

Catalog Addendum

Comprehensive Medical Assisting

General Admissions Policies

Florida Academy requires all students to be at least eighteen (18) years of age as of the first day of class. All admissions requirements must be met to enroll in any Florida Academy program of study to include:

- Personal/Virtual interview with the admissions department
- Ability to meet participation expectations of the enrolled program
- Submit a completed, signed Enrollment Agreement
- Submit proof of a high school diploma, or its equivalent, or GED with a passing score
- Submit a valid photo identification
- Initial meeting with a Financial Aid representative and/or Bursar, as applicable
- Submit official transcript(s) for all applicable institutions if requesting a transfer of credit(s) evaluation

Students must begin a new program by the second (2nd) scheduled academic day of the latest scheduled course of the first term. Students must meet all admissions requirements within ten (10) consecutive calendar days of the class start.

Note: For students enrolling in programs that require registration/licensure/certification in order to practice the profession, please be aware that criminal histories may prohibit students from acquiring professional credentials.

Comprehensive Medical Assisting Admissions Requirements

To fulfill the requirements of the Comprehensive Medical Assisting program at Florida Academy, students must be able to meet the physical and mental demands associated with the profession. Examples of areas reviewed and considered include, but are not limited to, the following qualities.

- Satisfactory physical condition
- Strength and endurance
- Balance and coordination
- Current immunizations and flu vaccination
- Communication skills
- Submission of background check completed within 12 months of the anticipated start date. A fee of \$60.00 must be paid by applicant if choosing to utilize Florida Academy resources for the background check.
- Submission of a negative TB test.
- Submission of required vaccination records.
- Submission of a physical* conducted within 12 months prior to the start of the student's first term.
- Submission of a negative 5-panel drug screen.

**The physical submission requirement can be met through a variety of sources at the discretion of the applicant.*

(One TB test and one 5-panel drug screen are included in the program supply fee. Subsequent tests or screenings are the financial responsibility of the student.)

Local Resources

Background Check

Castlebranch (https://www.castlebranch.com/online_submission/package_code.php)
Enter the Florida Academy school code (FL33) in the package code box when registering. The cost is \$60.00 and is nonrefundable.

5-Panel Drug Screen and TB Testing

Coastal Med Urgent Care
8291 Dani Drive Unit 100
Fort Myers, FL 33966
239-931-6049

Objective

The Comprehensive Medical Assisting program is designed to prepare students for successful careers as medical assistants with knowledge in pertinent aspects in the healthcare field. Students will learn skills that prepare them to perform administrative and clinical duties required in the daily operation of a healthcare facility. After completion of the program and meeting all the course requirements, students will receive a Comprehensive Medical Assisting diploma and will be eligible to submit their diploma and transcript to take the registered medical assistant certification examination through American Medical Technologist (AMT). Upon successful completion of this examination, students will obtain the Registered Medical Assistant (RMA) credential. Successful program completers are also able to submit paperwork for Florida registration as Facial Specialists as issued by the Florida Department of Business and Professional Regulation, Florida Board of Cosmetology.

Description

Students who complete the Comprehensive Medical Assisting program will be able to demonstrate performance of appropriate medical and communication skills necessary in a medical office or clinic environment. Students will also be able to describe the legal and ethical principles that affect the role of a medical assistant and be able to apply procedures while complying with established risk management and safety practices. Prior to graduation, students are required to complete an externship under the guidance of area experts. Students will work directly with other medical personnel and patients for real-life experience.

Additionally, this program includes basic training concentrating on the outer most layers of the skin primarily located on the face, neck and décolleté. Courses and techniques taught in this program include skin diseases and disorders, basic facial massage training, body treatments, preventative care for the skin, product selection and retailing for treatments to maintain healthy skin. Completion of this program will provide graduates with a basic working knowledge of the skin care profession to work in a salon or spa.

Credentials Issued Upon Successful Completion

Students meeting all the graduation requirements for the Comprehensive Medical Assisting program will receive a Florida Academy diploma and will be eligible for the following.

Registered Medical Assistant (RMA) Requirements

Individuals wishing to apply to sit for the RMA exam administered by American Medical Technologists (www.americanmedtech.org) must fulfill these requirements:

- Graduate from an accredited postsecondary institution whose medical assisting program has a minimum of 720 hours of instruction.
- Submit an application within four years of graduating from an approved training program.

The application cost to sit for the exam includes the exam fee and the first year's membership fee to American Medical Technologist. The cost for the first application is included in the supply fee charged to students.

Facial Specialist Requirements

Individuals seeking to obtain registration in Florida as a Facial Specialist must attend the required clock hours and perform the required services in the areas specified by the Florida Department of Business and Professional Regulation (DBPR).

State Registration for Florida

To be registered in the State of Florida as a Facial Specialist, a practitioner must be registered by the Board of Cosmetology, Department of Business and Professional Regulation. The Board is located at:

1940 North Monroe Street
Tallahassee, Florida 32399
Telephone (850) 487-1395

In order for a candidate to be registered as a Facial Specialist in Florida, the following requirements must be met:

- The successful completion of DBPR requirements at a licensed school.
- Must be at least 18 years of age.
- Submit an application and requisite fee (application fee included in program costs).

Florida Academy's Comprehensive Medical Assisting program curricula meets the state educational requirements for professional registration as a facial specialist in the State of Florida. The institution has not made such a determination for any other state.

Textbooks and Supplies

Comprehensive Medical Assisting- Textbooks	ISBN	Author	Publisher
Principles of Pharmacology for Medical Assisting (6th Ed.)	9781305859418	Rice	Cengage Learning
Medical Language Focus on Terminology (3rd Ed.)	9781305119130	M. Moisio, E. Moisio	Cengage Learning
Body Structures and Functions Updated (13th Ed.)	9780357022368	Scott, Fong	Cengage Learning
Comprehensive Medical Assisting: Administrative & Clinical Competencies (6th Ed.)	9781305964907	Lindh, et al.	Cengage Learning
Law, Liability & Ethics for Medical Office Professionals (6th Ed.)	9781337090117	Flight, Pardew	Cengage Learning
Milady + MindTap Esthetics Access TBD	TBD	Milady	Milady

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities
- Calculator

Course Listing

Comprehensive Medical Assisting-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
BUS135	History & Career Development	2	20
MED100	Medical Terminology	4	40
MED105	Anatomy and Physiology	4	40
MED110	Dosage and Calculations	2	20
MED220	Medical Administrative Procedures	4	40
MED230	Clinical Procedures I	4.5	50
MED235	Clinical Procedures II	4.5	50
MED240	Laboratory Procedures	4.5	50
MED250	Pharmacology	4	40
MED260	Healthcare Law and Ethics	4	40
MED295	Externship	5	160
MED300	Integumentary Fundamentals I	4	40
MED310	Integumentary Fundamentals II	3.5	40
MED315	Esthetic Techniques and Contraindications	4	50
MED320	Intro to Dermatological Services	3.5	40
MED325	Dermatological Services	3.5	40
	Total Credit Hours/Clock Hours	61	760

Course Descriptions

Comprehensive Medical Assisting			
Course #	Course Name	Credit. Hrs.	Clock Hrs.
BUS135	History & Career Development (Prerequisite: None)	2	20
This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, and professional image with emphasis on human relations that contribute to personal and professional success.			
MED100	Medical Terminology (Prerequisite: None)	4	40
This course provides the student with the study and practical application of the medical language in the healthcare fields while incorporating body structure and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive, genitourinary and integumentary systems.			
MED105	Anatomy and Physiology (Prerequisite: None)	4	40
This course covers the study of the organization, structure and function of the human body. Cells, tissues, organs and an overview of all body systems are included, with emphasis on the interaction of the body systems in maintaining homeostasis. Pathological conditions, causes, and treatments, that affect the body, are discussed.			
MED110	Dosage and Calculations (Prerequisite: None)	2	20
This course is designed to teach the students fundamental mathematical concepts. These fundamental concepts will be the building blocks for calculating adult and child drug dosages.			
MED220	Medical Administrative Procedures (Prerequisite: None)	4	40
This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone technique, procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees, credit arrangements, submission, collection, and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a practice management software program.			
MED230	Clinical Procedures I (Prerequisite: MED100, MED105)	4.5	50
This course introduces students to the clinical procedures performed in the healthcare facility. Principles of asepsis, infection control and bloodborne pathogen training will be covered. Students will learn how to obtain vitals, patient history, and assist with exams.			
MED235	Clinical Procedures II (Prerequisite: MED230)	4.5	50
This course is a continuation of MED230 in teaching additional clinical procedures that are performed in the healthcare facility. Students will be trained on the Needlestick Safety Act and learn how to administer injections. Diagnostic testing such as EKG & Pulmonary Function Tests will be covered. Assisting with minor surgery, application of cold & heat therapy, ambulation, emergency preparedness, and first aid will be taught in this course. Students will obtain training and certification in CPR.			

MED240	Laboratory Procedures (Prerequisite: None)	4.5	50
This course introduces students to basic laboratory procedures performed in a physician's office or other healthcare facilities. Students will be taught how to properly collect, process and test specimens. Phlebotomy techniques are taught, including venipuncture and capillary puncture. Students will learn how to use a microscope in performing a urinalysis, as well as, the use of other laboratory machines. Microbiology and hematology are covered in this course. CLIA requirements, quality control and laboratory safety are reviewed.			
MED250	Pharmacology (Prerequisite: MED100, MED110)	4	40
This course is designed to teach the students basic information regarding drug names, classifications, and effects on the human body. Responsibilities and principles of medication preparation, administration, and safety will be covered.			
MED260	Healthcare Law and Ethics (Prerequisite: None)	4	40
This course introduces the students to the foundations of law and ethics in a healthcare setting. Topics covered include medical records, informed consent, HIPAA, professional liability, and medical malpractice. Students will review workplace legalities, death and dying, and healthcare trends and forecasts.			
MED295	Externship (Prerequisite: BUS135, MED100, MED105, MED105, MED110, MED220, MED230, MED235, MED240, MED300, MED310, MED315, MED320, MED325)	5	160
Externship will be at a practicing healthcare facility. Student will need to demonstrate thorough understanding of skills that have been taught throughout the curriculum. Additionally, student will be required to participate in business office duties under supervision by physician and/or appointed, qualified staff. Specific duties will be based on patient and practice needs. This will give students firsthand knowledge working with medical patients and gaining experience in a real-world job.			
MED300	Integumentary Fundamentals I (Prerequisite: None)	4	40
This course is designed to apply the various methods of sanitation, sterilization, and disinfection along with necessary information regarding HIV and other infectious diseases to include all laws and rules governing the field of Esthetics. This course also instructs students in how to market retail products and up-sell services to enhance profit margins. Comprehensive understanding in resume preparation and making business cards to move students towards a successful medical service profession			
MED310	Integumentary Fundamentals II (Prerequisite: MED300)	3.5	40
This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, intricate makeup of the skin's layers and their purpose, identify skin types and conditions with the ability to apply different services and products to enhance what has been observed.			
MED315	Esthetic Techniques and Contraindications (Prerequisite: MED300)	4	50
This course is designed to give students a professional atmosphere to identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, demonstrate effects of major ingredients in skin care and the impact on application.			

MED320	Intro to Dermatological Services (Prerequisite: MED300)	3.5	40
This course is designed to apply the most ergonomic way to set up a treatment room for all services, proper protocols for skin types and services, using hands-on Pivot Point and Milady's standards, proper hair removal techniques and correct products based on skin types.			
MED325	Dermatological Services (Prerequisite: MED320)	3.5	40
This course is designed to garner proper massage techniques, to use a variety of different machines to help with services based on client's needs, and to be able to remove hair from all body parts using various methods, including sugaring and threading.			
Total Credit Hours/Clock Hours		61	760

Tuition

Registration Fee	\$ 150.00
Supply Fee	\$ 2,000.00
Tuition	\$ 13,500.00
TOTAL:	\$ 15,650.00

Florida Academy reserves the right to hold graduation certificates, transcripts and training equipment until students have paid, in full, all financial obligations to the school, returned any and all school property, completed a financial aid exit interview and completed the Graduate Employment Exit Interview in order to complete their graduation requirements.

The Institution reserves the right to modify tuition and fees. Any student who withdraws and subsequently re-enters the program is subject to the cost of attendance at the time of re-enrollment.