possession of such substances or found in violation of this policy will be terminated. See the Student Handbook for further policy.

**Sexual Harassment Policy**

Medical Career & Technical College seeks to provide an environment that is free of sexual harassment. Sexual harassment violates federal, state, and school laws. Sexual harassment occurs when unwelcome verbal, physical, or sexual behavior has occurred. Individuals who are aware or who have witnessed an offense should immediately report to the administration. This grievance will be investigated with report made.

**Smoking Policy**

In effort to prevent health risks associated with exposure to smoking and environmental tobacco smoke, faculty, staff, students, and visitors who choose to use tobacco products may do so away from the building. Please dispose of cigarette butts in the receptacle provided. Do not leave cigarette butts on the school property.

**Privacy Rights of Students**

Each student and graduate have the right to review the official educational records directly related to him or her. No record or personally identifiable information contained therein shall be released to any individual or agency without the express written consent of the student.

**Health & Safety**

The campus Safety and Emergency Preparedness Plan that includes first aid procedures, health and safety of students, fire procedures, and other safety items can be found in the administration offices and in the faculty office. Specific safety concerns that deal with the lab components is included in the clinical classes where training is provided.

**Code of Conduct**

Students are expected to maintain academic integrity, abide by any policies, such as attendance, externship, classroom, and uniform policy. Students are expected to abide by all policies as written in this catalog. If at any time it is suspected that you have not maintained these policies, a written reprimand may be given with plan of action taken. A Student Handbook with more detail is given and reviewed at school orientation and is available on the school's website.

**Anti-Bullying Policy**

There is zero tolerance for bullying of students, faculty, or staff. Behavior that infringes on others security of safety and respect will not be tolerated. A student shall not intimidate, harass, or bully students, faculty, or staff through words or actions. All forms of bullying will be investigated and disciplinary action may include expulsion. See the Student Handbook for further policy.

**Classroom Management**

Students are prohibited from bringing children with them to class. Food and drinks are not allowed in the classroom, lab, or clinical setting. Water only in a closed container is allowed in the classroom. It is the responsibility of each student to read the student handbook and abide by all policies.

**Inclement Weather Policy**

In the event of inclement weather, a determination is made within 1 ½ hours prior to class starting time. A message is posted on the schools Facebook page and on the local weather channels if a delay or cancelation occurs.

**Criminal Record**

All students will have criminal background check prior to enrollment and cannot be accepted into any program with a felony conviction. The fee for this background check is the responsibility of the prospective student. A criminal background may also hinder your ability to obtain employment in the medical field and/or your eligibility to sit for credentialing exams. If a student is convicted of a felony during the course of their schooling that student will be immediately dismissed.

**Uniforms**

Our goal is to help you graduate as a competent professional who has adopted professional behaviors. As a reminder, students must wear proper uniform which consists of red scrub top and pants, a white lab coat, name badge with school lanyard, and all white or all black non-canvas shoes. In addition, students are to cover tattoos, and no display of facial/body jewelry and tongue piercings. See Student Handbook for further appearance policies.

**Student Identification Cards**

Students are required to purchase a lanyard and name badge holder to wear to class daily. This can be purchased in admissions.

**Visitors to Campus**

Non-enrolled guests and children are not permitted to attend class. If a visitor is stopping by the campus for clinical/lab purposes, the visitor must check in at the front desk prior to lab attendance.

**ACADEMIC REGULATIONS****Grades**

Grades are a means of communicating student achievement. The following grading scale applies:

A =	100 - 90%
B =	89 - 80%
C =	79 - 70%
D =	69 - 60%
F =	59 - 0%
I =	Incomplete
W/D =	Withdraw

An "Incomplete" grade is used for emergencies only and when only a minor portion of the assignments and/or skills have not been completed. A one week "incomplete" is the extent and must be approved with the instructor and the Chief Academic Officer. See course syllabus for specifics on externship incomplete policy. An "Incomplete" grade may also be used for those students in good standing on externship for a period of one term.

A "W/D" grade is given to students that have officially withdrawn from class during the first 2 weeks of class (see Tuition Refund Policy); otherwise a grade of an "F" is given to students that disappeared after sitting in class the first 2 weeks. All attempted clock hours will count toward the 150% maximum attempt level as stated in the Satisfactory Academic Progress policy.

**Attendance Requirements**

Class attendance is an absolute requirement. It is the student's responsibility to attend every class for the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assignment of grades. A tardy is given to students who arrive late or leave early and is counted as a one-half absence. A student will be dropped from any course if the student misses in excess of 2 absences. An "F" is posted on the students' transcript as failing the course if a student is dropped due to absences. Students may re-enter missed courses in the next available course on a space available basis.

If a student does not sit for class during Week 1 of the term, that student will not be eligible to take that particular course that term; thus, pushing the student farther back from graduating, possibly causing the student to not meet Satisfactory Academic Progress and being placed on probation, and it may affect the students financial aid status.

**Examinations**

Students are expected to take numerous exams, often weekly, and submit projects or assignments. Students are expected to take exams and complete assignments as the instructor schedules (refer to course syllabus). The instructor is under no obligation to reschedule missed exams or to extend deadlines for assignments, unless the student and instructor have made prior arrangements. ASSIST may be made mandatory for those students that may need to repeat missed tests or assignments.



**Honors Graduate**

Students that maintain a 4.0 GPA throughout their chosen career courses will be recognized as an Honors Graduate from the school. This recognition will be received at graduation.

**Grievance Procedure**

Under extenuating circumstances beyond the student's control or ability to foresee, an appeal or grievance may be filed with the Director of Education for an exception to any stated policy or to address any complaints or concerns. Medical Career & Technical College desires to resolve these concerns.

A grievable offense is any alleged action that violates school policy and the grievant is personally affected by such violation. The college first asks that the complaint attempt to be resolved with the individual or department it pertains to. To state a formal grievance, after attempting to resolve with the individual party it pertains to, submit a formal grievance with a complete detailed statement to administration. The grievance must be submitted for review within 14 calendar days the student knew or should have reasonably known about the action. If it is determined to be grievable, the statement will be reviewed and shared with the participating party, who will also provide a statement as to the grievance. Administration will render a decision and make determination as to the complaints resolution.

**Student Handbook**

Each incoming student will receive a Student Handbook during orientation. All students must abide by those policies.

**Notice**

Medical Career & Technical College reserves the right to change any provision or requirement at any time within the student's term of attendance. The school reserves the right to change fees, policies, regulations, and calendar to revise programs as deemed necessary and desirable. Any changes would only occur provided they are within the terms and conditions of the enrollment agreement and no undue hardship or disruption to the program of study would be placed on the student. The school also has the right to delay a course or program start where the number of students scheduled to start is too small economically to start the course.

**CAREER PROGRAMS**

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The College uses a Clock Hour system which indicates actual sat hours in the classroom, laboratory, and externship/clinical rotations. A student carrying a minimum of 14 clock hours is considered to be a full-time student with our institution.

**About the Program**

Dental Assistants work for Dentists with duties ranging from basic dental office skills to more comprehensive clinical procedures. Dental Assistants help with dental records, billing, scheduling appointments, sterilizing dental instruments, assisting dentists during procedures, assisting in dental lab tasks, and many other. Expanded Duty Dental Assistant (EDDA) functions is also learned, allowing students to obtain employment as an EDDA, with an externship completing the program.

Upon employment as a Dental Assistant, you are deemed “registered” when the dentist employer reports your name to the Kentucky Board of Dentistry. Annually, as the Dentist reports to the Kentucky Dentistry Board, that Dentist is required to place the dental assistant name on the registry list. However, this is different than becoming credentialed in the field by passing a national exam from a third party. Graduates are eligible to sit for national certification testing with the American Medical Technologists organization to become CERTIFIED as a Registered Dental Assistant (RDA).

**DENTAL ASSISTANT  
Diploma**

**Clock Hours: 636 Total  
Lecture/Lab/Extern**

**Weeks to Complete: 36**

**Course Schedule**

Classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is taken as a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class that meets from 9-4. An unpaid externship rotation in a dental office is also required with varying hours.

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly.

**Courses Required:**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
DTL101	Dental Assistant I	84 Clock Hours
DTL102	Dental Assistant II	84 Clock Hours
DTL103	Dental Assistant III	84 Clock Hours
DTL150	Dental Assistant Externship with EDDA	216 Clock Hours

**Program Objective**

The Dental Assistant program objective is to provide training in the profession that leads to employment in the field. The Kentucky Dental Practice Act does not mandate a dental assistant be credentialed in the field, but Medical Career & Technical College believes that demonstrating specific testing documentation from a third party is valued and deemed significant to the profession; therefore, an added objective is that graduates become credentialed in the field. The program combines didactic and competency-based education providing the student a hands-on learning opportunity to master a required skill set. The program completes with an externship opportunity allowing the student to actively engage and participate in the field.

**About the Program**

This program includes medical billing, medical coding, and medical administrative skills. Students will become familiar with health insurance rules, coding guidelines, medical terminology, anatomy and physiology, electronic health records, medical office procedures, and medical office management. There are many different career titles for the medical administrator, such as medical receptionist, biller, coder, office manager, medical claims, and many other. Employment is found in hospitals, doctors offices, clinics, and insurance companies.

Upon successful completion of the program, students will sit for certification with the National Healthcareer Association (NHA) to become a Certified Medical Administrative Assistant (CMAA) and/or a Certified Billing and Coding Specialist (CBCS). Another eligible certification, by instructor or employer recommendation includes that with the American Association of Professional Coders (AAPC) to become a Certified Professional Coder (CPC).

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly.

**Course Schedule**

The classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class and meets from 9-4.

**MEDICAL  
ADMINISTRATION**

**Diploma**

**Clock Hours: 630 Total  
Lecture/Lab/Practicum**

**Weeks to Complete: 42**

**Courses Required:**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
ADM101	Medical Office Administration	84 Clock Hours
ADM102	Electronic Health Records	84 Clock Hours
ADM103	Medical Coding	84 Clock Hours
ADM104	Advanced Medical Coding	84 Clock Hours
ADM140	Medical Administration Externship and Practicum	126 Clock Hours

**Program Objective**

The Medical Administration program objective is to provide the most current training that leads to obtaining professional credentials in the field and employment in the field. The program combines didactic and competency-based learning in the areas of medical office administration, medical billing and coding, and electronic health records; thus offering graduates the ability to obtain employment in a variety of areas.

**About the Program**

Medical Assistants possess both administrative and clinical skills. This program focuses on the clinical and administrative skills required to work in doctor’s offices, clinics, and other medical facilities. Medical Assisting continues to be one of the fastest growing healthcare professions. Medical Assistants work to assist physicians in the day to day clinical and administrative duties of ambulatory patient care. Graduates may choose to specialize in one of the various specialty practices such as dermatology, gynecology, internal medicine, surgery, and many other rewarding fields. Graduates are eligible to sit for certification as a Certified Medical Assistant, the CMA (AAMA) credentialing exam offered by the American Association of Medical Assistants.

**Course Schedule**

Classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class and meets from 9-4.

An unpaid externship rotation in a doctor’s office is also required with varying hours.

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly.

**Courses Required:**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
ADM101	Medical Office Administration	84 Clock Hours
ADM102	Electronic Health Records	84 Clock Hours
ADM103	Medical Coding	84 Clock Hours
CLN101	Clinical Assistant I	84 Clock Hours
CLN102	Clinical Assistant II	84 Clock Hours
LAB100	Medical Laboratory Procedures	84 Clock Hours
CLN150	Medical Assistant Externship	240 Clock Hours

**Program Objective**

The program objective of the Medical Assistant program is to provide training that meets the standards of the medical assisting profession that leads to eligibility to sit for national certification and employment in the field. The program curriculum also encompasses a vast array of skills leading to additional national certifications offering the graduate the opportunity to obtain stacked credentials in various administrative and clinical areas. The program combines didactic and competency-based education providing the student a hands-on learning opportunity to master a required skill set. The program completes with an externship opportunity allowing the student to actively engage and participate in the field.

**MEDICAL ASSISTANT**

**Diploma**

**Clock Hours: 912 Total Hours**  
**Lecture/Lab/Extern**

**Weeks to Complete: 54**

**About the Program**

Massage Therapists learn to apply skill and knowledge in the area of specialized touch to create relaxation, comfort, and healing. Massage therapists employ a variety of massage techniques finding careers at hospitals, doctors or chiropractic offices, cruise ships, resorts, health and fitness facilities, salons or as a business entrepreneur. As the program advances, students will encompass the field of medical massage by gaining more knowledge in advanced medical conditions and their contraindications while applying the use of massage in a hospital setting.

**Course Schedule**

The classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class and meets from 9-4. An unpaid externship rotation completes the program.

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly.

**Courses Required:**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
MMT101	Massage Therapy 1	84 Clock Hours
MMT102	Massage Therapy 2	84 Clock Hours
MMT103	Massage Therapy 3	84 Clock Hours
MMT104	Massage Therapy 4	84 Clock Hours
MMT105	Massage Therapy 5	84 Clock Hours
MMT106	Massage Therapy 6	84 Clock Hours
MMT107	Massage Therapy 7	84 Clock Hours
MMT150	Massage Therapy Externship I	117 Clock Hours
MMT151	Massage Therapy Externship II	117 Clock Hours

**MEDICAL MASSAGE  
THERAPY**

**Diploma**

**Clock Hours: 990**  
**Lecture/Lab/Extern**

**Weeks to Complete: 66**

**Program Objective**

The program objective of the Medical Massage Therapy program is to provide training that leads to professional certification and employment in the field. Students are eligible to sit for certification with the MBLEx (Massage and Bodywork Licensing Exam), and eligible to apply for licensure with the Kentucky Board of Massage Therapy. The program combines content and hands on skill opportunities allowing students to practice required competencies while gaining proficiency in those skills.

**About the Program**

Veterinary Assistants work for Veterinarians and will assist with the examination of animals, will feed/water animals, sterilize instruments used for surgery, assist with procedures, provide post-op care and education to families, administer medications orally and topically, and assist with lab procedures. According to the Bureau of Labor Statistics, Veterinary Assistants should see a faster than average job growth for the profession. With the advancement of science and technology having a Diploma in the field will set you apart from others along with certification! Our graduates are eligible to sit for the Certified Veterinary Assistant (CVA) exam.

**Course Schedule**

The classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class and meets from 9-4. An unpaid externship rotation in a veterinary clinic is also required with varying hours.

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly.

**Modules**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
VET101	Veterinary Assistant I	84 Clock Hours
VET102	Veterinary Assistant II	84 Clock Hours
VET103	Veterinary Assistant III	84 Clock Hours
VET150	Veterinary Assistant Externship	180 Clock Hours

**Program Objective**

The program objective of the Veterinary Assistant program is to provide training that leads to employment in the field. The program combines didactic and competency-based education providing the student a hands-on learning opportunity to master a required skill set. The program completes with an externship opportunity allowing the student to actively engage and participate in the field. Students are eligible to sit for certification as a Nationally Certified Veterinary Assistant (NCVA).

**VETERINARY  
ASSISTANT  
Diploma**

**Clock Hours: 600 Total  
Lecture/Lab/Clinical Hours**

**Weeks to Complete: 36**

## PROGRAM DELIVERY

### ON-CAMPUS OBJECTIVE

Classes are held on-campus in a Residential Delivery Method. Classes are taught taking one class at a time, each six-weeks in length. Each class is taught two days a week from the hours of 9:00 a.m. until 4:00 p.m.; thus, allowing for a total of 14 class hours per week. Externship courses will have varying hours.

## COURSE DESCRIPTIONS

**ADM104/Advanced Medical Coding (84 Contact Hours):** The medical coding student will continue to advance in their coding skill. The course includes case studies to be coded with service codes and diagnostic codes. Official guidelines for coding and reporting are mastered and the skill of auditing is practiced.

**MED101/Anatomy/Physiology (84 Contact Hours):** Students are introduced to the general structure and function of the human body with emphasis on specific organ systems including the integumentary, musculoskeletal, blood, cardiovascular, lymphatic, digestive, endocrine, respiratory, nervous, and genitourinary systems. The student will learn the basic pathophysiology of common disorders of each system.

**CLN101/Clinical Assistant I (84 Contact Hours):** Students will gain an understanding of medical law and ethics, HIPAA, medical record documentation, medical asepsis and the OSHA standard, PPE, vital signs, height, weight, ear & eye assessment, preparation, positioning, and assistance with routine physical and specialized examinations.

**CLN102/Clinical Assistant II (84 Contact Hours):** Students will gain apply skill and knowledge in disinfection, sterilization, minor office procedures including sterile technique, suture and staple removal, sterile dressing changes, ECGs and spirometry. Students will also learn basic pharmacology, drug calculations and administration including various injection methods. Students will also be introduced to radiology and diagnostic imaging procedures gaining knowledge of the procedures and necessary patient preparation.

**DTL101/Dental Assistant I (84 Contact Hours):** Students will be introduced to the profession of dental assisting to include dental ethics and dental law. Dental sciences to include dental anatomy, physiology, histology, landmarks, and tooth morphology are discussed. Knowledge and skill in oral health and prevention of dental disease and infection prevention in dentistry is also obtained. Dentistry as a business will also be introduced in this course.

**DTL102/Dental Assistant II (84 Contact Hours):** Students will begin to learn and apply skill as it pertains to dentistry occupational health and safety. The patient assessment to include the patient record, vital signs, oral diagnosis and treatment planning with assisting in medical emergencies is discussed. Dental administrative duties are also discussed to include proper handling and storage of patient and office documents. Progression into clinical dentistry such as the use of dental instrumentation and delivering dental care completes the course.



**DTL103/Dental Assistant III (84 Contact Hours):** Students will learn dental laboratory skills utilizing dental materials. The course includes radiographic imaging with knowledge and skill applied. Assisting in comprehensive dental care completes the course.

**DTL150/Dental Assistant Externship (216 Hours):** This course requires the dental assistant to integrate and apply knowledge and skills from all previous dental assistant courses in an actual dentist office. Students perform duties under the supervision of trained mentors to effectively help transition to the role of a confident dental assistant. This is a supervised, unpaid, clinical experience.

**ADM102/Electronic Health Records (84 Contact Hours):** Students are introduced to Electronic Health Records with hands on approach. Keyboarding skills are also introduced. The entire medical office workflow process, from scheduling an appointment to collecting the final payment is covered. Practice management and health information management concepts are included.

**MMT101/Massage Therapy 1 (84 Contact Hours):** Students will be introduced to the profession of massage therapy and its history. Professional development, ethics, and the self-care of the massage therapist are discussed. Students will also begin to navigate the muscles of the body to include the shoulder and arm, the forearm and hand, and the spine and thorax.

**MMT102/Massage Therapy 2 (84 Contact Hours):** Students will continue to navigate the muscles of the body to include the head, neck, and face, the pelvis and thigh, and the leg and foot. Students will begin to apply knowledge and skill as it relates to the clinical applications of massage. Contraindications, documentation, proper hygiene and body mechanics are also discussed.

**MMT103/Massage Therapy 3 (84 Contact Hours):** Students will begin to apply knowledge and skill in various massage techniques and applications. Students will also gain a hands-on approach to study the various aspects of kinesiology.

**MMT104/Massage Therapy 4 (84 Contact Hours):** Students will learn and apply additional massage techniques and applications while learning to apply those techniques with special populations. The course also includes various body system pathologies.

**MMT105/Massage Therapy 5 (84 Contact Hours):** Students will further their massage therapy skill into myofascial massage, trigger point therapy, lymphatic facilitation, reflexology, and Asian and energy-based bodywork. The course continues with various body system pathologies.

**MMT106/Massage Therapy 6 (84 Contact Hours):** Students will begin to focus on massage therapy as a business by developing career plans and discuss employment. Finances, marketing, management, health insurance billing, and business ethics are also discussed. The course continues with various body system pathologies.

**MMT107/Massage Therapy 7 (84 Contact Hours):** Students will learn to utilize case studies by use of literature review to aid in massage treatment planning and in-patient education. This course also includes a final review of all skills learned throughout the program. A final competency evaluation is performed throughout the course.

**MMT150/Massage Therapy Externship I (117 Contact Hours):** This course requires the massage therapist to integrate and apply knowledge and skills from all previous massage therapy courses. Students perform duties under the supervision of a licensed massage therapist or other licensed healthcare professional. This is a supervised, unpaid, experience. Externship hours may take place in the spa setting, a medical clinic, a hospital, or the student massage clinic. Students will also prepare for the business of massage.

**MMT151/Massage Therapy Externship II (117 Contact Hours):** This course continues from MMT150. This course requires the massage therapist to integrate and apply knowledge and skills from all previous massage therapy courses. Students perform duties under the supervision of a licensed massage therapist or other licensed healthcare professional. This is a supervised, unpaid, experience. Externship hours may take place in the spa setting, a medical clinic, a hospital, or the student massage clinic. Students will also prepare for the business of massage.

**ADM140/Medical Administration Externship and Practicum (126 Contact Hours):** This course requires the medical administrative student to integrate and apply knowledge and skill from all previous administrative courses in an actual healthcare setting and in a mock medical coding practicum setting, using computerized medical records. Students perform duties under the supervision of trained mentors to effectively help transition to the role of a confident medical administrative professional. This is a supervised, unpaid, externship experience.

**CLN150/Medical Assistant Externship (240 Contact Hours):** This course requires the medical assistant to integrate and apply knowledge and skills from all previous administrative and clinical courses in an actual ambulatory healthcare setting. Students perform duties under the supervision of trained mentors to effectively help transition to the role of a confident medical assistant. This is a supervised, unpaid, externship experience.

**LAB100/Medical Laboratory Procedures (84 Contact Hours):** Students will learn phlebotomy skills as it relates to dermal and venipuncture. Students will learn government regulations as it relates to the medical laboratory. The microscope, urinalysis, hematology, chemistry, immunology, microbiology, reference values, and common lab tests are also discussed.

**ADM101/Medical Office Administration (84 Contact Hours):** Students are introduced to various healthcare professions and settings and will learn verbal and written communication skills, and ethical and legal considerations and guidelines. Administrative skills learned will include basic office skills, patient scheduling, medical record management, medical insurance, daily accounting and financial practices with billing and collections and human resources.

**MED100/Medical Terminology (84 Contact Hours):** Students will learn to identify medical words by combining prefixes, suffixes, and medical word components. Medical terms will be learned in relation to body systems with spelling and pronunciation. Medical abbreviations will also be taught.

**VET101/Veterinary Assistant I (84 Contact Hours):** Students will learn an overview of the veterinary profession, office procedures, client relations, animal behavior, restraint, husbandry, and nutrition. Anatomy, physiology, and pharmacology as it pertains to the veterinary medicine are also applied.

**VET102/Veterinary Assistant II (84 Contact Hours):** Students will apply medical terminology as it relates to veterinary medicine. Skills are applied in caring for animals and nursing, anesthesia, surgical assisting, diagnostic imaging, and laboratory procedures. Avian and exotic animal care and nursing are also discussed.

**VET103/Veterinary Assistant III (84 Contact Hours):** Students will obtain the basic information needed to succeed in the large animal field to include the daily large animal practice responsibilities, clinical and surgical procedures. Common diseases, nutrition, and reproduction are also discussed.

**VET150/Veterinary Assistant Externship (180 Contact Hours):** This course requires the veterinary assistant to integrate and apply knowledge and skills from all previous courses. Students perform duties under the supervision of trained mentors to effectively help transition to the role of a confident veterinary assistant. This is a supervised, unpaid, clinical experience.

## FACULTY AND STAFF LIST

### Administration

***Kristi Bertrand, MPH, CMA (AAMA), PBT (ASCP)***

***Chief Academic Officer, Co-Owner/Co-Founder***

Associate of Science, Medical Assisting  
Eastern Kentucky University

Bachelor of Science, Community Health Education  
Eastern Kentucky University

Masters of Public Health  
Eastern Kentucky University

***Patricia Mullins, RN, CNM (ACNM), APRN***

***Chief Executive Officer, Co-Owner/Co-Founder***

RN Diploma, Nursing  
Sinclair Community College

Bachelor of Science, Psychology and Nursing  
University State of New York

Advanced Practice Registered Nurse, Certified Nurse Midwife  
University of Mississippi School of Medicine

### Financial Aid Director

***Tammy Hardwick, AAS, CCMA, CMAA, CET, CPT, CMA (AAMA)***

Associate of Applied Science, Office Administration  
Bluegrass Community and Technical College

### Faculty

***Amy Blackburn, BS, NCVA***

***Externship Coordinator (Veterinary Assistant Program)***

Bachelor of Science, Animal Science  
University of Tennessee

***Mary Esarey***

***Externship Coordinator (Dental Assistant Program)***

Diploma, Dental Assistant and Expanded Duty Dental Assistant  
Dental Careers of Southern Indiana

***Sherrie Isaacs, RN, BSN, CPT***

Bachelor of Science, Nursing  
Eastern Kentucky University

**Jennifer Lyon, CMA (AAMA), CBCS**

**Externship Coordinator (Medical Assistant Program)**

Associate of Science, Medical Assisting  
American National University

**Whitney Shahin, LMT**

Diploma, Massage Therapy  
Lexington Healing Arts Academy

### **Staff**

**Rhonda Hale, Public Relations Coordinator**

Bachelor of Science, Nursing  
Eastern Kentucky University

**Amara Herald, Admissions Adviser and Career Services Coordinator**

Diploma, Medical Assistant  
Medical Career & Technical College

**Dana Hendren, Administrative Assistant**

Bachelor of Arts, Interior Design  
Eastern Kentucky University

### **DISCLOSURES**

#### **Filing a Complaint with the Kentucky Commission on Proprietary Education**

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

#### **Student Protection Fund**

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

**NOTES**

630 Eastern ByPass  
University Shopping Center  
Richmond, KY 40475  
Phone: 859-624-1988

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