

# *Aquarius Institute*



## **Medical Admin. Assistant Phlebotomy & EKG Technician Program Catalog**

Updated 3/28/14



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**MEDICAL ADMIN. ASSISTANT, PHLEBOTOMY & EKG TECHNICIAN**  
**CIP Code 51- 0801**

**11**

Certificate of Approval to operate issued by the Division of Private  
Business and Vocational Schools of the Illinois Board of Higher  
Education, 431 East Adams, Second Floor, Springfield, IL 62701

**CATALOG GOOD THRU: JULY 2013 – JUNE 2014**  
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# WELCOME

## TO THE *AQUARIUS INSTITUTE*

The *Aquarius Institute* offers comprehensive software and health care educational training and placement assistance in the Chicagoland area.

Programs consist of **6 - 20** weeks of hands-on classroom instructions, depending on the type of Program selected. We limit the size of our classes to **18** students in order to provide good interaction with every student.

The professionals at the *Aquarius Institute* are always available to support its every student's needs. We take a hands-on personal and professional interest in our student's enrollment. By providing qualified and skilled instructors, career seminars, and placement assistance in the Chicagoland area, we are not only more than capable to educate our students, but to also prepare them for the job market that lies ahead.

## Our Mission

**To be the leading provider of career training with a specific interest in high demand job trends in America's ever changing job market.**

## Aquarius Methodology

*Aquarius Institute* provides Healthcare training through the use of adult learning methodology, cutting-edge course content and technology and real hands on practice. In an age of technological globalization, companies must find methods to garner the employee skills and technology and transform it into a competitive advantage. At *Aquarius*, we train our students to enter the business world with the knowledge and skills necessary to add immediate value to a company. However, technical knowledge alone is not enough. But rather, a fine integration of core competencies in knowledge, technical and communication skills empower the individual to deliver value-added work products in a clear and concise manner.

To achieve the aforementioned goal, *Aquarius* stresses the importance of individual attention, state-of-the-art facilities, and clinical internships held at affiliated Health Care Centers.

***\*Check regularly for expanded hours and holidays with your local Aquarius Institute center.***

*Aquarius* provides training in certification programs like ***MRI Technologist, Ultrasound/ Sonography Technician, and Microsoft (MOUS), Accounting, and Medical Billing.***

**TO ENROLL: 1-847-296-8870**

*Our training is focused on empowering graduates with the ability to grasp healthcare concepts in the human being which gives them the flexibility to solve healthcare issues that may arise during the course of the life span of clients/patient/customers. Certified professionals earn higher salaries than non-certified professionals; **our professional certification programs give our students the edge in today's demanding job market.***

*Aquarius strives to achieve providing its students with the feeling of complete satisfaction. Student satisfaction is Aquarius' motivation to move ahead as one of the leaders in the Allied Health Care Industry.*

## Graduation Guidelines

Graduation depends on the valid marks scored in the examinations conducted at appropriate times after sufficient instruction has been provided. Passing and graduation are based upon the final examination and the percentage of marks scored in all the assignments.

**Note:** Students who achieve a below "C" grade point average are considered to have failed and will need to repeat the program until they have achieved a passing grade.

## Grading

90 % - or higher	"A"
80% - 89%	"B"
70% - 79%	"C"
60% - 69%	"D"
59% or less	"F"

**Note:** Students who score a below "C" course grade are considered to have failed and will need to repeat the course again until they have completed it successfully.

## Scoring Procedure

The scoring procedure is determined by successful completion of all take-home assignments and scheduled exams. The number of exams is dependent on the duration of the program. All courses have a minimum of a mid-term and final exam; programs with multiple modules require, on average, one exam per module. Take-home assignments are also dependent on program duration and require, on average, one take-home assignment per module. All exercises, specifically, take-home assignments and examinations, are combined and then averaged to produce a final program grade.

## Attendance

*Besides a grade of "C" or better, 80% attendance is **MANDATORY** to be considered for the graduation.*

If a student acquires a sickness or gets into an accident that precludes them from attending classes via the established schedule, the student can retake the program at a later time without any penalty, or if the student wants to drop the program as a result of the aforementioned possibility than the refund policy process is applicable to them.

## Student /Teacher Ratio

*Aquarius* Institute believes in providing quality training and individual attention to each of its students. As a result, *Aquarius* limits its classroom size to no more than **18** students - an **18:1** student to teacher ratio.

## Methods of Student Payments

Several payment options are available for registration fees and tuition payment:

- Students can obtain a private educational loan from their desired private bank.
- Students who are eligible to obtain the WIA Grant through the State of Illinois unemployment agencies, can submit their approved WIA Grant Voucher towards their payments
- Students can make their payments by cash/checks.
- *Aquarius* Institute also accepts student payments via Visa, MasterCard, American Express, or Discover.

## Installment Plans

Students have the option of paying for their program of choice via an installment plan.

***Installment Payment Plan Option:*** \$1000 down payment followed by \$300 monthly payments  
**No interest is charged for using the installment method of payment.**

***Note:*** A late fee of \$10 per week applies to all installment payments not paid on schedule;  
see installment plan sheet for details

## Financial Aid

**We are listed with:**

**Work Force Development Council**

**Illinois Employment & Training Center**

*We are approved by the above agencies to provide financial aid for unemployed and under-employed individuals for updating their skills in Healthcare programs. Ask our career counselor how to contact the above agencies directly to find out if you are eligible for financial aid. Prior to admission, if applicable, the prospective student is required to gain approval from one of the above approved agencies.*

## Repeating a Program

After the completion of a program, ***a student may repeat the completed program*** within twelve months of its completion. There is no fee for repeating a program. However, space must be available. An application must be submitted 2 weeks prior to class start date.

**TO ENROLL: 1-847-296-8870**

## Buyers *Right to Cancel*

The student has the right to cancel the *enrollment agreement* until midnight of the 5<sup>th</sup> business day after the enrollment agreement has been signed by the student and the student has been accepted by *Aquarius Institute*; and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of the cancellation.

**Notice of cancellation must be made in writing and sent to:**

*Aquarius Institute*  
1011 E. Touhy Avenue  
Suite 335  
Des Plaines, IL. 60018  
847-296-8870

**Or:**

*Aquarius Institute*  
3420 W. Peterson Avenue  
Suite #201  
Chicago, IL. 60659  
773-604-4305

AQUARIUSINSTITUTE.COM

## Refund Policy

*Aquarius Institute* wants its students to be completely satisfied. Our refund policy allows our students to withdraw from the program up until 60% of the program has been completed. *Our refund policy also follows the guidelines set by Illinois statutes in relation to private business and vocational schools as per 105 ILCS 425.*

**The detailed refund policy is as follows:**

- A. When the notice of cancellation is given before midnight of the 5<sup>th</sup> business day after the enrollment but prior to the first day of class, all application/registration fees, tuition and any other charges shall be refunded to the student.
- B. When the notice of cancellation is given after midnight of the 5<sup>th</sup> business day following acceptance but prior to the close of business on the student's first day of class attendance, *Aquarius* will retain no more than the application/registration fee – which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
- C. When the notice of cancellation is given after the student's completion of the first day of scheduled class attendance, but prior to the student's completion of 5% of the program, *Aquarius* will retain the application/registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300.00 - whichever is less, plus the cost of any books or materials, which have been provided by *Aquarius*.
- D. When the student has completed in excess of 5% of the program of instruction, *Aquarius* will retain the application/registration fee, and the cost of any books and materials which have been provided by *Aquarius*, but shall refund a part of the tuition and other instructional charges in accordance with the following:

*Aquarius* will retain an amount computed pro rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the program of instruction. When the student has completed in excess of 60% of the program of instruction, *Aquarius* will retain the application/registration fee and the entire tuition and other charges.

- E. Applicants not accepted by *Aquarius* shall receive a refund of all tuition and fees paid within 30 days of the determination of non-acceptance.
- F. Application / registration fee will be \$150.00 at initial enrollment.
- G. Deposits and down payments shall become part of tuition.
- H. All student refunds will be made by *Aquarius* within 30 calendar days from the date of receipt of a student's written cancellation notice.
- I. *Aquarius* will refund all money paid to it under any of the following circumstances:
  - 1. *Aquarius* did not provide the prospective student with a copy of the student's valid Enrollment agreement.
  - 2. *Aquarius* cancels or discontinues the program of instruction in which the student has enrolled.
  - 3. *Aquarius* fails to conduct classes on days and times scheduled; detrimentally affecting the student, with the exception below.
- J. Due to bad weather (natural calamities), or due to the instructor's sickness, under this circumstance *Aquarius* Institute will reschedule the classes to make-up for the lost time.
- K. If a student is on a payment plan with *Aquarius* for their tuition payments, the above refund policy is applicable for that student also.
- L. In the event a student withdraws from a program, or if the student made lesser payments than determined by the refund policy, the student has to make up the difference of payment in 7 days from official withdrawal otherwise collection procedures will begin.
- M. Students who enroll in a package deal have to finish all the programs within one year from the date of enrollment. Otherwise, they are not eligible to attend the programs after one year and all the tuition fees paid for the programs will be retained by the *Aquarius Institute*.
- N. If there is an unresolved problem, please first address your written grievance to the School Director at the following address:  
*Aquarius Institute, Corporate Office, 1011 East Touhy Avenue, Suite 335, Des Plaines, IL 60018.*

If after first contacting the School Director the grievance relating to the return policy and/or student contract/enrollment agreement remains unresolved, students may submit complaints to the following Board of Education office or website:

**Illinois Board of Higher Education**  
431 East Adams Street, 2<sup>nd</sup> Floor  
Springfield, IL 62707

Or at [www.ibhe.org](http://www.ibhe.org)

## Job Placement *Assistance*

We have created several programs designed to assist with placing you in the best possible **career** that compliments your specialization. *Aquarius* also conducts regular job fairs with local employers and other career services.

1. Our job placement program starts with an interview performed by our Job Placement Director to help you prepare a dynamic resume illustrating your core-competencies and skill sets.
2. Several companies ask us to submit resumes for different IT & healthcare skills. We forward to those companies resumes of our graduating students with qualifying performances.
3. Aquarius Institute job placement staff makes frequent calls to legal employers to find possible job openings for the students.
4. **Student Services** facilitate each student's intellectual, academic, social and career development. This reflects respect for cultural, racial, religious, social, intellectual, and economic diversity. Our commitment empowers students to become self-confident, self-reliant, productive, resilient, compassionate, and creative individuals. Services include making copies, resume review, interview skills and job placement assessment and assistance.

## Computer Labs

Students have access to the computer labs any time during regular hours while enrolled in a class at *Aquarius*. ***Food & drink is not allowed in the computer labs.***

## Conduct & Courtesy

Students should conduct themselves in a manner appropriate and conducive to a business/educational environment. Any student involved in obstruction / disruption of the training/business activities, theft, damage of *Aquarius* property, or misconduct, will be subject to dismissal and no refunds will be issued. ***Theft or damage will be reported to the police.***

## STUDENT SUGGESTIONS

1. All the students are welcome to put their comments and suggestions into the “Comment, Suggestion and Complaint” box located in the administrative office.
2. If the complaints are not resolved within 5 business days by the administration, the student must see or write to the Director of Education at Aquarius Institute.

TO ENROLL: 1-847-296-8870



# STUDENT COMPLAINTS

1. If there is any problem, please first address your written grievance/complaint to:

Director of Education  
Aquarius Institute  
Corporate Office  
1011 East Touhy Avenue Suite 335  
Des Plaines, IL 60018

2. If there is an unresolved problem, please first address your written grievance to the School Director at the above address. If after first contacting the School Director the grievance relating to the return policy and/or student contract remains unresolved, students may submit complaints to the following Board of Education office or website:

**Illinois Board of Higher Education**  
431 East Adams Street, 2<sup>nd</sup> Floor  
Springfield, IL 62707

Or at [www.ibhe.org](http://www.ibhe.org)

## **EQUAL OPPORTUNITY ASSURANCE STATEMENT**

It is the policy of Aquarius to comply with Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, sexual orientation, disability, political affiliation or belief and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title 1 financially assisted program or activity.

Aquarius complies with Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin.

Aquarius complies with the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.

Aquarius complies with Section 188 of the WIA, which provides that persons with disabilities must be provided with reasonable accommodations and modifications for their disabilities. The section also requires that individuals with disabilities be given services alongside (not segregated from) people without disabilities, unless the program or activity providing services performs an individualized assessment of a particular individual with a disability and concludes that the individual needs special, segregated services.

Aquarius complies with the Age Discrimination in Employment Act of 1975, as amended, which prohibits discrimination on the basis of age.

The Aquarius Institute also assures that it will comply with 29 CFR, Part 37 and all other regulations implementing the laws listed above. The Aquarius Institute is an “equal opportunity employer/program” and “auxiliary aids and services are available upon request to individuals with disabilities.”

If any individual feels discriminated against based on any of the above conditions by an Aquarius Institute staff member, that individual may file a complaint with the director of Aquarius Institute. The director of Aquarius Institute is Jameel Ahmed; he can be reached at (847) 296-8870. If any individual needs to file a complaint, the individual can do so by contacting the director of Aquarius Institute or by writing to Aquarius Institute at 1011 East Touhy Avenue Suite: 335 Des Plaines, IL 60018.

### **SEXUAL HARASSMENT STATEMENT**

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

#### **Policy Statement:**

It is the responsibility of each individual employee and program participant to refrain from sexual harassment, and it is the right of each individual employee and program participant to work in an environment free from sexual harassment.

#### **Definition of Sexual Harassment:**

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual’s employment or program participation in a Aquarius Program,
2. Submissions to or rejection of such conduct by an individual is used as the basis for employment or program participation decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Other conduct commonly considered to be sexual harassment includes:

- Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy – or gender – specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls,” “smacking” or “kissing” noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a “reasonable woman” or a “reasonable man,” depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as “honey,” “darling,” and “sweetheart,” is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

**Responsibility of Individual Employees or Program Participants:**

Each individual employee or program participant has the responsibility to refrain from sexual harassment in the workplace.

An individual or program participant who sexually harasses a program participant or fellow program participant is, of course, liable for his or her individual conduct.

The harassing employee or program participant will be subject to disciplinary action up to and including discharge or dismissal from employment or the program in accordance with the employment and/or program policy.

All Aquarius Institute students must refrain from sexual harassment and follow the policies set forth for the Aquarius Institute students. Students should read the details on sexual harassment found in this course catalog.

If any individual feels sexually harassed based on any of the above conditions by an Aquarius Institute student, that individual may file a complaint with the director of Aquarius Institute. The director of Aquarius Institute is Jameel Ahmed; he can be reached at (847) 296-8870. If any individual needs to file a complaint, the individual can do so by contacting the director of Aquarius Institute or by writing to Aquarius Institute at 1011 East Touhy Avenue Suite: 335 Des Plaines, IL 60018.

# MEDICAL ADMIN: PHLEBOTOMY, EKG

CIP Code 51- 0801

**Medical Office Administrator Description:** Medical Administrative Assistant is a resource-learning course that will encourage personal and expand own knowledge base to achieve personal goals in the medical office setting. Medical Assistant course is designed to teach the student clerical, clinical, and laboratory skills so that the student may acquire a position within the medical profession. It is designed for beginner medical office managers, supervisors and those aspiring to practice managers.

**Phlebotomy Technician Description:** This course consists of lecture and laboratory sessions covering phlebotomy equipment and techniques. Course work also includes laboratory safety, infection control, terminology, and anatomy and physiology appropriate to phlebotomy. This course trains students to be effective participants on a medical laboratory team. Instruction, demonstration and practice of blood collection are included.

**EKG Technician Description:** EKG/ ECG Technician program provides an in depth study of the theory and practice of electrocardiography. The ECG is a non-invasive tool that is vital to the identification and differential diagnosis of illness. Accurate interpretation of ECG tracings is vital to patient care since it will assist the practitioner in diagnosis and therapeutic monitoring of the patient.

## **Vocational Objectives:**

This program has been designed to meet the increasing demand for office managers. The objective of this program is to provide efficient and well trained Office Administrators to satisfy the present day job market needs.

## **Program Objectives:**

Having completed this program the student will have sufficient knowledge and skills to work in a physician's office, clinic, center, or Hospital as the Office Administrator with capabilities of performing Phlebotomy and EKG procedures.

## **FINANCIAL AID:**

**Aquarius Institute is approved to accept the Workforce Investment Act (WIA) funding for students. Aquarius Institute accepts some GI Bill and VA tuition payments. There are no other financial aid programs available.**

## **TUITION & FEES**

REGISTRATION FEE	\$ 150
TEXT BOOKS	\$200
TUITION FEE	\$ 4,995
<b>TOTAL PROGRAM COST</b>	<b>\$ 5,345</b>

***Installment Payment Plan Option:*** \$1000 down payment followed by \$300 monthly payments. No interest is charged for using the installment method of payment.

**Note:** A late fee of \$10 per week applies to all installment payments not paid on schedule; see installment plan sheet for details

**OTHER ESTIMATED COSTS for Phlebotomy and EKG Technician portion:**

SCRUBS	\$50
HEPATITIS VACCINE	\$100
TUBERCULOSIS TEST OR CHEST X-RAY	\$150
CPR HEALTHCARE PROVIDER CERTIFICATION	\$75
LIABILITY INSURANCE	\$37
<b>TOTAL OTHER ESTIMATED COSTS</b>	<b>\$412</b>

**Length of Program:** Six months of course work

**Credentials Received:** Upon completion of the program (classroom and clinical internship) the student will receive a Certificate of Completion and Official Transcript from Aquarius Institute.

**Aquarius Institute is not accredited:**

Aquarius Institute is not accredited by a U.S. Department of Education recognized accrediting body.

**Aquarius Institute does not have any articulation Agreements:**

Aquarius Institute does not have any articulation agreement with any college, organization, or facility.

**Therefore the certificate or courses are not transferable to any other College, University or Institute. Please consult with any institute of higher learning you are applying to for their transfer requirements.**

**Program Instructor License Requirements:** Instructors teaching the field specialty part of the program must be Registered/Licensed/Certified per requirements.

**Who Should Attend:**

The course has been designed for the candidates who want to make a career in the Medical Field. The program can be a benefit to those who are already in health careers/services and want to improve their skills and widen their spectrum of activity.

**Program Benefits:**

Besides pursuing a career as a Medical Office Administrator, this program acts as a base for the candidate to go for further advanced courses in the healthcare field.

**Job Prospect:**

Medical Office Administrator is a diversified branch in healthcare related to more individual physician and group physician offices as well as urgent care centers and clinics opening.

## **Admission Requirements:**

### **General Requirements:**

- Minimum 18 years of age
- Proof of graduation from a U.S. High School or equivalent as determined by appropriate accrediting agencies
- Graduates from foreign schools require local evaluation
- Official High School Transcript and have a **Grade Point Average (GPA) of 2.5** or above
- Provide a current resume if applicable
- Must possess knowledge of computers; must be able to use word processing programs
- Complete a personal interview with the Job Developer

## **Program Outline:**

<b><u>Course Title</u></b>	<b><u>Lecture Clock Hours</u></b>
I. Medical Office Administration	60
II. Phlebotomy Technician	70
III. EKG Technician	70

**Total Lecture Clock Hours: 200**

# **MEDICAL ADMINISTRATIVE ASSISTANT**

### **Description:**

**Medical Administrative Assistant program is a resource learning program that will encourage personal and expand own knowledge base to achieve personal goals in the medical office setting. The Medical Assistant program is designed to teach the student clerical, clinical, and laboratory skills so that the student may acquire a position within the medical profession. It is designed for beginner medical office managers, supervisors and those aspiring to be healthcare office managers.**

### **Textbooks:**

**Medical Terminology for Health Professions, 8<sup>th</sup> Ed**

**Author:** Jane Rice

**Publisher:** Prentice Hall; Published 2013

**ISBN-10:** 0133429547 | **ISBN-13:** 9780133429541

**Medical Office Administration: A Work text 2<sup>nd</sup> Ed.**

**Author:** Brenda A. Potter

**Publisher:** Saunders/Elsevier: published 2010

**ISBN:** 0766812979

**Selection May Vary Per Instructor Recommendations**

## **Detailed Course Outline:**

### **MEDICAL ADMINISTRATIVE ASSISTANT**

#### **Part I: Medical Terminology**

- 1. Introduction to Medical Terminology; Suffixes; Prefixes; Word Parts; Abbreviations and Symbols**
- 2. Anatomy and Physiology**  
**Organization of the Body; Integumentary System; Skeletal System; Muscular System; Digestive System; Cardiovascular System; Blood and Lymphatic System; Respiratory System; Urinary System; Endocrine System; Nervous System; Special Senses: The Ear; Special Senses: The Eye; Female Reproductive System with an Overview of Obstetrics; Male Reproductive System; Oncology; Radiology and Nuclear Medicine; Mental Health**
- 3. Laboratory Reference Values**
- 4. Professional Office Practices; Effective Office Communications; Office Operations; Front Desk Procedures**
- 5. Introduction to Computers; Word processing and spread sheets**
- 6. Medical Office Clinical Procedures; Understanding vital signs; Employee Staff Assessment and Evaluation; Insurance Agreements/ contracts; Patient accounting mechanisms; Safety Considerations; Future Directions**

#### **Part II Medical Office Administration:**

##### **WORKING IN THE HEALTHCARE ENVIRONMENT**

The Career of a Medical Administrative Assistant; the Healthcare Team; Medical Law; Medical Ethics; Using Medisoft - Version 14; Abbreviations Commonly Used in the Medical Office

##### **INTERACTING WITH PATIENTS**

The Diverse Community of Patients; Interpersonal Communications; Appointment Scheduling; Patient Reception and Registration

###### **Medical Office Administration Core Competency Procedures:**

Interpersonal Communications: Telephone Techniques; Taking Telephone Messages; Prepare a Patient Letter; Prepare an Interoffice Memo

Appointment Scheduling: Prepare an Appointment Schedule for a Medical office; Schedule Appointments; Document Appointment Changes; Reschedule Appointments

Patient Reception and Registration: Update Existing Patient Registration and Information; Obtain New Patient Registration. Record

##### **PROVIDING PATIENT SERVICES**

Health Information Management; Medical Billing; Health Insurance and Health Benefits;

**Medical Office Administration Core Competency Procedures:** Document an event in a Patient's Chart; Transcribe a Medical Report; Organize a Patient's Medical Record; Index and file Medical Records; Color Code Medical Records; Create Electronic Ticket File; process a Request to Release Medical Information; Assign Procedure codes for a Patient's Encounter; Assign Diagnosis codes for a Patient's Encounter; Enter Patient's Charges Into a Billing System; Produce Monthly Statements for Patient Accounts

##### **DIRECTING THE ACTIVITIES OF THE MEDICAL OFFICE**

Business Operations of the Medical Office; Financial Management; Human Resource Management

**Medical Office Administration Core Competency Procedures:** Prepare an Agenda; Prepare Minutes of a Meeting; Prepare a Travel Itinerary; Prepare a Receipt for a Payment Received; Prepare a Bank Deposit; Maintain a Petty Cash Fund; Write a Check for Payment of and Invoice; Reconcile a Bank Statement; Select Candidates for Interviewing; Prepare Payroll

### **PREPARING FOR YOUR CAREER**

Job Search Essentials and Competency Assessment Checklist

**Medical Office Administration Core Competency Procedures:** Preparing a Resume; Preparing a Cover Letter; Completing an employment Application

## **PHLEBOTOMY TECHNICIAN**

### **Description:**

**This course consists of lecture and laboratory sessions covering phlebotomy equipment and techniques. Course work also includes laboratory safety, infection control, terminology, and anatomy and physiology appropriate to phlebotomy. This course trains students to be effective participants on a medical laboratory team. Instruction, demonstration and practice of blood collection are included.**

### **Textbooks:**

#### **Medical Terminology for Health Professions, 8<sup>th</sup> Ed**

Author: Jane Rice

Publisher: Prentice Hall; Published 2013

ISBN-10: 0133429547 | ISBN-13: 9780133429541

#### **Phlebotomy Handbook: Blood Specimen Collection from Basic to Advanced, 8<sup>th</sup> Ed**

Authors: Diana Garza and Kathleen Becan-McBride

Publisher: Prentice Hall; Published 2009

ISBN-10: 0135134242 • ISBN-13: 9780135134245

**Textbook Selection May Vary Per Instructor Recommendation**

### **Detailed Course Outline :**

#### **I - MEDICAL TERMINOLOGY:**

1. Introduction to Medical Terminology; Suffixes; Prefixes; Word Parts; Abbreviations and Symbols
2. Anatomy and Physiology  
Organization of the Body; Integumentary System; Skeletal System; Muscular System; Digestive System; Cardiovascular System; Blood and Lymphatic System; Respiratory System; Urinary System; Endocrine System; Nervous System; Special Senses: The Ear; Special Senses: The Eye; Female Reproductive System with an Overview of Obstetrics; Male Reproductive System; Oncology; Radiology and Nuclear Medicine; Mental Health
3. Laboratory Reference Values



## **II - PHLEBOTOMY:**

### **PHLEBOTOMY Part I Overview and Safety Procedures**

Phlebotomy Practice and Quality Assessment; Communication, Computerization, and Documentation; Professional Ethics, Legal, and Regulatory Issues; Infection Control; Safety and First Aid; Medical Terminology Anatomy and Physiology of Organ Systems; Cardiovascular and Lymphatic Systems; Blood Composition

### **PHLEBOTOMY Part II Phlebotomy Equipment and Procedures**

Blood Collection Equipment; Preanalytical Complications Causing Medical Errors in Blood Collection; Venipuncture Procedures: Vacutainer, Syringe, Butterfly; Blood Culture collection; Blood smears; Skin punctures; Responsibility of the Phlebotomist; Professionalism; Safety in the Laboratory

Isolation procedures; Timed Laboratory procedures; Indwelling lines; Hospital/Laboratory Departments; Processing laboratory specimen; Significance of laboratory tests; Physical problems that occur in the field; Patient problems and complications; Diseases that could affect laboratory personnel; Future Directions

## **Electrocardiography (EKG/ECG) TECHNICIAN**

### **Description:**

**The Electrocardiography (EKG/ECG) Technician program provides an in depth study of the theory and practice of electrocardiography. The ECG is a non-invasive tool that is vital to the identification and differential diagnosis of illness. Accurate interpretation of ECG tracings is vital to patient care since it will assist the practitioner in diagnosis and therapeutic monitoring of the patient.**

### **Textbooks:**

**Medical Terminology for Health Professions, 8<sup>th</sup> Ed.**

**Author:** Jane Rice

**Publisher:** Prentice Hall; Published 2013

**ISBN-10:** 0133429547 | **ISBN-13:** 9780133429541

**EKG Technician, The**

**Author:** Roberta Weiss

**Publisher:** Prentice Hall; Published 1990

**ISBN-10:** 0893037028 • **ISBN-13:** 9780893037024

**Textbooks May Vary Per Instructor Recommendation**

### **Detailed Course Outline:**

#### **I - MEDICAL TERMINOLOGY**

1. Introduction to Medical Terminology; Suffixes; Prefixes; Word Parts; Abbreviations and Symbols
2. Anatomy and Physiology  
Organization of the Body; Integumentary System; Skeletal System; Muscular System; Digestive System; Cardiovascular System<sup>1</sup>; Blood and Lymphatic System; Respiratory System; Urinary System; Endocrine System; Nervous System; Special Senses: The Ear; Special Senses: The Eye; Female Reproductive System with an Overview of Obstetrics; Male Reproductive System; Oncology; Radiology and Nuclear Medicine; Mental Health

## **II - THE EKG TECHNICIAN:**

Introduction to Electrocardiography; Terminology and Electrocardiography; Anatomy and Physiology of the Heart and Cardiovascular System; Understanding the Role of the EKG Technician; Electrocardiographic Equipment and Supplies; Patient Preparation; Performing Electrocardiography; Basic EKG Interpretation and Recognizing Abnormal Electrocardiograms; Clinical Disorders Affecting the Heart and Cardiovascular System; Understanding Vital Signs; Specialized Procedures Related to Electrocardiography; Pharmacology and Electrocardiography; Cardiopulmonary Resuscitation; Surgical and Advanced Intervention for the Cardiac Patient; Emphasis on Cardiovascular Anatomy and Physiology; Colored Plates of the Heart and Cardiovascular System; Safety Considerations; Future Directions

**Addendum: Institutional Disclosures Reporting Table**

**Institutional Disclosures Reporting Table**

**Reporting Period: July 1, 2011 – June 1, 2012**

<b>INSTITUTION NAME:</b> Aquarius Institute	Indicate all ways the disclosure information is distributed or made available to students at this institution: <input checked="" type="checkbox"/> Attached to Enrollment Agreement <input checked="" type="checkbox"/> Provided in Current Academic Catalog <input type="checkbox"/> Reported on School Website <input type="checkbox"/> Other: _____
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**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

*The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.*

DISCLOSURE REPORTING CATEGORY	Magnetic Resonance Imaging (MRI) Technologist	Ultrasound/Sonography Technician	Medical Administrative Assistant, Phlebotomy, EKG	Insert Name of Program or Course of Instruction Here	Insert Name of Program or Course of Instruction Here
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	22	17	4		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	26	32	4		
b) Re-enrollments	0	0	0		
c) Transfers into the program from other programs at the school	0	0	0		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	48	49	8		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0	0	0		
b) Completed or graduated from a program or course of instruction	6	3	4		
c) Withdrew from the school	4	2	0		
d) Are still enrolled	12	12	0		
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	0	2	0		
b) Placed in a related field			3		
c) Placed out of the field					
d) Not available for placement due to personal reasons					
e) Not employed					
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	0	3	0		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	0	2	0		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	1	0		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	25	20	15		

Information Updated: April, 2013

\*Course of Instruction is defined as a stand-alone course that meets for an extended period of time and is directly creditable toward a certificate or other completion credential; individual courses that make up a Program of Study are not considered courses of instruction.

**Note:** As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

- In the event that the school fails to meet the minimum standards, that school shall be placed on probation.
- If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

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# *Aquarius Institute*

