School Catalog 2026

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Authorization
The Academy of Allied Health Careers is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation of minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility.

Accreditation
The Academy is accredited by the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350, phone 800-917-2081. http://council.org

Mission
The mission of the Academy of Allied Health Careers is to empower students with the knowledge, practical skills, and professional mindset needed to thrive in healthcare careers and to deliver exceptional, compassionate patient care.

At the Academy of Allied Health Careers (AAHC), we are committed to providing affordable education to train medical professionals who are not only competent but also compassionate, ensuring they make a positive impact on their communities and workplaces. Together, we are shaping the future of healthcare, one student at a time.

As a private school we offer postsecondary educational programs that meet the needs of the job market. In doing so we provide appropriate health-related education for patient-focused care and cross training of competent medical personnel. The Academy strives to prepare our students to be productive, employable and an asset to the community and employer. We believe that every human being is deserving of proper quality health care. Our purpose does not include preparing for further college study, although the Academy's programs may be advantageous to the college student.

To fulfill our mission, we:

- Foster a student-centered environment conducive to personal development and success.
- Offer high quality, affordable programs with a job market demand.
- Enhance access and opportunity for a student population that may not otherwise seek postsecondary education (i.e.: first generation, non-traditional students).
- Develop and sustain partnerships that support instruction and meets the needs of our community

History of the Academy
The school opened in 1994 as the Academy of Certified Nursing Assistants with approval from the State of Tennessee. After multiple public and community requests new programs were developed:

1. Clinical Medical Assistant program in September 1995
2. Phlebotomy Technician program in February 1996
3. Cardiac Monitor Technician program in April of 1996

The name was changed to the Academy of Allied Health Careers in 1995 due to the expansion. In July of 2007, the Academy was purchased by Heather Wilga and a partner. In July 2009 Mrs. Wilga purchased 100% of the membership shares making her the sole owner. Mrs. Wilga attended North Western College where she obtained a diploma in Practical Nursing in 2000. She then completed her Associates Degree in Nursing at Northeast Alabama Community College in 2017 She has worked as an RN in various specialties and hospitals throughout her career.

After purchasing the business Mrs. Wilga conducted an in-depth market analysis and curriculum review. Programs without a strong job market were closed and new programs were added:

1. Medical Billing & Coding Specialist
2. Medical Administrative Assistant/Electronic Health Records, and
3. Certified Professional Coder
4. Practical Nursing.

The Academy of Allied Health Careers is committed to ongoing curriculum development and program evaluation to offer quality programs that address the current needs of the job market.

Non-discriminatory Policy

The Academy is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status in its admissions procedures, educational programs, services, activities or employment practices as required by Title VI, Title IX, Section 504 and/or any other applicable federal statute.

The Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. At The Academy, our entrances are suitable for wheelchair access and wheelchair accessible restroom facilities are also available. Aisles are wide and allow for easy wheelchair maneuvering. Handicapped parking spaces are available. Students with special needs are encouraged to notify instructors and/or administrative staff for assistance.

Grievance/Complaints Procedure

The Academy desires to settle any, and all complaints within our institution with satisfaction on both sides of the issue. Any grievance or complaint not settled with the instructor should be brought to the attention of Jason Wilga (Chief Operating Officer) at 5600 Brainerd Rd., Suite B-38, Chattanooga, TN 37411, phone (423) 499-4999. The Academy will work diligently to investigate and reach an amicable resolution within 30 days from the time the incident is reported to the COO. A final verdict will be delivered to the complainant in person or via email within this timeframe. If an amicable agreement is not reached, the student should contact the Tennessee Higher Education Commission, 312 Rosa L. Parks Avenue, 9th Floor, Nashville, TN. 37243, phone (615) 741-5293. Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20, or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution. https://www.tn.gov/thec. Students may also contact the Academy's accreditation agency (the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA. 30350, phone 800-917-2081. http://council.org

Admissions Requirements

In order to be considered for admission prospective students must:

1. Attend a Career Overview session to gain information re: programs offered and expectations.
2. Interview with Academy staff
3. Complete entrance assessment (basic reading and math skills). Note: Results are used for advisement purposes only. No passing score identified.
4. Submit the following:
   a. Official high school or GED transcript (not required for NA program)
   b. A government approved photo ID (examples may include driver's license or state issued ID)
   c. Completed Program Application/Enrollment Agreement

Students sponsored by WIOA or any other funding source are interviewed a 2nd time by Academy staff. The purpose of the second interview is to reinforce the Academy's commitment to the objectives of the funding source (i.e. job search and employment).

Immunizations / Vaccinations Policy

The Academy does NOT require proof of any immunizations/vaccinations including, but not limited to: Hepatitis B, COVID-19, Flu, or TB skin test. However, many of our affiliated clinical sites do require these, and perhaps other, immunizations and vaccinations. Because of this, we cannot guarantee placement for students that choose not to be vaccinated.

Attendance and Tardiness Policy

- All students are expected to attend all classes and to be prompt.
- THEC requirements are the minimum. We require a more strenuous policy.
- Attendance will be recorded daily. Arriving late and leaving early will be noted.
- Students will be counseled by the instructor after 2 absences.
- Students will receive a written warning after 3 absences and administrators will be copied.
- Excessive absenteeism may be cause for dismissal.
- The Academy requires all students to attend 100% of clinical hours (if applicable) prior to receiving a certificate of completion. Students should notify the Academy and the clinical site if being absent or tardy is anticipated. If the Academy is not properly notified of tardiness or absenteeism, a no-call no-show and be permanently documented in the students' file. A no-call no-show constitutes reason for dismissal from clinicals and/or the program at the discretion of the executive administrator and/or clinical coordinator, without a refund.
- Dismissed students may re-enter at another time at the discretion of the instructor, clinical coordinator, and executive administrator. Attendance and tardiness records are kept and are part of the student's permanent record.

All students are **expected** to attend all classes and to be on time. The Tennessee Higher Education Commission mandates specific requirements related to attendance. In addition, because of the condensed length of our programs we must maintain a strenuous attendance policy. ***Hourly attendance is monitored and recorded daily***. Absences, as well as tardiness, directly impact the student's ability to complete our programs. Students will be

counseled by the instructor after two (2) absences from class. Students will receive a written warning after 3 absences, administration will be copied, and an attendance meeting will be scheduled. Excessive absenteeism may be cause for dismissal without a refund.

Students are responsible for content missed during an absence. Make-up time is not guaranteed. Required classroom/lab hours must be completed prior to participating in clinical, and the required number of clinical hours for specific programs must be completed prior to receiving a certificate of completion. Clinical sites have the right to not allow students to come in if they cannot arrive at the scheduled time. If AAHC and/or the clinical site are not properly notified the absence is recorded as a "no-call no-show" incident and will be documented in the student's permanent record. A "no-call no-show" constitutes cause for dismissal from clinical and/or the program, without a refund, at the discretion of the executive administrator. Dismissed students may re-enter on a space available basis at the discretion of the instructor, clinical coordinator, and executive administrator.

Lunch/Dinner breaks are taken at the time designated by the instructor. Students are to return from all breaks promptly. If a student is late, it may be counted as a tardy for that day.

Progression/Graduation Requirements
A numerical grade will be given to all students. For all courses (excluding Practical Nursing), a passing grade of 70% is required. Any grade below 70% is failing. Specific grade requirements for each program and/or class are identified in the course syllabus which is distributed at the first-class session.

Grading Scale:
A-93-100% **B**- 86-92% **C**- 76-85% **D**-70-75% **F**- 69% and below

Progress Reports
Progress reports are issued at mid-term of each program, or when action is needed, and a copy is given to the student. If the student is not making satisfactory progress, a warning notice will be issued. Should the student need any remedial assistance, it is suggested that the student consult with the instructor.

FERPA Policy
The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's education records. All schools, including the Academy of Allied Health Careers, receiving funds under an applicable program of the U.S. Department of Education must comply with FERPA. FERPA generally prohibits schools from releasing education records or certain information contained in such records, such as your grades, billing and payment records, financial aid awards, and other student record information, to third parties. This restriction applies but is not limited to your parents and/or stepparents, your siblings, your spouse, or a sponsor (i.e., WIOA advisor).

Students may give permission to release information to a third party by submitting a consent form. You must identify each individual person/organization to whom you wish to give access to your information. The information will then be made available only if it is specifically requested by the authorized third party and permissible under law. The Academy's full FERPA policy statement can be found on the school website at https://aahctn.edu/financial-aid/regulatory-requirements.

Missed Exams and Retakes

- Students may be allowed no more than 3 make-up exams.
- After 3 make-ups missed exams will be a grade of zero
- Make-up exams will be scheduled at a pre-announced time, but not during class.
- Make-up exams must be taken at the next appropriate scheduled time.
- The same exam may not be used for make-ups.
- No retakes to improve score unless otherwise stated in syllabus.

Dress Code

The Academy expects student to adhere to a professional dress code as expected in the health care field. Fingernails should be no longer than ¼ inch and free of outrageous polish. No artificial nails allowed for any course that requires blood draws. Jewelry should be kept to a minimum. Post earrings, a watch and a wedding band are acceptable. No nose, tongue, eyebrow, or facial piercings are allowed in clinical. Hair should be clean, neat and off the collar. No bizarre hairstyles, colors or ornaments are allowed. Uniforms are required for some programs.

Student Conduct

Students must always conduct themselves in a professional manner, including dress. Adverse behavior, which includes, but is not limited to: unfavorable notoriety, chronic tardiness, poor or bad attitude, untruthfulness, violation of patient rights, violation of confidentiality in class or clinicals, negativity, threats to any person, sleeping in class, inappropriate behavior or language, disrespect toward instructor or peers etc., violence of any kind, being uncooperative, non-adherence to the uniform code, theft or destruction of property connected to the educational program/clinical area, inappropriate disruption of class/clinical, obtaining copies of tests, apathy towards learning and/or clients, incomplete or unsatisfactory assignments, not following direction in clinicals, cheating, missing clinicals, no contact with school prior to clinical absence, texting, using laptops/tablets for anything other than class requirements, gross or outrageous misconduct, possession or use of any mind-altering substances, insubordination, carrying dangerous weapons, (guns, knives, bombs etc.), gambling, vulgar and/or suggestive body language/ signs, and disobeying any school rule and/or regulation, may be grounds for **immediate dismissal.** Any adverse behavior could result in a Warning/Notice and/or termination from the school.

Warning Notices

Warning Notices are issued according to the violation. If the student is warned, he/she stands a chance of being terminated from the program if the situation is not remedied.

Re-admission

Each student is evaluated on an individual basis and may be re-admitted at the discretion of the instructor and/or executive administrator depending on the original cause of withdrawal.

Placement

We do not promise employment; however, we do monitor and facilitate student placement upon program completion. Graduates are expected to notify the school of employment/placement for evaluation purposes.

Student Background Policy
The Academy of Allied Health Careers will not discriminate against individuals who may hold a previous criminal record. Clinical sites that require background checks have the right to refuse a student at their facility due to background findings. Holding a criminal record may hinder your ability to become employed.

Drug Policy
The Academy of Allied Health Careers has a Drug-Free Environment Program. The purpose of this program, which includes drug testing, is to ensure that the school upholds exemplary standards. This letter is an official notice to new students and applicants that the following provisions are in force:

A. Mandatory and voluntary testing is applicable and includes:
1) Applicant testing
2) Random testing of students
3) Testing of students based upon reasonable suspicion of drug use
4) Testing of students involved in on-the-job accidents or who engage in unsafe on-duty school-related activities
5) Testing of volunteering students
6) Testing associated with drug use counseling or rehabilitation.

B. All students are in testing designated positions and, therefore, are subject to random testing. These students are entitled to the following notifications:
1) General notice
2) Notification of actual testing – normally made the same day as testing. Students will be notified through Academy officials that they have been selected.

C. Applicants and students may submit medical documentation supporting the lawful use of an otherwise, illegal drug.

D. Students found to use illegal drugs based on any evidence, including but not limited to:
1) Direct observation
2) Arrest or conviction due to drug use
3) Verified positive test result or
4) Voluntary admission

E. Drug testing procedures will be carried out by professionally trained collection personnel at the Academy. If the results are positive and disputed, the student will be immediately sent to an outside facility for testing at the student's expense. Also, if there is any dispute about the results of the test, the student can request the specimen to be sent to a laboratory for further evaluation at the student's expense.

F. Positive results verified by laboratory testing may only be disclosed to a student, the management officials necessary to process an adverse action against the student, or to a court of law or administrative tribunal in connection with any adverse academic action.

Applicants are advised that a refusal to take a drug test or a verified positive drug test will result in immediate termination from the Academy of Allied Health Careers.

Students found to use illegal drugs, or refuse to submit to a scheduled drug test, will be subject to the full range of disciplinary actions authorized under appropriate school regulations including possible termination from the program.

Cancellation/Withdrawal/Refund Policy
In accordance with the TENNESSEE HIGHER EDUCATION COMMISSION, The Academy of Allied Health Careers utilizes enrollment contracts/agreements and must maintain a cancellation and settlement policy. A full refund of all monies paid by a student is granted if a student cancels the enrollment agreement or contract within **72 hours or 3 business days** (excluding Saturday, Sunday, and Legal Holidays) after the enrollment contract is signed by the prospective student.

If tuition or fees are collected in advance of entrance into a course, and if the student withdraws after the 72-hour expiration of the cancellation privilege but before the class has started, the Academy will retain no more than the $100 Registration Fee.

If tuition and fees are collected in advance of the start date and the Academy cancels the class, the student may elect to transfer any tuition and fees paid to the next scheduled class if they so choose or receive a refund of 100% of the tuition and fees collected.

If the student begins classes and withdraws after the 72-hour cancellation privilege period, the regular refund policy applies. This refund policy is described below:

For the student who begins any of the Academy's programs and terminates or withdraws from the Academy, the Academy will retain the $100.00 Registration Fee and the minimum refund of the remaining tuition will be calculated as follows:

- Class refunds are prorated for time you have spent in class (see guidelines below for withdrawal dates). The refund amount will be dependent on:
    - Length of course, total tuition for course and amount of time spent in the course.
    - You will be charged for the entire cost of tuition divided (÷) by the total number of weeks the class is scheduled for, and then multiplied by the total number of weeks you attended class according to our withdrawal date policy below.
    - For example, tuition for the Clinical Medical Assistant class (excluding clinicals) is $5,025.00; the day class is 10 weeks of class and the student attended 2 weeks. Therefore: $5,025.00 ÷ 10 = $502.50 per week. $502.50 x 2 weeks = $1,005.00. The student in this situation would owe $1,005.00 for tuition). Circumstances may differ; each case will be addressed accordingly.

Additional fees such as: Books and Materials Fees, Insurance, Uniforms Purchased, Physicals, Testing Fees, etc. are not eligible for a refund. The effective date of the termination for refund purposes will be the following:

- The last day of attendance, if the student is terminated by the institution, or
- The date of receipt of **written notice from student,** or
- Ten school days following the last day of attendance.

Refunds, when due, are made without requiring a request from the student and will be disbursed within 45 days after the effective date of termination.

The requirements for Title IV program funds (Pell Grant and Federal Student Loans) when a student withdraws are separate from any institutional refund policy. Therefore, students may still owe funds to the school to cover unpaid institutional charges. The Academy of Allied Health Careers' Return to Title IV (R2T4) Policy is included on the AAHCTN.edu website.

Credit for Prior Education and/or Experience

Credits earned at the Academy of Allied Health Careers may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by the Academy of Allied Health Careers. You should obtain confirmation that the Academy of Allied Health Careers will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Academy of Allied Health Careers to determine if such institutions will accept credits earned at the Academy prior to executing an enrollment contract or agreement. The ability to transfer credits from the Academy of Allied Health Careers to another educational institution may be extremely limited. Your credits may not transfer, and you may have to repeat courses previously taken at the Academy of Allied Health Careers if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of the Academy of Allied Health Careers and of any other educational institutions you may in the future want to transfer the credits earned at the Academy of Allied Health Careers before you execute an enrollment contract or agreement. The Academy of Allied Health Careers is a special purpose institution. That purpose is to help students improve their life by preparing them for a job. As a private school we offer post-secondary educational programs that meet the needs of the job market. In doing so we provide appropriate health related education for patient focused care and cross training of competent medical personnel. The Academy strives to prepare our students to be productive, employable and an asset to the community and employer. We believe that every human being is deserving of proper quality health care. Our purpose does not include preparing for further college study, although the Academy's programs may be advantageous to the college student. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Transfer Credits Between AAHC Programs

Transfer credits for courses taken in specific programs at the Academy will be evaluated on an individual basis if a student chooses to take an additional program.

Record Retention

The Academy of Allied Health Careers maintains records of grades, attendance, certificates of completion and transcripts for a minimum of three years.

Faculty/Staff (Full-Time)

- Heather Wilga, ADN, RN, Northeast Alabama Community College, CEO
- Jason Wilga, COO, 29 Years of Business Management, Finance, and Leadership Experience
- Pam Holder, PhD, MSN, University of Alabama in Birmingham, Director of Accreditation and Compliance and Clinical Medical Assistant Instructor
- Sallie Hoffer, PhD, APRN, RN, Florida International University, Andrews University, Director of Nursing
- Alan Bazzell, BS, Murray State University, Director of Financial Aid
- Brandy Livingston, MBA, BS, Bethel University, Director of Business Operations
- Allie Perez, MSW, Southern Adventist University, Director of Admissions, Student Counselor
- Janet Jones, MA, BSN, RN, Florida State University, Liberty University, Practical Nursing Instructor
- Brent Jarvis, RN, Cleveland State Community College, Practical Nursing Instructor
- Tiffaney Reagan, AS, BS, RN, M.Ed., Chattanooga State Community College, Lincoln Memorial University, Practical Nursing Instructor
- Peyton Wilga, Admissions Advisor
- Mary McGuire-Guffey, BS, Lee University, Clinical Medical Assistant Instructor
- Jennifer Robin Simmons, CPC, CPC-I, Academy of Allied Health Careers, Professional Coder Instructor
- Dana Villar, LPN, Clinical Coordinator, Nursing Assistant Instructor, Phlebotomy Instructor
- Pamela Wells, CCMA, Miller-Motte Technical College, Phlebotomy Instructor, Medical Administrative Assistant/Electronic Health Records Specialist Instructor
- Crystal Daniels, Facility Manager
- Kelsie Green, Front Desk Receptionist

Faculty/Staff (Part-Time)

- Sam Phillips, MBA, BSN-RN, PMP, Practical Nursing Instructor
- Amy Carver, RN, Chattanooga State Community College, Practical Nursing Instructor
- Connie Elaine Sumrall, RN, Practical Nursing Instructor
- Victoria Mills, RN, BS, Practical Nursing Instructor
- Jackie Taylor, CCMA, Academy of Allied Health Careers, Clinical Medical Assistant Instructor
- Roxie Smith, CPCT, CCMA, CET, CPT, Phlebotomy Instructor
- Nancy Cantrell, CMAA, CEHRS, Academy of Allied Health Careers, Medical Administrative Assistant/Electronic Health Records Specialist Instructor
- Justian Jarrett, Associate Degree in Medical Assisting, Miller-Motte Technical College, Clinical Medical Assistant, Medical Administrative Assistant, and Phlebotomy Instructor
- Linda Arnold, CCMA, Medical Administrative Assistant/Electronic Health Records Specialist Instructor

Description of Facility

The Academy is located at 5600 Brainerd Rd., Suite B-38, Eastgate Town Center, Chattanooga TN 37411; this is also the mailing address. The Academy is in a one-story building business complex with ample parking and is well lit for evening classes. Occupying over 17,000 square feet of space which includes: 3 restrooms, 15 offices, 6 classrooms equipped with desks and chairs, student resource center, conference room equipped with table & chairs, phlebotomy lab, bed/skills lab, triage lab, file and storage rooms, break room for students, staff break room, and copy/supply rooms. There is a phone available for any student (all calls are held for students and personnel until class breaks unless an emergency exists). Classrooms are equipped with dry erase boards, projectors, computers, and supply cabinets.

Financial Aid and Financial Assistance

The Academy of Allied Health Careers is eligible to receive Title IV payments. The Academy will assist its students in developing financial plans for their education, which may include federal student aid programs (PELL Grants and WIOA/SNAP Grants), Federal Student Loans (for select programs), state student aid program, interest-free payment plans, employer participation or a combination of the above.

All students are encouraged to apply for financial aid. The deadline to apply for Financial Aid is two (2) weeks prior to each program's start date (typically four (4) weeks for the Practical Nursing program). The Academy cannot guarantee access to Financial Aid after this deadline.

The United States Department of Education offers financial aid programs to help qualified students pay for their education after high school. The Academy of Allied Health Careers participates in the Federal PELL Grant program as well as Federal Student Loans.

In general, students may be eligible for aid if they:

1. Are enrolled in one of The Academy's qualified programs (Practical Nursing, MAA/CMA BUNDLE Program, Professional Coder PLUS Program),
2. Are U.S. citizens or an eligible non-citizen (Permanent Resident Alien),
3. Show that they meet the need requirements specified,
4. Make satisfactory progress toward completion of their course of study (see our stated satisfactory progress standards),
5. Are not in default on a National Direct Student Loan (NDSL), GSI, SIS or PLUS loan received at any institution,
6. Do not owe a refund on a Pell Grant, SEOG or State Student incentive Grant (SSIG) received at an institution, and
7. Have not been convicted of the possession or selling of illegal drugs.

Federal Pell Grants provide funds to help lower income undergraduate students (who have not earned a bachelor's degree) pay for their education after high school. The Pell Grant program is the largest of the federal student aid programs. Unlike loans, grants do not have to be repaid. For many students, these grants provide a "foundation" of financial aid, to which aid from other sources may be added. The Department of Education requires students to apply for Pell Grants by completing the Free Application for Federal Student Aid (FAFSA) form prior to applying for any additional federal aid program.

Federal Student Loans (both subsidized and unsubsidized) provide students with funds to not only pay for their education after high school but also provide additional funds to help pay for living expenses while completing their education. Students will be required to complete pre-loan counseling. The Academy will assist students in looking at their student loan options to help them make the best financial decisions possible.

The federal government will require some federal-aid applicants to prove information they have reported on their application is correct. The Academy of Allied Health Careers requires that financial aid applicants submit the required documentation to verify their information before aid is disbursed. As part of this process, students and their parents are required to submit a copy of their prior year Federal Income Tax return. If the information provided conflicts with what was reported on the application, students may be required to provide additional information. Failure to provide the required documentation may result in the loss or non-receipt of the aid awarded.

Additional Financial Assistance

The Academy is an eligible training provider for the Workforce Innovation and Opportunity Act (WIOA), the Trade Adjustment Assistance (TAA) program, and the SNAP Employment & Training Program (SNAP E&T). Information related to eligibility for both programs is available at your local American Jobs Center. The Academy is also approved by the Tennessee State Approving Agency for the training of veterans and their eligible dependents. In addition, the Academy offers payment plans for students admitted to its programs. Further information will be provided during the interview process. Students receiving any type of financial assistance will meet with an administrator to review their responsibilities.

Veterans Benefits

The Academy of Allied Health Careers is proud to serve our veterans by providing outstanding educational opportunities. We work closely with the Veteran's Administration to support our veterans through the GI Bill®. The U.S. Department of Veteran's Affairs provides benefits for both veterans who have served on active duty and for children, spouses, or survivors of disabled or deceased veterans whose disability or death was service connected.

Veterans Addendum

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates: 1) the date on which payment from VA is made to the institution; or 2) 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

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

Veterans Credit for Previous Education and/or Experience
Veterans of The United States Armed Forces will be evaluated to determine what credit can be granted for prior education and/or experience.

Veterans Refund Policy
The Academy of Allied Health Careers has a prorated policy for the refund of the unused portion of tuition in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued at time prior to completion of the course.

Veterans Attendance Requirements
The student must attend at least 80% of the classes. Each student is responsible for the content missed during their absenteeism. Students are strongly encouraged to attend every session. Missing more than 20% of class shall constitute dismissal, without a refund. Students may re-enter at another scheduled time at the discretion of the instructor and/or administrator or owner. Attendance and tardiness records are kept and are part of the student's permanent record. Students are required to electronically verify their attendance with the VA.

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

ACADEMY OF ALLIED HEALTH CAREERS

The Academy is Closed for the Following Observed Holidays and Scheduled Breaks:

New Years Day, MLK Day, Good Friday, Memorial Day, Fourth of July, Labor Day,

Thanksgiving (November 26th and 27th), Christmas Break (December 24th - January 3rd)

The Academy's MAA/CMA BUNDLE PROGRAM

(Medical Administrative Assistant/Clinical Medical Assistant)

~25 Weeks Total
Monday - Friday
9:00 AM - 3:30 PM

DAY CLASS

(~19 Academic + ~6 Clinical)
Total Contact Hours - 776
(556 Academic - 220 Clinical)

MAA/EHRS		CMA		CLINICALS	
START	COMPLETE	START	COMPLETE	START	COMPLETE
2/16/2026	4/20/2026	4/27/2026	7/2/2026	7/6/2026	8/12/2026
4/27/2026	6/29/2026	7/6/2026	9/10/2026	9/14/2026	10/21/2026
7/6/2026	9/4/2026	9/14/2026	11/18/2026	11/22/2026	1/7/2027
9/14/2026	11/13/2026	11/23/2026	2/10/2027	2/14/2027	3/22/2027

~44 Weeks Total
Monday - Thursday
6:00 PM - 10:00 PM

EVENING CLASS

(~38 Academic + ~6 Clinical)
Total Contact Hours - 776
(556 Academic - 220 Clinical)

MAA/EHRS		CMA		CLINICALS	
START	COMPLETE	START	COMPLETE	START	COMPLETE
4/6/2026	8/17/2026	8/24/2026	1/19/2027	1/25/2027	3/3/2027
8/24/2026	1/13/2027	1/25/2027	6/9/2027	6/14/2027	7/29/2027

Clinical Medical Assistant

~16 Weeks Total
Monday - Friday
9:00 AM - 3:30 PM

DAY CLASS

(~10 Academic + ~6 Clinical)
Total Contact Hours - 529
(309 Academic - 220 Clinical)

CMA		CLINICALS	
START	COMPLETE	START	COMPLETE
2/16/2026	4/23/2026	4/27/2026	6/4/2026
4/27/2026	7/2/2026	7/6/2026	8/12/2026
7/6/2026	9/10/2026	9/14/2026	10/21/2026

~25 Weeks Total
Monday - Thursday
6:00 PM - 10:00 PM

EVENING CLASS

(~19 Academic + ~6 Clinical)
Total Contact Hours - 529
(309 Academic - 220 Clinical)

CMA		CLINICALS	
START	COMPLETE	START	COMPLETE
4/6/2026	8/19/2026	8/24/2026	10/1/2026
8/24/2026	1/19/2027	1/25/2027	3/11/2027

Practical Nursing

Monday - Thursday 9:00 AM - 3:00 PM	**DAY CLASS**	~14 Months Total (1296 Total Clock Hours)
PROJECTED START	ESTIMATED COMPLETION	ENROLLMENT DEADLINE
4/13/2026	5/24/2027	3/13/2026
9/14/2026	10/11/2027	8/14/2026
Monday - Thursday 6:00 PM - 10:00 PM	**EVENING CLASS**	~21 Months Total (1296 Total Clock Hours)
PROJECTED START	ESTIMATED COMPLETION	ENROLLMENT DEADLINE
4/13/2026	12/23/2027	3/13/2026
9/14/2026	6/12/2028	8/14/2026

Professional Coder PLUS

Monday - Friday 9:00 AM - 3:30 PM	**DAY CLASS**	~20 Weeks Total (612 Academic Clock Hours)
START	COMPLETE	CLINICALS
4/27/2026	9/8/2026	N/A
9/14/2026	2/5/2027	N/A

Phlebotomy Technician

Monday - Thursday 9:00 AM - 12:00 PM	**DAY CLASS**	~5 Weeks Total (60 Academic Clock Hours)
START	COMPLETE	CLINICALS
6/15/2026	7/16/2026	NOT REQUIRED
Monday - Thursday 6:00 PM - 9:00 PM	**EVENING CLASS**	~5 Weeks Total (60 Academic Clock Hours)
START	COMPLETE	CLINICALS
9/21/2026	10/22/2026	NOT REQUIRED

Nursing Assistant

Monday - Thursday 9:00 AM - 3:00 PM (Class) 9:00 AM - 3:00 PM (Clinicals)	**DAY CLASS**	~6 Weeks Total (120 Academic/Skills Training + 24 Clinical Hours = 144 Hours)
START		COMPLETE ACADEMICS/CLINICALS
2/23/2026		4/2/2026
8/3/2026		9/14/2026
Monday - Thursday 6:00 PM - 10:00 PM (Class) 6:00 PM - 10:00 PM (Clinicals)	**EVENING CLASS**	~9 Weeks Total (120 Academic /Skills Training + 24 Clinical Hours = 144 Hours)
START		COMPLETE ACADEMICS/CLINICALS
4/6/2026		6/8/2026
11/9/2026		1/26/2027

PRACTICAL NURSING

DESCRIPTION

The Practical Nursing program is designed to equip students with the knowledge and skills required to successfully sit for the NCLEX-PN exam and obtain licensure as practical nurses. Through a carefully structured curriculum of occupational courses, students will gain the foundational skills and resources necessary to provide competent nursing care within the licensed practical nurse (LPN) scope of practice. A range of clinical experiences will be incorporated to ensure that students can apply theoretical knowledge in real-world settings, with direct guidance from clinical instructors. Upon completion of the program, graduates will earn a Practical Nursing diploma and be qualified as entry-level practical nurses.

Licensed Practical Nurses work in medical environments such as hospitals, clinics, nursing homes. rehabilitation centers and in-home care agencies to administer routine care, identify health problems and improve a patient's quality of life through healthcare. LPNs work under the direct supervision of a more experienced Registered Nurse and record all patient interactions to develop thorough documentation about their care. They help prepare patients for procedures and assist with routine recovery care after initial treatment. LPNs usually work with several patients at once and administer care according to a schedule, upholding medical routines and procedures.

The Licensed Practical Nurse may perform the following duties:

- Admit new residents
- Assist physicians and Registered Nurses during rounds
- Monitor resident care and supervising other nursing staff
- Interview patients and recording their medical history
- Administer medications as prescribed and monitor patients for side effects
- Take and record vital signs (blood pressure, temperature, pulse, etc.)
- Assist patients with daily living activities, such as bathing, dressing, and feeding
- Perform basic wound care and change dressings
- Collect specimens for laboratory tests (e.g., urine, blood, stool samples)
- Monitor patient health and report changes in condition to supervising nurse or physician
- Provide patient and family education about health maintenance and treatments
- Collaborate with interdisciplinary healthcare teams to ensure quality patient care
- Maintain accurate and up-to-date patient records, charts, and electronic health records
- Adhere to local, state and federal healthcare regulations
- Demonstrate professionalism by adhering to standard codes of conduct and performance standards

ADMISSION PROCEDURES AND REQUIREMENTS

Any person interested in being considered for admission to the Academy's Practical Nursing Program must first complete and submit a statement of interest form found on our website at https://aahctn.edu/contact .

Admission to the Practical Nursing Program is competitive. Applicants are considered based on a point system. To be considered for admission, prospective students must:

1. Attend a Career Overview session to gain information regarding specific admission criteria and program expectations.
2. Register, purchase ($120.00) and take the required Test of Essential Academic Skills (TEAS) exam. A TEAS exam taken within the last 2 years may be used for consideration. Points are awarded for scores of 55% or higher on each of the four subjects. A copy of the TEAS assessment scores must be included in the application packet.
3. Submit the following:
   a. Official high school or GED transcript. Student copies cannot be accepted. Official copies must be received by the Academy prior to considering applicants.
   b. A government approved photo ID (examples may include driver's license or state issued ID)
   c. A copy of the TEAS assessment scores on an exam taken within the last 2 years.
4. Interview with Academy staff for initial screening and financial aid advisement.
5. Complete Program Application/Enrollment Agreement
6. Submit additional documentation to be considered to receive preference points:
   a. Copy of certification to practice in a related health care field (CNA, MA, CMA, PCT, ST, CPT), if applicable. Academy graduates may receive preference points.
   b. Documentation of health-related work experience.
   c. Provide proof of the required vaccinations
      i MMR (Measles, Mumps and Rubella)
      ii 1 step TB skin test (PPD)
      iii Varicella (Chickenpox)
      iv Tetanus, Diphtheria & Pertussis (TDAP)
      v Hepatitis B (Doses 1, 2 and 3)
      vi Influenza Vaccine
      vii NOTE: Covid Vaccine may be required by some clinical sites
7. Completed applications are screened and selected applicants are then invited to interview with the PN Selection Committee.
8. Applicants selected for enrollment must submit results of a 12-panel drug screen and thorough criminal background check, at the student's expense. Any student not complying with this requirement may not be eligible to attend the program. Failing either screening may prevent attendance due to clinical facility requirements. Applicants who are accepted into the PN program will be given instructions on how to obtain the background check and drug screening.

COURSE DESCRIPTIONS

PN101 Fundamentals of Practical Nursing

This course introduces the student to the roles and responsibilities of the Practical Nurse and the fundamental concepts and processes of nursing. Students are provided opportunities to learn and develop basic competencies necessary to care for patients across the lifespan within the healthcare setting in a safe, legal, and ethical manner.

PN102 Fundamentals of Practical Nursing Lab

Students will demonstrate basic skills learned in PN101 in the nursing lab prior to performing fundamental skills in the clinical setting.

MT100 Medical Terminology
This course focuses on communicating effectively in the healthcare environment by deconstructing, pronouncing and defining medical terms. Word building rules are emphasized as a basis for understanding medical terminology.

EHR101 Electronic Health Records
This course will expose students to the role of the Electronic Health Record (EHR) Specialist. It will emphasize the role in healthcare operations, functions and types of systems, the latest trends, and laws and regulations governing electronic health record systems. It will serve as a foundation for certification in this role.

AP101 Basic Anatomy & Physiology
This introductory course provides a comprehensive study of the structure and function of the human body. It covers foundational concepts in anatomy and physiology, including the organization of the body, cell structure, and tissue classification. Students will explore the integumentary, skeletal, muscular, and nervous systems, with an emphasis on understanding how these systems work together to maintain homeostasis. The course integrates theoretical knowledge with practical applications, enabling students to develop a deeper understanding of the human body's form and function. This course is designed for students pursuing careers in health-related fields. No prior knowledge of anatomy or physiology is required.

NUTR101 Nutrition and Wellness
Fundamental concepts of nutrition and diet therapy. Emphasis is placed on the importance of nutrition on health and healthy living.

MATH101 Basic Math and Drug Calculations
This course provides students with the foundational math skills required for accurate drug calculations in healthcare settings. Topics include basic arithmetic, conversions between units of measurement, dosage calculations, and intravenous (IV) flow rates. The course emphasizes practical problem-solving techniques to ensure safe medication administration. It is designed for students in nursing, pharmacy, or other health-related fields. No advanced math knowledge is required.

PN103 Pharmacology & Medication Administration
This course introduces the principles of pharmacology and safe medication administration for practical nursing students. It covers the basic pharmacological concepts, drug classifications, mechanisms of action, therapeutic uses, and potential side effects of common medications. Emphasis is placed on understanding dosage calculations, routes of administration, and the practical nurse's role in ensuring patient safety during medication administration. Students will learn how to interpret medication orders, use the "six rights" of medication administration, and recognize the importance of patient education and monitoring for adverse reactions. Through theoretical instruction and hands-on practice in a lab setting, this course prepares students to safely administer medications and provide patient-centered care.

PN201 Medical Surgical Nursing I
This course builds upon Fundamentals of Practical Nursing and skills mastered in the laboratory. Basic concepts of total care are explored in the care of adult clients with common diseases and disorders.

PN202 Medical Surgical Nursing I – Clinical
Practical application of total patient care concepts in a variety of acute care clinical experiences.

PN203 Mental Health Concepts
This course focuses on the role of the practical nurse in caring for patients with behavioral and mental health issues. Emphasis is placed on communication and the impact of psychiatric disorders.

PN204 Mental Health Nursing – Clinical
Practical application of caring for people with mental health issues in a variety of settings.

PN205 Maternity Nursing Care
This course focuses on the care of the obstetric client and the newborn.

PN206 Maternity Nursing Care – Clinical
Clinical application of the care of the obstetric client and the newborn. Exposure to all phases of obstetrical care is planned.

PN207 Pediatric Nursing Care
This course focuses on health management and the prevention of illness in children as well as care of the sick child. Growth and development of the pediatric client is explored.

PN208 Pediatric Nursing Care – Clinical
The application of basic care of the sick and/or well child.

PN209 Medical Surgical Nursing II
Nursing care of the adult patient with more advanced diseases and disorders. Emphasis on gerontology and rehabilitation.

PN210 Medical Surgical Nursing II – Clinical
An intensive clinical experience focuses on the care of multiple patients in the acute care setting.

PN211 Medical Surgical Nursing III
A continuation of Medical Surgical Nursing II. Nursing care of the adult patient with more advanced diseases and disorders. Integrates pre and post-op care.

PN212 Medical Surgical Nursing III – Clinical
A continuation of Medical Surgical Nursing II. An intensive clinical experience focuses on the care of multiple patients in the acute care setting.

LENGTH OF PROGRAM

The Practical Nursing program is a total of 1296 contact hours consisting of 826 classroom hours and 470 hours of clinical. Total time for the course is approximately 14 months for Daytime and 20 months for Evening classes. Day classes are available Monday-Thursday 9:00am-3:00pm. Evening classes are available Monday-Thursday 6:00 pm-10:00 pm. Clinical days and hours may vary based on individual clinical sites.

PROGRAM PHYSICAL AND MENTAL STANDARDS

The following minimal physical and mental requirements are necessary for successful progression through the Clinical Medical Assistant program:

- Ability to lift or move weights of up to 35% of recommended bodyweight (approx. 50 pounds).
- Motor ability necessary to ambulate independently in clients' rooms and in work areas.

- Visual acuity sufficient to observe and assess client behavior, prepare and to administer medications, and accurately read monitors and computer screens.
- Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
- The ability to speak, write, and comprehend the English language proficiently (safety issue).
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- For clinical placements, students must be 18 years of age or older per the Academy's liability insurance policy requirements.

Criminal background checks and drug screens are required prior to enrollment into the Practical Nursing Program. Additionally, a criminal background check (with finger printing) is required by the Tennessee Board of Nursing before scheduling the NCLEX-PN exam.

FEES

Registration Fee	$100.00 (non-refundable)
Books Fee	$2,945.00 (required textbooks are listed on the website)
Materials & Student Kit Fee	$520.00
Tuition	$22,500.00
Lab Fee	$150.00
Technology Fee	$300.00

Additional Cost:

CPR Certification	$50.00
Student Liability Insurance	$45.00
Student ID Badge	$15.00
NCLEX-PN Exam	$275.00

Total Program Cost	**$26,900.00**

Federal Pell grant and federal student loans are available for the Practical Nursing Program. The deadline to apply for Financial Aid is 2 weeks prior to each program's start date. The Academy cannot guarantee access to Financial Aid Resources after this deadline.

ADDITIONAL SUPPLIES

A laptop or iPad is required for the Practical Nursing Program. A current Medical Dictionary is strongly suggested for class and can be obtained from any bookstore for approximately $10. Students will need general school supplies such as: binders, notebook, paper, pens, pencils, erasers, and highlighters.

ADDITONAL INFORMATION

Additional information regarding this program will be shared in the required Practical Nursing Overview conducted in-person on campus. This overview will share information related to testing requirements, enrollment requirements, and financial aid options available to all students. Please contact the Academy to register to attend a future Practical Nursing Overview.

MEDICAL ADMINISTRATIVE ASSISTANT/ CLINICAL MEDICAL ASSISTANT (MAA/CMA) BUNDLE

DESCRIPTION
The Medical Administrative Assistant/Clinical Medical Assistant (MAA/CMA) BUNDLE Program is designed to prepare the student to work in both the administrative (front office) and clinical (back office) areas of the physician's office, walk-in clinic, or other healthcare facilities. This program 'bundles' the MAA/EHRS and CMA programs. Upon completion students are eligible to take three national certification exams: Certified Medical Administrative Assistant, Certified Electronic Health Records Specialist, and Certified Clinical Medical Assistant. With these credentials and certifications, the graduate understands all aspects of the clinical office and is a valuable member of the health care team.

The MAA works primarily in the front office and communicates with the patient, family members and all members of the healthcare team in a professional manner. This course also thoroughly prepares students for the administrative and electronic health record skills needed by the medical administrative assistant. This program also covers material dealing with medical office, medical records, management skills, client service skills and responsibilities, client education and legal/ethical issues.

The CMA is prepared to work in a physician's office, primarily in the back office, actually assisting the doctor in taking vital signs, patient history, patients assessments, documenting the patients chief complaint, sterilizing, disinfecting, assisting with minor office surgery, patient education, medications, phoning in prescriptions, performing EKG's, venipuncture's, collecting specimens for various laboratory tests, preparing the exam rooms and patients for examinations, performing emergency medical procedures, sterile dressing changes, making appointments, referring to proper community resources and disposing of bio-hazard waste properly.

MEDICAL ADMINISTRATIVE ASSISTANT / CLINICAL MEDICAL ASSISTANT (MAA/CMA) BUNDLE COURSE CONTENT:

- Basic Medical Office Administration
- Perform Taking of Patient History
- Assist with Physical Examinations
- Medical Documentation & Recording
- Electrocardiograms
- Nutrition
- Knowledge of CLIA and OSHA Guidelines
- Pediatric
- Sterilization and Disinfection
- Digestive Systems
- Integumentary Systems
- Prenatal Care
- Gynecology
- Pharmacology
- Reproductive Health
- Minor Office Surgery
- Medical Microbiology
- Prepare Patients & Examination Rooms
- Phlebotomy & Hematology
- Blood Chemistry & Serology
- Clinical Laboratory
- Perform Venipuncture's& Injections
- Catheterizations
- Patient Education
- Infection Control & Universal Precautions
- Medical Vocabulary
- Medical Terminology
- Abbreviations & Symbols
- Intro Anatomy & Physiology
- Radiology
- Urinalysis
- Prescription Writing
- Emergency Medical Procedures
- CPR
- Knowledge of Health Insurance claims
- Developments of the Claim

- Insurance Company Processing of Claims
- Maintaining Insurance Claim Files
- Safeguarding Confidentiality
- Knowledge of Medications and Drug Calculations
- Know Formatting Requirements
- Learn to Submit a Medical Bill
- Medical Terminology
- Anatomy and Physiology
- Medical History
- Discharge Summaries
- Examination procedures
- Medical Reports
- Terminology related to diseases
- Diagnostic Tests
- Treatment of body systems
- Radiology Terminology
- Pathology Terminology
- Autopsy Terminology
- Mental Health Terminology
- Effective communication with the patient, family, and other members of the healthcare team
- Identify different types of Medical Institutions and Medical Offices
- Personal/professional, Medical/Legal and Bio-ethical Standards
- Knowledge of Electronic Health Records
- Patient Flow regarding EHR/EMR (scheduling, patient registration, insurance verification, and patient referrals)
- Knowledge of HIPAA and the HIPAA Security Rule for use with EHR/EMR
- Execute EHR file maintenance procedures (purging, archiving, finalizing and security)
- Eight core functions if an EHR System
- Computer Provider Order Entry

LENGTH OF PROGRAM

The Medical Administrative Assistant/Clinical Medical Assistant BUNDLE program is a total of 776 contact hours consisting of 556 classroom hours and 220 hours of clinical. Total time for the course is 25 weeks for Daytime and 45 weeks for Evening classes. Day classes are available Monday-Friday 9:00am-3:30pm. Evening classes are available Monday-Thursday 6:00 pm-10:00 pm. Clinical hours will vary according to the clinical area assigned. Clinicals usually take 6-8 weeks for most rotations or until you reach your 220-hour minimum. End dates may vary depending on various office hours at your clinical site.

PROGRAM PHYSICAL AND MENTAL STANDARDS

The following minimal physical and mental requirements are necessary for successful progression through the Clinical Medical Assistant program:

- Ability to lift or move weights of up to 35% of recommended bodyweight (approx. 50 pounds).
- Motor ability necessary to ambulate independently in clients' rooms and in work areas.
- Visual acuity sufficient to observe and assess client behavior, prepare and to administer medications, and accurately read monitors and computer screens.
- Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
- The ability to speak, write, and comprehend the English language proficiently (safety issue).
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- For clinical placements, students must be 18 years of age or older per the Academy's liability insurance policy requirements.

Criminal background checks and drug screens are required at the affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment.

FEES

Registration Fee	$100.00 (non-refundable)
Books Fee	$355.00 (required textbooks are listed on the website)
Materials Fee	$405.00
Tuition	$8640.00
Lab Fee	$150.00
Technology Fee	$150.00

Additional Cost:

CPR Certification	$50.00
Student Liability Insurance	$45.00
Student ID Badge	$15.00
National Certification Exam x 3	$490.00

Total Program Cost	**$10,400.00**

The deadline to apply for Financial Aid is 2 weeks prior to each program's start date. The Academy cannot guarantee access to Financial Aid Resources after this deadline.

ADDITIONAL SUPPLIES

A current Medical Dictionary is strongly suggested for class and can be obtained from any bookstore for approximately $10. Students will need general school supplies such as: binders, notebook, paper, pens, pencils, erasers, and highlighters. Students are required to purchase a minimum of two pair of scrubs and enclosed shoes that must always be worn during clinicals. These are approximately $50.00 a pair and can be purchased at any uniform or retail store. Students are also required to purchase a stethoscope and blood pressure cuff by the second (2nd) week of class; these are approximately $45.00 for the kit. Uniforms will be worn six to ten (6-10) weeks after class begins. Students are encouraged to purchase any additional uniforms you may feel necessary for class/clinicals, (color based on clinical assignment).

CLINICAL MEDICAL ASSISTANT

DESCRIPTION
The Clinical Medical Assistant (CMA) is a member of the healthcare team, who works under the direct supervision of a Physician, Registered Nurse or Physician's Assistant. The CMA is prepared to work in a physician's office, primarily in the back office, actually assisting the doctor in taking vital signs, patient history, patients assessments, documenting the patients chief complaint, sterilizing, disinfecting, assisting with minor office surgery, patient education, medications, phoning in and/or transmitting prescriptions, performing EKG's, venipuncture's, collecting specimens for various laboratory tests, preparing the exam rooms and patients for examinations, performing emergency medical procedures, sterile dressing changes, making appointments, referring to proper community resources and disposing of biohazard waste properly. The CMA knows how to communicate with the patient, family members and all members of the healthcare team in a professional manner.

CLINICAL MEDICAL ASSISTANT COURSE CONTENT:

- CPR
- Basic Medical Office Administration
- Perform Taking of Patient History
- Assist with Physical Examinations
- Medical Documentation & Recording
- Electrocardiograms
- Nutrition
- Knowledge of CLIA and OSHA Guidelines
- Pediatric
- Sterilization and Disinfection
- Digestive Systems
- Integumentary Systems
- Prenatal Care
- Gynecology
- Pharmacology
- Reproductive Health
- Minor Office Surgery
- Medical Microbiology
- Prepare Patients & Examination Rooms
- Phlebotomy & Hematology
- Blood Chemistry & Serology
- Clinical Laboratory
- Perform Venipuncture's & Injections
- Catheterizations
- Patient Education
- Infection Control & Universal Precautions
- Medical Vocabulary
- Medical Terminology
- Abbreviations & Symbols
- Intro Anatomy & Physiology
- Radiology
- Urinalysis
- Prescription Writing
- Emergency Medical Procedures
- Knowledge of Medications & Drug Calculations
- Effective communication with patient, family and other members of the healthcare team

LENGTH OF PROGRAM
The Clinical Medical Assistant Program is a total of 529 contact hours consisting of 309 classroom hours and 220 hours of clinical. This breaks down to approximately 9 weeks of academics for day classes and 16 weeks for evening classes. Classroom hours are 9:00am-3:30pm Monday through Friday for Day Classes. Evening Classes meet Monday through Thursday 6:00pm-10:00pm. Clinical hours will vary according to the clinical area assigned. Clinicals usually take 6-8 weeks for most rotations or until you reach your 220-hour minimum. Total course time for the CMA day class is about 16 weeks and for CMA evening classes total length is about 25 weeks (end dates vary depending on various office hours at your clinical placement).

PROGRAM PHYSICAL AND MENTAL STANDARDS
The following minimal physical and mental requirements are necessary for successful progression through the Clinical Medical Assistant program:

- Ability to lift or move weights of up to 35% of recommended bodyweight (approx. 50 pounds).
- Motor ability necessary to ambulate independently in clients' rooms and in work areas.
- Visual acuity sufficient to observe and assess client behavior, prepare and to administer medications, and accurately read monitors and computer screens.
- Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
- The ability to speak, write, and comprehend the English language proficiently (safety issue).
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- For clinical placements, students must be 18 years of age or older per the Academy's liability insurance policy requirements.

Criminal background checks and drug screens are required at the affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment.

FEES

Registration Fee	$100.00 (non-refundable)
Books Fee	$140.00 (required textbooks are listed on the website)
Materials Fee	$185.00
Tuition	$5025.00
Lab Fee	$150.00

Additional Cost:

CPR Certification	$50.00
Student Liability Insurance	$45.00
Student ID Badge	$15.00
National Certification Exam	$190.00

Total Program Cost	**$5,900.00**

The deadline to apply for Financial Aid is 2 weeks prior to each program's start date. The Academy cannot guarantee access to Financial Aid Resources after this deadline.

ADDITIONAL SUPPLIES
A current Medical Dictionary is strongly suggested for class and can be obtained from any bookstore for approximately $10. Students will need general school supplies such as: binders, notebook, paper, pens, pencils, erasers, and highlighters. Students are required to purchase a minimum of two pair of scrubs that must always be worn during clinicals and enclosed shoes (color based on clinical assignment). These are approximately $50.00 a pair and can be purchased at any uniform or retail store. Students are also required to purchase a stethoscope and blood pressure cuff by the second (2nd) week of class; these are approximately $45.00 for the kit. A student name badge is part of student uniform and is required for clinicals. Uniforms will be worn four to ten (4-10) weeks after class begins. Students are encouraged to purchase any additional uniforms you may feel necessary for class/clinicals. Liability insurance is required for each student before student is placed in clinicals. The student may also incur expenses related to specific agency requirements for immunizations, TB skin test (x-rays if required), respiratory fit test, background checks, and drug screens. At completion of course (including ALL clinical hours), students will take the national certification exam for Certified Clinical Medical Assistant (CCMA).

PROFESSIONAL CODER PLUS

DESCRIPTION
The Professional Coder PLUS (PC+) program is offered in partnership with the American Academy of Professional Coders (AAPC). Because the CPC is the premier certification required by employers, we chose to seek the approval of AAPC as a licensed educational facility to offer the PC course. AAPC approval was received in February 2018. Licensed instructors teach our PC course and graduates are eligible to take the CPC certification exam. The AAPC curriculum and educational resources are used to teach the program.

This in-depth course thoroughly prepares individuals for a career in medical coding. This program prepares students to code patients' medical records correctly and to optimize reimbursement for a full range of medical services. Upon completion of this program, the student is eligible to take the Certified Professional Coder (CPC) exam offered by the American Association of Professional Coders (AAPC). The Certified Professional Coder (CPC) is the gold standard for medical coding in the physician office and hospital settings. PC exam preparation is also a major benefit of taking this program. According to the U.S. Bureau of Labor Statistics, jobs for certified medical coders will increase 22 percent through the year 2022. Prepare yourself to meet the industry demand by becoming a Certified Professional Coder and increase your chances of being hired in a competitive job market. The Professional Coder Plus (PC+) program includes medical terminology, human anatomy and physiology and an extensive understanding of the electronic health record, all of which serve as the foundation for proficient coding practices. Students are introduced to several techniques for identifying and applying the correct codes in today's standard coding systems. The Professional Coder Plus program utilizes lecture, textbooks, coding books, power points, computer programs, online coding exercises through AAPC, and hands-on demonstration in order to become skilled as a coder in any medical setting. The CPC exam preparation is also a major benefit of taking this program.

Upon completion of this program, the student will be able to: Properly audit patient records for compliance; Accurately abstract clinical information for reports; Comply with all HIPAA requirements; Identify the purpose of CPT, ICD-10-CM code set, and HCPCS Level II code books; Understand and apply the official ICD-10-CM coding guidelines; Apply coding conventions when assigning diagnosis and procedure codes; Identify the information in appendices of the CPT manual; Explain the determination of the levels of E/M services; Code a wide variety of patient services using the key coding books; List the major features of HCPCS Level II Codes; and Provide practical application of coding operative reports and evaluation and management services.

Objectives include but are not limited to: Review and assign accurate medical codes for diagnoses, procedures, and services performed by physicians and other qualified healthcare providers in the office or facility setting (e.g., inpatient hospital); Appropriately identify a wide range of services, including evaluation and management practices, anesthesia, surgical coding, radiology, pathology, and medicine. Learn proper adherence to documentation guidelines. Understand how to integrate medical coding and payment policy changes into a practice's reimbursement processes. Develop a sound knowledge of medical coding guidelines and regulations including compliance and reimbursement, medical necessity processes, properly work claim denials, bundling issues, and charge capture.

Professional Coder PLUS Course Content:

- The Business of Medicine
- Review of Anatomy
- Overview of ICD-10-CM
- Applying the ICD-10-CM Guidelines
- Accurate ICD-10-CM coding
- Introduction to CPT-4
- HCPCS Level II
- Modifiers
- Integumentary System
- Musculoskeletal System
- Respiratory System
- Cardiovascular System
- Hemic & Lymphatic Systems
- Mediastinum
- Diaphragm
- Digestive System
- Urinary System
- Male Genital System
- Female Reproductive System
- Maternity Care & Delivery
- Endocrine System
- Nervous System
- Special Senses (Ocular and Auditory)
- Anesthesia
- Radiology
- Pathology & Laboratory
- Evaluation & Management Services
- Medicine

FEES

Registration Fee	$100.00 (non-refundable)
Books Fee	$570.00 (required textbooks are listed on the website)
Materials Fee	$395.00
Tuition	$7600.00
Technology Fee	$450.00
Student ID Badge	$15.00

Additional Cost:

AAPC Membership	$145.00
AAPC Student Online Portal	$400.00
CPC Study Guide & Practice Exam	$100.00
CPC Exam (2 attempts)	$475.00
EHRS National Certification Exam	$150.00

Total Program Cost	**$10,400.00**

The deadline to apply for Financial Aid is 2 weeks prior to each program's start date. The Academy cannot guarantee access to Financial Aid Resources after this deadline.

LENGTH OF PROGRAM

The Professional Coder PLUS Program is a 612-contact hour course for both the day and night classes. Total class time is 20 weeks for day classes and 39 weeks for night classes. Day classes are available Monday-Friday 9:00 a.m.-3:30 p.m. and night classes may be available Monday-Thursday 6:00 p.m.-10:00 p.m. Clinicals are not required for this course.

PHLEBOTOMY TECHNICIAN

DESCRIPTION
A Phlebotomy Technician is a member of the healthcare team who is skilled in various techniques of obtaining, labeling, sorting, preparing, and transporting blood samples from patients. The phlebotomy technician course includes but is not limited to, theory and practical training in obtaining adequate and correct blood specimens by capillary or venipuncture samples from patients: Observing safety precautions as mandated by the *Clinical Laboratory Improvement Amendments and Occupational Safety and Health Administration* is also taught. The phlebotomy student is taught patient rights and how to honor these rights, infection control, universal precautions, delivery and centrifuging, preparation trays for entry level work in the clinical laboratory as well taking patient vital signs. Phlebotomy Technicians are considered an asset to the health care industry.

PHLEBOTOMY COURSE CONTENT:

- Patient identification
- Safety & Infection Control
- Basic Anatomy & Physiology
- Selecting proper veins & tubes
- Order of blood draws
- Centrifuging
- Compiling preparation trays
- Legal Issues in Phlebotomy
- All aspects of venipuncture's
- Proper cleansing of venipuncture site
- Proper labeling, transport, and delivery
- Proper infection control & sanitary procedures
- Proper universal precautions procedures
- Proper disposal of biohazard waste materials
- Knowledge of CLIA and OSHA guidelines
- Obtaining vital signs
- Knowledge and use of medical terminology, abbreviations and symbols
- Effectively communicating with patients, families and other health care team members

LENGTH OF PROGRAM
Our Phlebotomy Technician course is a total of 60 contact hours which includes campus lab. We offer day and evening classes which are held Monday-Thursday 9am-12pm for day classes and Monday through Thursday 6:00 pm to 9:00 pm for evening classes for 5 weeks. Clinicals are an OPTIONAL part of the course and will occur after the academic portion of the course is complete. Clinicals are the student's opportunity to be placed outside of our facility in a clinical setting of the school's choice until 100 successful venipunctures are completed. The clinical opportunity is offered to aid in the student's marketability for job opportunities and has no additional fees. If a student chooses to do clinicals, the overall length of the course will be increased. Students may choose to forgo the clinical opportunity.

PROGRAM PHYSICAL AND MENTAL STANDARDS
The following minimal physical and mental requirements are necessary for successful progression through the Phlebotomy Technician program:

- Ability to lift or move weights of up to 35% of recommended bodyweight (approx. 50 pounds).
- Motor ability necessary to ambulate independently in clients' rooms and in work areas.
- Possess fine motor skills to sufficiently perform duties of a phlebotomy technician.
- Visual acuity sufficient to observe and assess client behavior and accurately read monitors and computer screens.
- Auditory acuity sufficient to hear instructions and requests.
- The ability to speak, write, and comprehend the English language proficiently (safety issue).
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- For clinical placements, students must be 18 years of age or older per the Academy's liability insurance policy requirements.

Criminal background checks and drug screens are required at the affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment.

FEES

Registration Fee	$100.00 (non-refundable)
Book Fee	$70.00 (required textbooks are listed on the website)
Materials Fee	$295.00
Tuition	$1275.00
Lab Fee	$150.00

Additional Cost:

Student Liability Insurance	$45.00
Student ID Badge	$15.00
National Certification Exam	$150.00

Total Program Cost	**$2,100.00**

The deadline to apply for Financial Aid is 2 weeks prior to each program's start date. The Academy cannot guarantee access to Financial Aid Resources after this deadline.

ADDITIONAL SUPPLIES
Students will need general school supplies such as: binders, notebook, paper, pens, pencils, and highlighters. Students must wear scrubs starting the 2nd week of class. Students may wear various colors/designs to class. If a student chooses to take clinicals they will be required to purchase uniforms for clinicals and enclosed shoes (color based on clinical assignment). Uniforms may be purchased at any uniform or retail shop.

NURSING ASSISTANT

DESCRIPTION
This program prepares students to work as Nursing Assistants (NAs) in hospitals, nursing homes, or residential care facilities. Through classroom lectures, campus labs, and clinical training, participants learn the skills required of NAs. Program completers will be eligible to take the State of Tennessee Certified Nursing Assistant exam.

COURSE OBJECTIVES
Upon completion of the program the student will be able to:

- Demonstrate professional communication skills including reporting and recording.
- Describe the functions of body systems appropriate to the CNA.
- Demonstrate safety/emergency procedures and infection control measures.
- Respect patients'/residents' rights and promote independence.
- Demonstrate proficiency in basic and personal care skills required of the CNA.
- Care for cognitively impaired patients/residents.
- Respond appropriately to mental health and social service needs of patients/residents.
- Perform basic restorative services for patients/residents as needed.

Students will receive supervised practical training and will be found proficient in the following areas prior to being allowed to participate in supervised clinical:

- Communication & Interpersonal skills
- Infection Control
- Safety and emergency procedures, including the Heimlich Maneuver
- Promoting Resident Independence
- Respecting Resident Rights
- Abuse and the Abuse Registry

LENGTH OF PROGRAM
The Nursing Assistant program is a total of 144 contact hours consisting of:

a. Classroom – 72 contact hours
b. Campus lab – 48 contact hours
c. Supervised Clinical - 24 contact hours

Day classes will be held from 9 am – 3 pm four (4) days per week (Monday – Thursday). The day program will take approximately 6 weeks to complete. Week 1 will be spent in class (24 contact hours). Weeks 2-5 will be a combination of class (12 contact hours per week) and campus lab time (6 contact hours per week) plus supervised clinicals (6 contact hours per week). Week 6 will be spent in campus lab (24 contact hours).

Evening classes will be held from 6 pm – 10pm four (4) days per week (Monday – Thursday). The evening program will take approximately 9 weeks to complete. Weeks 1-2 will be spent in class (32 contact hours). Weeks 3-8 will be a combination of class (approximately 7 contact hours per week) and campus lab time (approximately 5 contact hours per week) plus supervised clinicals (4 contact hours per week). Week 9 will be spent in campus lab (16 contact hours).

PROGRAM PHYSICAL AND MENTAL STANDARDS
The following minimal physical and mental requirements are necessary for successful progression through the Nursing Assistant program:

- Ability to lift or move weights of up to 35% of recommended bodyweight (approx. 50 pounds).
- Motor ability necessary to ambulate independently in clients' rooms and in work areas.
- Visual acuity sufficient to observe and assess client behavior, prepare and to administer medications, and accurately read monitors and computer screens.
- Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
- The ability to speak, write, and comprehend the English language proficiently (safety issue).
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- For clinical placements, students must be 18 years of age or older per the Academy's liability insurance policy requirements.

Criminal background checks and drug screens are required at the affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment.

FEES

Registration Fee	$100.00 (non-refundable)
Books Fee	$90.00 (required textbooks are listed on the website)
Materials Fee	$150.00
Tuition	$1350.00
Lab Fee	$150.00

Additional Cost:

CPR Certification	$50.00
Student Liability Insurance	$45.00
Student ID Badge	$15.00
State Board Exam	$150.00 (additional fees may apply)

Total Program Cost **$2,100.00**

The deadline to apply for Financial Aid is 2 weeks prior to each program's start date. The Academy cannot guarantee access to Financial Aid Resources after this deadline.

ADDITIONAL SUPPLIES
A current Medical Dictionary is strongly suggested for class and can be obtained from any bookstore for approximately $10. Students will need general school supplies such as: binders, notebook, paper, pens, pencils, erasers, and highlighters. Students are required to purchase a minimum of two pair of scrubs that must always be worn during clinicals and enclosed shoes (color based on clinical assignment). These are approximately $50.00 a pair and can be purchased at any uniform or retail store. A student name badge is part of student uniform and is required for clinicals. Students are encouraged to purchase any additional uniforms you may feel necessary for class/clinicals. Liability insurance is required for each student before student is placed in clinicals. The student may also incur expenses related to specific agency requirements for immunizations, TB skin test (x-rays if required), respiratory fit test, background checks, and drug screens. At completion of course (including ALL clinical hours), students will take the State of Tennessee Board exam.