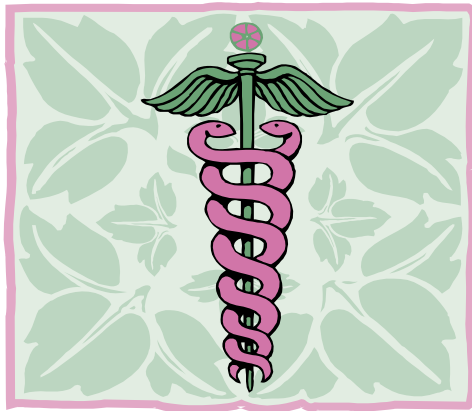


MEDICAL INSTITUTE OF PALM BEACH, INC.

**5821B Lake Worth Rd.
Greenacres, Fl 33463
Phone: (561) 964-5043
Fax: (561) 964-5685**



CATALOG Volume 03-2011

**Licensed by the Commission for Independent Education
Florida Department of Education**

**Additional information regarding this institution may be obtained by contacting
the Commission for Independent Education:**

**325 W. Gaines Street, Suite 1414
Tallahassee, Florida, 32399-0400**

Toll Free telephone number: 888-224-6684

Accredited by the Council on Occupational Education

7840 Roswell Rd. Building 300, Suite 325 Atlanta, Georgia 30350

Toll free telephone number: 800-917-2081

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INTRODUCTION

Mission Statement

Our mission is to fulfill the professional and educational needs of growth oriented individuals who are prepared to change their careers and lives for the better by offering programs in fields that offer high employment potential. A supportive staff and an innovative faculty are open to helping each student reach their goals. In a warm, friendly and professional setting, students realize their strengths in a team approach with staff and faculty. With the future in mind, the welfare of each student is continuously considered. A winning spirit promoting self-esteem and viable career alternatives is the goal of everyone with *Medical Institute of Palm Beach, Inc.*

Institutional Philosophy

The purpose of the school is to provide quality education to students seeking careers in medically related fields. In an effort to fulfill the needs of these professions for trained personnel and to provide meaningful careers to capable individuals, the school is constantly updating its curricula and recognizing its obligation to the students and the profession they serve.

History

Doug McVay founded Medical Institute of Palm Beach, Inc. at 802 S. Dixie Hwy, in Lake Worth, Florida in 2004. In March 2011 the Institute was relocated to 5821B Lake Worth Rd., Greenacres, FL 33463 to better serve our always increasing student population.

Licensure and Accreditation

The Commission for Independent Education (CIE), Florida Department of Education licenses Medical Institute of Palm Beach, Inc. We are accredited by the Council on Occupational Education (COE). Additional information regarding these institutions may be obtained by contacting the Commission or the Council at the addresses and telephone numbers located on the cover of this catalog.

Facilities

The school is easily accessible from the Turnpike. The Palm Tran buses run north-south and east-west with stops for all directions within 200 feet of the school. Ample parking is available outside the front and back of the school. The school has a reception area, a teacher's lounge, a student's lounge, medical laboratory, computer laboratory, classrooms

and a library. The classrooms are centrally heated and air conditioned; computer classrooms are equipped with computers that have Internet access. Instructional and textbook software packages are available to students for use in the computer labs for research and job searches. Vending machines with drinks and snacks are available to students.

MIPB provides reasonable accommodations for students with disabilities as required by the federal government. Handicap access is available to the building, all classrooms, student lounge and bathroom. Students requiring accommodations in the learning environment receive reasonable appropriate assistance as needed.

Hours of Operation

The school is open from 8:00 a.m. to 10 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday. Occasionally, classes are conducted on Saturdays.

Holidays

- Martin Luther King Jr. Day
- President's Day
- Spring Break
- Memorial Day
- Independence Day & Summer Break
- Labor Day
- Thanksgiving Break
- Christmas Holiday-Winter Break

ADMINISTRATIVE STAFF

Doug McVay	President
Charles Agro	Vice President
Mayda Zambrano	Campus Director
Minerva Spiro	Admissions Director
Jason Fernandez	Admissions Representative
Carlos Coloma	Education Director
Ana Williams	Financial Aid Director
Aura Parra	Placement/Extern Director
Lena Ramirez	Registrar
Naiby Perez	Student Services Coordinator

FACULTY

- **Carlos Coloma, Medical Doctor, Registered Medical Assistant**
Central University of Ecuador, Quito, Ecuador 1993
The American Registry of Medical Assistants # 222606, 2006
- **Nelson Diaz, Medical Doctor**
The Rector of the Higher Institute of Santa Clara, Cuba 1990
- **Alberto Garcia, Medical Doctor, Registered Medical Assistant**
The Rector of the Higher Institute of Santa Clara, Cuba 1989
The American Registry of Medical Assistants # 1136401, 2001
- **Eida Lopez, Medical Doctor, Registered Medical Assistant**
The Rector of the Higher Institute of Santa Clara, Cuba 1991
The American Registry of Medical Assistants # 983601
- **Robert Castro, Medical Doctor**
Central University del Este, Dominican Republic, 2001
USMLE 1, 2 # 06478226
- **Sonia Wilcox, Certified Medical Assistant**
Med Vance Institute, Florida 2006
The American Registry of Medical Assistants # 584501
- **Mikelder Kersey, Medical Doctor**
Universite Notre Dame D'Haiti, Haiti
- **Eduardo Guadalupe, Medical Doctor, Medical Assistant**
Universidad de Guayaquil, Guayaquil, Ecuador
Med Vance Institute, Florida

ADMISSIONS INFORMATION

Procedure and Requirements

An admissions representative will discuss the programs of study, including the applicant's individual motivation and potential, for success in training and subsequent employment. Each student will be assigned an admissions representative to aid the student during his or her professional and educational experience.

1. Prospective student must be at least 17 years old (prior to beginning classes).
2. Evidence of high school graduation transcript must be authentic and accompanied by a certified translation in English, if necessary.
3. Authenticated transcripts from other colleges or universities attended. The transcript must contain the following: subjects studied, dates attended, grades awarded and next level promotion.

Applicants for admission for the Medical Assistant program must have a high school diploma, GED documentation or must pass the Wonderlic Basic Skills Test with a score of 10th grade level or above. The Director of Education monitors the progress of all Ability-to-Benefit students. These students are evaluated on a continual basis.

Applicants for admission for the Home Health Aide program must have a high school diploma, GED documentation or must take and pass the Wonderlic Scholastic Level Exam.

Prospective students must complete an application for enrollment, which is reviewed by the Admissions Department. Applicants are notified whether they have been accepted prior to the start date of the program and must sign an enrollment agreement with the school. All students are required to submit their social security number for identification purposes.

Students are expected to maintain the standards of the school in academic, professional and personal achievement.

Orientation will be conducted prior to the start of the class. A school catalog is given to each student and reviewed with them.

The school does not discriminate regarding age, race, sexual preference, gender, color, creed, religion, veteran status, or national or ethnic origin in the acceptance and admission of students.

Transfer of Course Work

Transferring Credits to Medical Institute of Palm Beach, Inc.

Credit for previous training will be evaluated by Medical Institute of Palm Beach, Inc. upon receipt of official transcripts from an accredited institution. If the transcripts are not in English, then they must be translated by an approved credentialing agency. Transferred credits will only be accepted for courses that match the content to a course offered in the student's program. The course must be completed with a minimum grade of C to be awarded as credit. Students will receive a grade of "TRA" for courses with transferred credits. The fee to review transcripts will be a one time charge of \$150. The number of transferred credits will be determined by Medical Institute of Palm Beach, Inc., and any adjustments necessary to the student's record will be made. A combination of transferred credits from another institution cannot exceed 50% of a program's total number of credits. Transfer of credits have no effect on GPA or completion percentage.

Transferring Credits from Medical Institute of Palm Beach, Inc.

Medical Institute of Palm Beach, Inc does not formally represent that our credits are transferable to other institutions of higher education. The transferability of credits is at the sole decision of the school, college or university to which the student intends to transfer or apply.

FINANCIAL INFORMATION

Tuition

Tuition charges for each program are outlined in the program section of this catalog. The tuition price includes uniforms & books. The school will arrange tuition payments for students receiving financial aid or grants with applicable agencies. Medical Institute of Palm Beach, Inc. charges a registration fee of \$50 for all of our programs; this fee is due at the time the Enrollment Agreement is signed.

Medical Institute of Palm Beach, Inc is an eligible institution approved by the United States Department of Education for participation in the following Title IV programs:

- Federal FFELP/Direct Stafford Loans (Subsidized and Unsubsidized)
- Federal FFELP/Direct PLUS Loan
- Federal Pell Grant Program
- Students must meet requirements of satisfactory progress to maintain eligibility for Financial Assistance/Title IV Programs

Cancellations

When a student enrolls in a program of study, he/she has reserved a place that cannot be made available to other students. Once the Enrollment Agreement is signed by a school official it constitutes a contract.

If the school does not accept the agreement, all monies will be refunded. A student has the right to cancel the Enrollment Agreement at any time. Cancellation will occur when the student provides a written notice of cancellation to the school. The notice may be delivered to the school by certified mail, hand delivery, electronic mail or by fax. The notice of cancellation, if sent by mail, becomes effective once properly posted. The written notice does not need to take any particular form and, however expressed, is effective if it states that the student no longer wishes to be bound by the Enrollment Agreement. A student will not be penalized if he/she fails to cancel his/her enrollment in writing. If the student is under 18 years of age, a letter must accompany notification from the parent or guardian consenting to the withdrawal.

If a student cancels within three (3) business days of executing the Enrollment Agreement, even if the instruction has begun, all monies paid, including the application/registration fee, will be refunded. If a student cancels more than three (3) days after executing the Enrollment Agreement and before the start of classes, the school will retain the application/registration fees and refunds any other monies. A student who

has not visited the school prior to enrollment may withdraw without penalty within three (3) days following either the regularly scheduled orientation or a tour of the school.

Medical Institute of Palm Beach, Inc, reserves the right to discontinue the enrollment of any student whose academic performance, attendance, or conduct is, for any reason, unsatisfactory. The school reserves the right to cancel the Enrollment Agreement in cases where the prospective student has intentionally provided fraudulent information during the enrollment process.

Refunds

Medical Institute of Palm Beach, Inc participates in the United States Department of Education student aid programs and is required to comply with the Higher Education Amendments of 2005. The legislation requires the school to offer a refund policy that provides the most beneficial refund to the students. A refund is the difference between the amount the student paid to the school (including financial aid) and the amount the student can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following:

- The Federal Calculation as defined by the Higher Education Amendments of 2005.
- If the school is permanently closed and no longer offering instruction after a student has enrolled.
- If a program is cancelled subsequent to a student's enrollment, the school shall, at its option:
 - Provide a full refund of the monies paid; or
 - Provide a completion of the program.

Note: Students receiving assistance from the Federal Title IV Programs may be subject to a special refund or Return to Title IV requirements as of 10/07/2000 per Federal regulations. Federal regulations require the return to Title IV funds in the following order, if applicable: Unsubsidized Stafford loans, Plus loans, Subsidized Stafford loans and Pell grants.

Return to Title IV Calculations

A Return to Title IV Calculation, as required by Federal regulations, will be used to determine how much Title IV aid has been earned by the student and how much the institution and/or student/parent must return to the Department of Education. Please see the Financial Aid Director for complete information.

Refund Policies

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (\$50 dollars).
4. Cancellation after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 60% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student for cash paying students and 45 days for Title IV Recipients.
8. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with the rules.

A student's enrollment will be terminated when (a) the student gives notification of his or her intent to withdraw, or (b) the student has eight (08) consecutive absences without establishing an approved leave of absence. The school will process and post refunds within thirty (30) days for cash paying students and forty-five (45) days for Title IV Recipients from the determination date (the date on which the school determined that the student's enrollment should be terminated). The student's withdrawal date (the date on which enrollment is deemed to have ended) will be the same as the determination date in those cases where the student gives notice but will be a different date when the student did not give notice as explained below.

A student wishing to withdraw must notify the Director of Education in writing. If the student received Title IV federal financial aid (loans and grants), any portion of that aid not **earned** as of the withdrawal date must be returned by the student and the institution. For the purpose of calculating what Title IV aid has been earned, the **withdrawal date** for students who provide notice of withdrawal will be the date on which such notice was given and the withdrawal date for students who stop attending without notice will be their last day of attendance. The percentage or portion of aid that a student earned as of

withdrawal if based on the hours scheduled divided by the total number of hours in the payment period. Unearned Title IV aid must be returned by the institution or the student, in case of aid exceeding institutional charges that was given directly to the student.

Student Withdraws 60% through the Program

When a student withdraws after having been in attendance for over 60% of the payment period, then she/he is treated under the Federal financial aid regulations as having earned all of the Federal financial aid awarded for that payment period, and there is no obligation to return any of the aid. The school will still complete a return calculation.

Refund of Personal Funds

If a student uses personal funds to pay some or all of the Institution's charges for a term, whether a refund is due will be determined under the same policy outlined above and, if a refund is due, it will be paid to the student within thirty (30) days of the date on which the Institution determined that the student's enrollment should be terminated.

Student Fails to Return from an Approved Leave of Absence

If a student fails to return from an approved leave of absence (LOA), then within four days from the scheduled return date the Institution will determine that the student has withdrawn. Any refunds due will be made within thirty (30) days for cash paying students and forty-five (45) days for Title IV Recipients from the date of the determination that the student had withdrawn. In the case of a prolonged illness or recovery from injuries sustained in an accident, death in the family or other circumstances that make it impractical for a student to complete the program, then the Institution will make a fair settlement with the student.

The Institution will provide the student with a copy of all documentation related to the calculation of any returned Title IV and any other refunds and the payment of such returns and refunds.

RULES AND REGULATIONS

Knowledge of Rules and Regulations

It is the student's responsibility to understand all rules and regulations that the school may make known to the student body. The school reserves the right to make changes in any area of the school to include, but not limited to curriculum, faculty, location, equipment, rules and regulations. Any change will take effect 30 days after it is circulated or posted.

Standards of Conduct/Professional Behavior Policy

Students are expected to adhere to the standards of conduct both in the classroom and at the clinical site.

1. The Director of Education, with the approval of the Campus Director, reserves the right to dismiss a student from the program at any time for behavior that is deemed unethical or unprofessional.
2. Unethical or unprofessional behavior may include any of the following:
 - a. Noncompliance with the civil law at the local, state or federal levels.
 - b. Smoking inside the school premises.
 - c. Eating or drinking in the OSHA regulated laboratories, patient care facilities or classrooms.
 - d. Noncompliance with the dress code.
 - e. Verbal or physical abuse towards peers, faculty, administrative and/or support staff.
 - f. Falsification of documents.
 - g. Major violations contrary to principles of academic honesty.
 - h. Destruction of school property.
 - i. Harassing, stalking, threatening, abusing, insulting or humiliating any student, instructor, administrator or support staff personnel.
 - j. Demonstrated demeaning written or oral comments of an ethnic, sexist, or racist nature.
 - k. Unwanted sexual advances or intimidation.
 - l. Carrying or concealing firearms or any unlawful weapon.
 - m. Use or being under the influence of alcoholic or illegal drugs within the school premises or in any affiliating agency.
 - n. Disruptive classroom behavior and persistent violation of school rules and regulations.
 - o. Other violations deemed unethical or unprofessional by the faculty and administration.
 - p. Firearms, drugs, alcoholic beverages and weapons are strictly prohibited.

- q. Students are prohibited from playing games of chance, using offensive language, making unnecessary noise or behaving in an unprofessional manner.
 - r. Children are not allowed in the classrooms.
3. Violation of these rules will subject the student to reprimand, probation, suspension, and/or outright dismissal. The school reserves the right to assess all penalties.
 4. The student in question has the right to appeal the decision following the grievance protocol.
 5. A student who has been dismissed for violating this policy may not apply for readmission.

Dress Policy

Students must dress in attire appropriate to the work and school environment. The following rules are in effect whenever students are in uniform and in the clinical area:

1. Students must wear the required uniform specific to the program, with the Medical Institute of Palm Beach, Inc. logo, and white (closed toe) or professional shoes and white socks.
2. Hair must be off the shoulders and arranged in a neat manner. No head covering, unless required for religious purposes, is permitted.
3. The following jewelry is permitted: wedding bands, wristwatches with a second hand; one pair of post earrings. Necklaces with religious articles are allowed provided that the chains and pendants are small and inconspicuous. No other jewelry is allowed.
4. Nails must be cut short and well trimmed. No wraps, designs or colored nail polish may be worn.
5. Light make-up may be worn.
6. The School ID must be visibly worn at all times.
7. Professional attire must be worn when students are engaged in activities representing the School.
8. Male students must be clean-shaven and maintain their beards and mustaches in a professional manner.
9. Shorts, jeans, t-shirts and hats may not be worn in the classrooms.

Drug and Alcohol Free Policy

Medical Institute of Palm Beach, Inc. offers a drug and alcohol free environment. This Drug and Alcohol Policy applies to enrolled students. The unlawful possession, use and/or distribution of illicit drugs and alcohol are strictly prohibited. This applies to every student on school property or participating in school activity. Students who require prescription drugs that may impair their schoolwork should inform the school or the instructor for proper documentation.

School Property

Under no circumstances is any software belonging to Medical Institute of Palm Beach, Inc. to be removed from the premises for any reason. Software purchased by the school is to be used within the classroom and for the library.

All computers are the property of the school. Students attending classes are afforded the use of the computers during class and laboratory hours. Any student caught configuring any computer belonging to the school will be subject to immediate disciplinary action.

Internet access is permitted for job searches and class-related activities only. Any student accessing any site that is not within the scope of job search or their course of study will be subject to disciplinary action.

Laboratory equipment is “technique” equipment and is not to be utilized for diagnostic medical procedures.

Attendance Policy

Daily attendance is mandatory. Students must attend at least 80% of the module hours. Attendance rates for all students shall be calculated at the end of each module. Students who exceed 20% absences in any module may be dropped from the course and will receive a grade of “F”. The module must be repeated. Missing a class detracts from the student’s learning experience, and many employers, in deciding whether to hire a graduate, consider his or her attendance record as an indication of the person’s reliability and commitment. Where there are extenuating circumstances (illness or injury, medical/surgical condition, death in the immediate family, jury duty, etc.) an absence(s) may be excused, provided that proper documentation is presented to the Director of Education immediately upon the student’s return to class. A student must plan with the faculty for make-up of missed time and work, which will be done after class hours or during tutoring days, and that plan must be approved by the Director of Education. If there are extenuating circumstances that will prevent a student from attending school for an extended time period (e.g., hospitalization and recovery from a serious accident or illness), the student should apply for a leave of absence under the institution’s published leave of absence policy.

A student’s enrollment will be terminated when the institution identifies that the student has been out of school for 8 consecutive days without establishing an approved leave of absence under the institution’s published leave of absence policy.

As a general rule, any student whose enrollment has been terminated for violating the institution’s attendance policy will not be allowed to reapply for readmission to the institution. Students terminated for the violation of attendance policy that are deemed

eligible by the Director of Education may apply for readmission. For those who qualify for readmission there is a fee of \$100 and a letter to reapply should be written to the Director of Education for approval.

A student whose enrollment has been terminated for violation of the institution's attendance policy, like a student who withdraws or who is terminated by the institution for other reasons, may be entitled to a refund, or, alternatively, may have obligations to return unearned Title IV federal financial aid to the federal government and to pay remaining tuition due to the institution. If the student borrowed money under a federal student loan or a private loan, the student will be obligated to repay that money in accordance with the terms of the loan. Please refer to the institution's published refund policy and return of Title IV aid policy for further information concerning these obligations.

Tardiness

Punctuality is mandatory at Medical Institute of Palm Beach, Inc. Students are expected to be on time for each class and remain in class for the scheduled time. A student will be considered tardy 15 minutes after the start of his/her class. Tardiness is strictly monitored. Three (3) instances of tardiness are considered an absent day.

Pre-Externship Policy

School policy requires all new students to submit the following prior to attending the first class or clinical experience:

1. Extern checkout sheet duly signed by all of the departments.
2. Examination of physical health.
3. Extern class agreement signed and proper insurance document completed.

Students who do not provide evidence of the above requirements will not be allowed to attend clinical experience. This may jeopardize academic standing and progress in clinical courses.

Externship Related Injuries: Policy and Procedures

Whenever an illness or injury occurs at a clinical learning site, the student must immediately notify the clinical instructor so that appropriate procedures can be followed. The student shall be provided with emergency medical care at the clinical site, when necessary. If the facility does not cover necessary expenses, the student shall be responsible for the expenses incurred. It is therefore, strongly recommended that students carry their own health insurance to cover any illness or injury that may occur at the clinical site.

If a student is accidentally injured or exposed to a patient's body fluids, the patient with whom the student had contact with may have to be tested to assess risk to the student. This might include testing of the patient for Hepatitis, HIV, or other infectious diseases. In situations where the clinical facility does not cover the cost of these tests, the student will be held responsible for these expenses.

It is responsibility of the clinical instructor to notify the Program Director, the Campus Director and the President of the details of the injury or exposure.

Leave of Absence

A student in circumstances which make it impossible for him/her to maintain adequate class attendance must submit a written request for a Leave of Absence to the Director of Education, which will be forwarded to Financial Aid Services and to the Registrar. At the discretion of the Director of Education, the student will be allowed to continue his/her coursework upon returning to school. Leaves of Absences will be granted for a maximum of 180 days. Requests for Leave of Absence of more than 180 days may be denied.

Only one leave of absence will be granted in a 12 month period. In extenuating circumstances (e.g. medical/surgical conditions, unforeseen family crisis, etc.) two Leaves of Absence can be granted within a 12 month period, provided that proper documentation is presented and that both leaves do not total more than 180 days. If a student fails to return from an approved Leave of Absence, then within four (4) days from the scheduled return date the institution will determine that the student has withdrawn, and the withdrawal date will be the expected return date of the Leave of Absence.

Withdrawal (official and unofficial)

Official: A student wishing to withdraw must notify the Director of Education in writing. The student's last date of attendance is used in determining his/her final grade. In addition, it is mandatory that the student arranges an appointment for an exit interview with the Financial Aid Advisor.

Unofficial: A student's enrollment will be terminated when the institution identifies that the student has been out of school for 14 consecutive days without establishing an approved leave of absence under the institution's published leave of absence policy. If we can not locate the student an exit interview package will be mailed to the student.

The Department of Education requires that all students receiving a Federal Perkins Loan, Subsidized/Unsubsidized Federal Stafford Loans (FFEL or Direct), be notified concerning their loans. The institution counsels each student regarding loan indebtedness. Each student has an Entrance and Exit Interview, regarding their loan obligations, to

ensure they understand the amount borrowed and their rights and responsibilities regarding repayment.

All students must report to the Financial Aid Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received, refunds that have been made and to provide the student with an estimated payment schedule. If the student is unable to meet with Financial Aid, an exit interview is mailed.

Grievance Procedure

The Medical Institute of Palm Beach, Inc. administration, faculty and staff maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of Medical Institute of Palm Beach, Inc. Information regarding the appropriate state and/or accrediting agency is made available on this cover.

The formal Medical Institute of Palm Beach, Inc. grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Director of Education to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the School Director. The School Director will evaluate the grievance and gather information. The student will be kept informed by the School Director as to the status of the grievance, as well as the resolution of the problem.
4. In cases where the grievance is not settled at the institutional level, the student may also contact the following Institutions:

Florida Department of Education, Commission on Independent Education

325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400

Toll free telephone number: 888-224-6684,

and/or

Council on Occupational Education

7840 Roswell Rd. Building 300, Suite 325 Atlanta, Georgia 30350

Toll free telephone number: 800-917-2081

*The grievance form to contact the Council on Occupational Education will be available at the School Director's office.

Termination

A student may be terminated from the school for failure to maintain satisfactory progress, violation of the attendance policy, improper conduct, or failure to satisfy financial obligations to the institution.

Indemnification

The student releases and holds harmless Medical Institute of Palm Beach, Inc., its employees, agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against or them by reason of bodily injury or property damage which may be suffered by the student from any cause while enrolled in school.

Disaster

In the event of labor disputes, natural disasters or calamities, Medical Institute of Palm Beach, Inc. reserves the right to suspend training at the site for a period not to exceed 90 days or to locate a suitable substitute site.

General Information

All students must keep classroom and laboratory areas clean. Classes will be dismissed only after the rooms have been inspected. Failure to cooperate with school rules and regulations will result in suspension or expulsion. Students may appeal expulsion within 72 hours to the Campus Director. In the absence of an appeal, the student shall be considered terminated.

Security

For security purposes, all students are required to wear a photo identification badge. The school issues this badge; which is included in the tuition costs. Lost badges must be replaced and paid for, the cost is \$10.00.

Disclosure Statement

The school reserves the right to teach subject areas in order, as it deems necessary, to add to or delete from certain courses, programs or areas of study as circumstances may require, and to make faculty changes. Changes in training curriculum shall not involve adding a course to currently enrolled students unless a new enrollment agreement is executed for an expanded program. Courses are not necessarily taught in the same order that they appear on the curriculum outline. The school reserves the right to change the program outline, start dates, tuition, or to cancel programs. Currently enrolled students will not be affected by tuition increases. All program cancellations shall be in accordance with the Department of Education and State of Florida rules and regulations.

ACADEMIC POLICIES

Orientation

New students must attend orientation on the first day of class. Students are introduced to the administrative staff and faculty. Students will be notified of all the rules and regulations of the school during orientation.

Definition of Clock Hours

A clock hour is a sixty (60) minute hour less a ten-minute break, or fifty (50) minutes of actual class instructional time.

Training Hours

Morning Schedule	Monday – Thursday 8:00 a.m. – 2:15 p.m.
Evening Schedule	Monday – Thursday 6:00 p.m. – 10:00 p.m.

Start dates to be announced according to enrollment and according to class completion dates. Each program has a specific start and end date. Starting dates are determined at the time of enrollment and are included as part of the Enrollment Agreement.

Start dates may be changed due to insufficient enrollment or may be canceled for lack of enrollment. Environmental disasters such as hurricanes or tropical storms, etc. may have an impact on starting dates or class resumption.

If a course or program is canceled, the applicant has the option to wait until a new class starts or may choose to wait for a new starting date or request a refund. All money an applicant has paid for that course or program will be fully refunded. Students that have received tools or books for a course or program will have that amount deducted from the refund.

Events that would cause the school to close will not affect the students hours when enrolled in a program. Program hours will be extended to allow the students to complete their chosen program in its entirety. This would not be considered a program cancellation and therefore refunds are not applicable. In the event the school should have to cease functioning as a viable business entity, all students attending any program or course will be given the opportunity to continue their training until they have successfully completed the course or program.

Average Classroom Size

The average classroom size is fifteen (15) to forty (40) students. A laboratory class is at fifteen (15) to twenty (20) students per laboratory instructor. The student teacher ratio can be less, depending on a particular laboratory class.

Examinations

Midterm and final examinations are required in each course and are scheduled for specified dates. A student with extraordinary circumstances is excused from the examinations provided that the excuse is properly documented and is granted by the Program Director or the Director of Education. Missed exams must be made up within a scheduled date set by the instructor.

Repeating a Course

A student must repeat a course in which a grade of “D” or “F” was received. A failed course will be rescheduled for the earliest possible module at the discretion of the Director of Education. Repeating a course will incur additional charges because tuition is based on the total number of instructional hours attempted. However, once they exceed 1.5 times the maximum time frame required for graduation they will be dropped from the program.

Certificates

Original copies of diplomas may also be obtained by submitting a written request to the school. A fee of \$10.00 is charged for each diploma or certificate. Please allow thirty (30) days for processing time.

Transcripts

All students are provided with a copy of their transcript upon graduation. Requests for students’ transcripts from federal or state agencies are honored free of charge. Additional transcripts are available upon request of a charge of \$5.00. A transcript is not issued to students who are financially indebted to Medical Institute of Palm Beach, Inc. Please allow ten (10) days for processing time.

Privacy Rights of Students

Medical Institute of Palm Beach, Inc. protects the privacy of student files in accordance with the Family Education Rights and Privacy Act of 1974 (otherwise known as the Buckley Amendment).

Medical Institute of Palm Beach, Inc. is committed to the protection of students' rights and privacy of information. In accordance with Public Law 93380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students access to their educational records, to challenge records they believe to be inaccurate, incomplete, or misleading and to limit the release of such information. Records will not be released without the written consent of the student. The parent(s) of a dependent student as defined in the title 26 U.S.C.S.S. 152 (Internal Revenue Code) has the right to inspect records, which are maintained by the school on behalf of the student.

Student Records

Student records are strictly confidential and maintained for a period of five (5) years except for students' records of academic progress which are permanently maintained by the Registrar's Office. They are kept in locked, fire-proof cabinets and restricted to authorized personnel only. Students may examine their academic records by scheduling an appointment with the Registrar.

Transfer of Classes at Medical Institute of Palm Beach, Inc.

Transfer from day to evening or from evening to day:

For the student who wishes to transfer from day class to evening class or from evening class to day class, the student confers with the current instructor. The student then makes a written request on the transfer request form and submits this to the Director of Education. The decision concerning transfer of the student is made at the discretion of the Director of Education.

Transfer from one program to another:

For the student who wishes to transfer from one program to another, the student confers with the instructors of both programs. The student then makes a written request on the Transfer Request Form and submits this to the Director of Education. The Director of Education confer(s) with the instructors involved. The decision concerning transfer of the student is made at the discretion of the Director of Education.

Grading System

A	Outstanding	93-100%
B	Above Average	85-92%
C	Satisfactory	77-84%
D	Below Average	70-76%
F	Unsatisfactory	Below 70%
W	Withdrawal	
I	Incomplete	
TRC	Transfer Credit	

Satisfactory Academic Progress

Students must show satisfactory academic progress, achieve minimum academic standards, progress at a satisfactory rate toward program completion, and complete the program of study within 150% of the scheduled length of the program.

Maximum Program Length (MPL)

A student in a program of study must successfully complete that program of study within 150% of the standard length of the program measured in modules or class hours.

Evaluation Points

A student's academic progress will be evaluated at the conclusion of each module up to the program's maximum program length (MPL):

At the end of each module students must achieve a minimum module completion rate of 67% and a GPA of 77%. Minimum module completion is calculated as a percentage by dividing the number of hours successfully completed by the total number of hours attempted.

$$\text{Course Completion \%} = \frac{\text{Hours Earned}}{\text{Hours Attempted}}$$

Successful completion is defined as earning a grade A, B, C, D, or F. Withdrawing, failing, or repeating a course will result in a reduced percentage of course completion.

Students who are in danger of failing to meet satisfactory academic progress standards will be placed on academic warning, or academic probation, as appropriate.

Academic Warning

Any student who receives a grade of "D" or "F" in any module will be placed on academic warning. A student placed on academic warning will be counseled in the hope that academic performance can be improved.

Academic Probation

Any student whose GPA falls below 77% or whose course completion percentage falls below 67% will be placed on academic probation. Academic probation will last for at least one module. Students may be removed from probation by raising their GPA and course completion percentage above the minimum levels described above. Students on academic probation are considered to be making satisfactory academic progress.

Academic Dismissal

- At any time after the completion of the fourth module, a student will be dismissed should his or her GPA fall below 77%.
- Students who have a GPA of less than 77% at the mid-point of the MPL or at the end of any subsequent module will be dismissed.
- Students who have successfully completed less than 67% of the modules attempted at the mid-point of the MPL or at the end of any subsequent module will be dismissed.

Mitigating Circumstances

The Education Director or Campus Director may waive satisfactory academic progress standards for mitigating circumstances outside the control of the student. The circumstance(s) must be documented, and the student must demonstrate that the circumstances had an adverse impact on the student's satisfactory academic progress in the program. No waivers for graduation requirements will be provided.

Appeals Process

A student who is subject to academic dismissal may appeal the decision to the Campus Director in writing. School officials must receive the appeal within five business days of the date the student is notified of the dismissal. All appeals will be responded to within ten business days of receipt by the school.

Make-Up Work

A student in circumstances affecting his/her ability to attend classes may request assigned make-up work from his/her instructor(s). Make-up work is a privilege and is granted only with the approval of the Director of Education. A student requesting make-up work must provide written documentation to support the reason for the absences (e.g., doctor's note, court appearance notice, jury duty notice, etc.). In addition to completing course assignments and additional work, the student must make up time at the school under the supervision of an instructor with the approval of the Director of Education. The student is responsible for arranging time with his/her instructor(s) to make up tests or examinations. Make-up work and missed examinations are scheduled outside regularly scheduled class time.

Graduation Requirements

The student will be awarded a certificate upon completion of all required subjects, with a cumulative average of 77% or better, and demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the school, placement interview and an exit interview. Students may participate in the graduation ceremony and will be eligible for placement assistance, providing all graduation requirements have been met. Graduation ceremonies will be held two times per year, March and September.

Professional and Credentialing Organizations

Students are encouraged to associate themselves with the professional and credentialing organizations in their respective career fields for the purpose of continuing education, licensing, certification, employment opportunities and awareness of industry trends.

- **Certified Medical Assistant** by the American Association of Medical Assistants [CMA/RMA].

[Membership in CMA/RMA is not a State Certification or licensure and may or may not enhance chances of employment.]

STUDENT SERVICES

Placement Services

The Student Services department helps graduates find employment in the field for which they have been trained. Students are required to register with the Director of Student's Services and Placement prior to the beginning of their final course. Interviews and pre-testing appointments are established for the student once the graduation requirements are met. Many employers and guest speakers visit the school to interview students for permanent and temporary employment. Although placement services are available to graduating students, Medical Institute of Palm Beach, Inc. does not guarantee placement. However, Medical Institute of Palm Beach, Inc. makes every effort to assist each graduate in obtaining gainful employment. All programs are designed to prepare graduates for entry-level positions.

Counseling

Students may be referred to counseling opportunities in the community by faculty or staff.

Library

A library of professional reference books is available for student use. The library is equipped with cubicles for private study, computers with Internet access, tables and chairs.

Tutoring

Available by appointment with instructor at no additional cost to the student.

Insurance

Each student is provided professional liability insurance at no extra charge, while on approved externships, practice and during classroom training exercise.

Student Lounge

Student Lounge is open for use during specified lunch and break periods. This is the only area where students may have food or beverages. Smoking is not permitted in the facility.

Public Telephone

Students have access to a telephone on the premises. Telephones within the offices are for school use only. Incoming calls for students will only be accepted in cases of emergency.

Medical Institute of Palm Beach, Inc offers the following programs:

Programs with Financial Aid for Those Who Qualify:

- Medical Assistant

Programs without Financial Aid Assistance:

- Home Health Aide

MEDICAL ASSISTANT DIPLOMA 800 Clock Hours

PROGRAM OBJECTIVE

The program is designed to prepare students for an entry-level position as a Medical Assistant in a private physician's office or clinic. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the Medical Assistant to include front and back office skills.

PROGRAM DESCRIPTION

The program focuses on a broad range of skills necessary for the medical office, which include: admissions, vital signs, assessment, preparing patients for physical examinations and/or treatment, performing lab work, operating diagnostic equipment and performing EKGs.

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
MA100	Medical Terminology	25
MA101	Medical Office Management	75
MA102	Anatomy & Physiology	100
MA103	Radiography	100
MA104	Clinical Procedures	100
MA105	Laboratory Procedures I	100
MA106	Laboratory Procedures II	100
MA107	Clinical Externship	200
Co- Requisite CPR-BLS100	Basic Life Support for the Health Care Provider	
	Totals	800

Entrance Requirements

High school diploma, GED documentation or take and pass the Wonderlic Basic Skills with a 10th grade level or above.

Tuition and Fees

Tuition	\$13,950.00
Registration	<u>50.00</u>
Total	\$14,000.00

HOME HEALTH AIDE PROGRAM

75 Clock Hours

PROGRAM OBJECTIVE

The program is designed for the entry-level Home Health Aide who will be employed by agencies to work in the patient's homes. The students will be trained to provide consistent quality care for patients in their home setting and returning them to pre-episodic level with disease limitations and to maximize rehabilitation level of function.

PROGRAM DESCRIPTION

The program will introduce the responsibilities of the Home Health Aide ethical and legal issues, communication, documentation, safety, OSHA, infectious diseases, restorative care, vital signs, nutrition, transfer techniques and issues of death and dying. The student will be introduced to the basics of anatomy and physiology, medical terminology as it relates to each body system.

COURSE #	PROGRAM BREAKDOWN BY COURSE	CLOCK HOURS
HHA 101	Introduction to Home Health Aide	40
HHA 102	Advanced Home Health Aide	30
CPR-BLS100	Basic Life Support for the Health Care Provider	5
	Total	75

Entrance Requirements

High school diploma, GED documentation or take and pass the Wonderlic Scholastic Level Exam

Tuition and Fees

Tuition	\$450.00
Registration	<u>50.00</u>
Total	\$500.00

COURSE NUMBERING SYSTEM

As per the guidelines required by the Florida Department of Education, each course has a number that does not change. The first two or three digits are Alpha, denoting the name of the program. The second portion of the number is numeric and is three digits in length. Courses at the entry level (no pre-requisites required) have numbers of a lower numeric value than classes requiring completion of pre-requisite courses.

For example:

MA100 Medical Assistant
 Medical Terminology

The above course must be completed before the student begins:

MA 101 Medical Assistant
 Medical Office Management

Explanation of course numbering system:

MA100, MA101, etc Medical Assistant courses
HHA 101, HHA102, etc Home Health Aide courses

COURSE DESCRIPTIONS

CPR-BLS100 Basic Life Support for the Health Care Provider: Clock Hrs 5

This course provides skills meeting certification requirements by the American Heart Association standards for the health care provider. It includes CPR certification. This course awards a pass/fail grade. There is no certification awarded for an F (fail) grade. This course does not count toward the GPA.

HHA101 Introduction to Home Health Aide: Credit Hrs: 2.3, Clock Hrs: 40

This course will introduce the responsibilities of the Home Health Aide, ethical and legal issues, communication and documentation, medical terminology, introduction to Anatomy and Physiology, basic patient care, ADLs, and Safety regulations. This course includes 4 hrs of HIV/AIDS/OSHA training.

HHA102 Advanced Home Health Aide: Credit Hrs: 1.7, Clock Hrs: 30

Pre-requisites: HHA101, Co-Requisite: CPR-BLS 100

This course continues with the care of a patient in the home including heat and cold applications. Restorative care, transfers and ambulating, body mechanics, ROM, Vital Signs, Death and Dying and concludes with Job Skills.

MA100 Medical Terminology: Credit Hrs: 1.7, Clock Hrs: 25

This course provides instruction on the basic structure of medical words, including prefixes, suffixes, roots and combining forms and plurals. Correct pronunciation, spelling and the definition of medical terms will be covered.

MA101 Medical Office Management: Credit Hrs: 4.1, Clock Hrs: 75

This course provides instruction in fundamentals of the operation and maintenance of a medical office. This instruction will include use of computerized software for medical office. Student will learn bookkeeping principles, perform procedural and diagnostic coding, document and maintain accounting and banking records. Medical ethic, legal concepts and liabilities, professionalism and communication skills will be covered.

MA102 Anatomy & Physiology: Credit Hrs: 6.7, Clock Hrs: 100

This course provides an introduction to the various systems of the body and principals of human physiology. The course will include the study of the skeletal, muscular, nervous, circulatory, lymphatic, digestive, respiratory, urinary, endocrine, and integumentary and reproductive systems.

MA103 Radiography: Credit Hrs: 6.0, Clock Hrs: 100

This course provides instruction in position of patients, film and the handling of x-ray equipment. Students will learn proper patient preparation, use of equipment, maintenance and film storage. The identification of safety hazards and relevant precautionary measures will be addressed.

MA104 Clinical Procedure: Credit Hrs: 5.3, Clock Hrs: 100

This course will provide skills and knowledge for the student to assist practitioner with various aspects of the clinical practice. This course initially includes 4 hrs of HIV/AIDS/OSHA training. These skills will include patient care, preparation for examination as well as procedures, treatments and diagnostic testing. Students will apply principles of aseptic technique, infection control, EKG's, equipment use, and care and routine maintenance. First aid and pharmacology appropriate to the module will be presented.

MA105 Lab Procedure I: Credit Hrs: 5.3, Clock Hrs 100

This course constitutes an introduction to clinical chemistry, equipment and basic laboratory diagnostic testing of urine and serum. The student will learn the chemical, physical and microscopic examination of urine through laboratory experience and lecture. The student will learn the proper collection technique of specimens for laboratory testing. Pharmacology appropriate to the module, including HIV/AIDS will be discussed.

MA106 Lab Procedure II: Credit Hrs: 5.3, Clock Hrs 100

This course introduces the student to the origin and morphology of blood cells. Normal and abnormal functions of the blood cells will be covered. The students will also receive instruction both in the laboratory and lecture to the proper collection, testing and significance of laboratory tests. Pharmacology appropriate to the module will be presented.

MA107 Externship: Credit Hrs 4.4:, Clock Hrs: 200

Pre-Requisites: completion of all courses in the MA program. This course includes an extern preparation course including a CPR course (5 hours) BLS 100 and the preparation of documentation required before beginning and official extern site and healthcare facility. This course is designed to simulate the working environment of a health care facility as closely as possible. The student will be placed in a physician's office, clinic, hospital or other suitable facility to practice and enhance their clinical and administrative skills. The student will be supervised by the physician or other qualified health-care practitioner and will experience various aspects of the medical facility.

ACADEMIC CALENDAR 2011
CLASS SCHEDULES
(Subject to Change)

All programs will adhere to this calendar:

DAYS

Module Start

January 12, 2011
February 10, 2011
March 21, 2011
April 18, 2011
May 16, 2011
June 14, 2010
July 19, 2011
August 16, 2011
September 19, 2011
October 17, 2011
November 14, 2011

Module End

February 9, 2011
March, 10, 2011
April 14, 2011
May 12, 2011
June 13, 2011
July 18, 2011
August 15, 2011
September 15, 2011
October 13, 2011
November 10, 2011
December 15, 2011

EVENINGS

Module Start

January 10, 2011
February 24, 2011
April 18, 2011
June 1, 2011
July 25, 2011
September 7, 2011
October 24, 2011
December 7, 2011

Module End

February 23, 2011
April 14, 2011
May 31, 2011
July 21, 2011
September 6, 2011
October 20, 2011
December 6, 2011
February 2, 2011