



GENESIS CAREER COLLEGE: NORTH ATLANTA CAMPUS

Branch Campus Supplement to School Catalog

Genesis Career College: North Atlanta Campus is a branch campus of Genesis Career College

Accredited by the Council on Occupational Education
Atlanta, GA.

Date of Publication: July 2016
Version 2016.1

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MISSION STATEMENT

At Genesis Career College, our mission is to attract qualified students, instruct them with quality education and training, and prepare them for career occupations in their respective fields.

We place “respect for the rights of the individual” at the forefront of our philosophy. We strive to provide a work environment which allows for the enhancement of our service to our employees, our students and our patrons.

INSTITUTIONAL OBJECTIVES

All campuses affiliated with Genesis Career College (GCC) are dedicated to educating quality students...graduates who are able to meet both the present and future demands of their respective industry. Each student admitted to GCC receives not only individualized instruction and exposure to technical skills and equipment, but also adequate opportunity for supervised work with the public. Each program offered by GCC is designed to provide a sound educational basis to maximize the employability of its graduates. Specifically, the objectives of all our instructional programs are as follows:

- To build a solid foundation of education and technical skills.
- To provide exposure to the role of the professionals, including opportunities for supervised practical “hands-on” work.
- To offer students an opportunity for exposure to modern equipment and techniques.
- To fulfill all State Board requirements, if applicable.

CAMPUS LOCATIONS

GENESIS CAREER COLLEGE – MAIN CAMPUS (GCC): The main campus of Genesis Career College (GCC) is located at 1505 Noah Court, Lebanon, Tennessee. The training programs offered at the main campus are Cosmetology, Nail Technician, Instructor Trainee, Medical Assistant, Pharmacy Technician, Dental Assistant, Medical Billing and Coding, and Health Information Administration . GCC has two branch campuses. The location of the branch campuses and the programs offered at each are listed below:

GENESIS CAREER COLLEGE: DALTON CAMPUS is located at 1315 Abutment Rd. Dalton, GA 30721. Cosmetology, Nail Technology, Cosmetology Instructor Trainee, Medical Assistant, Pharmacy Technician, Dental Assistant, Medical Billing and Coding, and Health Information Administration are offered at the Dalton campus.

GENESIS CAREER COLLEGE: NORTH ATLANTA CAMPUS is located at 11660 Alpharetta Highway Building 700 Suite 700 Roswell, GA 30076. This campus is currently in the application process to offer the Medical Assistant, Medical Billing and Coding, Pharmacy Technician, and Dental Assistant programs.

FACILITIES AND EQUIPMENT

The campuses of Genesis Career College (GCC) are spacious facilities that consist of a reception area, administrative offices, classrooms for theory and student laboratory, a media/resource room, and break rooms.

GCCNA houses a media/resource room supplied with books, DVDs, VHS videos, CDs, DVD/VHS/CD players and a TV. Students also have access to computers with internet access and printers. The media/resource room is open the same operating hours of the facility, which provides students access to this room before, during, and after classes are in session. In an effort to maintain a quality training program, GCCNA is constantly improving and updating its facilities to maintain the most modern and up to date campus possible.

GCCNA has classrooms equipped with whiteboards and projection equipment to aid students in learning theory applications and student laboratories that include a variety of equipment particular to the profession of training. The student laboratory in Medical Assisting includes an examination table, phlebotomy training arm, microscopes, autoclave, adult and infant scales, a variety of surgical instruments and supplies, syringes, and training manikins, and other equipment

and supplies appropriate for the program. In the Pharmacy Technician program, the student lab includes a retail pharmacy counter with cash register, computer and printer, files for patient and the inventory of supplies, along with shelving to house pill bottles and other supplies appropriate for the program. The Medical Billing and Coding program is administrative in nature (rather than clinical). The theory rooms serve as laboratories using hardware and software technologies to create a real world employment environment. The student laboratory in the Dental Assistant program includes an operatory chair, x-ray equipment, a dental vacuum, an air compressor, and other equipment and supplies appropriate for the program.

AUTHORIZATION STATEMENT AND LICENSES

Genesis Career College: North Atlanta Campus has applied for initial approval with the Georgia Nonpublic Postsecondary Education Commission.

ACCREDITATION

Genesis Career College is accredited, through its main campus Genesis Career College, by the Commission of the Council on Occupational Education (COE). The U.S. Department of Education lists COE as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and Subsequent Legislation.

ADMISSIONS REQUIREMENTS

- Students enrolling at GCCNA must be at least 17 years of age
- Proof of High School Education Completion: High School or GED transcript required
- Identification Picture
- Must be legally entitled to live and work in the United States

Upon compliance of the above, each applicant is required to visit the school and meet with the local campus Admissions Officer for a scheduled campus tour. Qualified applicants accepted to GCCNA will be placed in their programs based on a first come, first serve basis. High School transcript, GED, and proof of home school completion at a secondary level according to State regulations are acceptable forms of completion. Official transcripts must be received by the GCC Admissions Office within thirty (30) days of the start of classes. Only official transcripts will be accepted as proof of high school education completion.

STUDENT SCHEDULE

Students will be enrolled as full time and scheduled to attend 20 hours per week.

STUDENT APPEARANCE

As in many industries, Allied Health professionals demonstrate a recognizable appearance required for success. Appearance is important and required due to the nature of the job. Allied health professionals work in sterile environments to serve patient needs. To prepare our students for successful transition into one of these careers, the following requirements have been established for the appearance of students enrolled in one of the allied health training programs. Tattoos are required to be covered at all times while on campus, extern sites, and while wearing the GCC uniform. Students with facial piercings are required to remove all jewelry prior to entering GCC facilities.

ENROLLMENT DATES AND HOLIDAYS

Students are accepted for enrollment monthly on dates to be determined by the campus director depending on program enrollment. GCCNA recognizes New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day as holidays.

The school is open as scheduled unless weather conditions make driving hazardous or impossible. If the school is closed due to inclement weather conditions, local radio and TV stations will be advised and the announcement will be posted on the school's website. Students are advised to refer to these resources for updates on school closings.

PROGRAM OFFERINGS

MEDICAL ASSISTANT - the Medical Assistant Program is a 53 quarter credit hour program covering a period of 36 weeks.

PHARMACY TECHNICIAN – The Pharmacy Technician Program is a 54 quarter credit hour program covering a period of 36 weeks.

MEDICAL BILLING AND CODING – the Medical Billing and Coding Program is a 56 quarter credit hour program covering a period of 36 weeks.

DENTAL ASSISTANT – the Dental Assistant program is a 51 quarter credit hour program covering a period of 36 weeks.

MEDICAL ASSISTANT: 53 CREDIT HOURS

The Medical Assistant program provides training of both knowledge and skill development to prepare the student for entry level employment within the health care industry. The institution's approach to training is based on sound educational methods and teaching fundamentals.

MEDICAL ASSISTANT PROGRAM OBJECTIVES

1. Prepare student with tools to care for patients and support medical personnel
2. Perform medical tasks such as
 - a. Patient history
 - b. Take vital signs
 - c. Examination preparation
 - d. Assist in minor surgeries
 - e. Medicine administration
 - f. Basic laboratory procedures
3. Prepare student for front office management
4. Project professionalism, visual poise and proper appearance
5. Understand the basic knowledge and skills necessary for entry level health care employment
6. Understand the ethical conduct necessary for employment as a medical professional
7. Successfully accomplish a passing score on the examination for professional certification

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various digital textbooks will be used in conjunction with a Google Chromebook, Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides.

GRADING PROCEDURES: The program is divided into three terms divided by three sessions each. Preceding terms are considered prerequisites for the next term. Students must achieve a passing score of 70 or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each term. If the student did not satisfactorily complete the term according to the grading system a completion plan will be compiled for the student by the Program Director. The completion plan is intended to

provide guidance to the student on how to complete the term. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Laboratory work is evaluated on a regular basis. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

MEDICAL ASSISTANT CURRICULUM

Course Code	Course Name	Qtr Credit
BIO101	Anatomy and Physiology	4.0
BIO111	Medical Terminology	3.0
AHC100	Introduction to Health Occupations	2.0
AHC106	Law and Ethics	2.0
AHC120	Medical Office Procedures	7.0
AHC150	Emergency Medical Procedures	1.0
CMP115	Computers in the Medical Office	3.0
MAA202	Patient Preparation	5.0
MAA206	Administration of Medicine	6.0
MAA212	Clinical Laboratory Procedures	6.0
MAA215	Phlebotomy	4.0
MAA314	Diagnostic Procedures	6.0
AHC311	Professional Development	2.0
MAA350	Medical Assistant Externship	2.0
TOTAL	Quarter Credit Hours	53.0

PHARMACY TECHNICIAN: 54 CREDIT HOURS

The Pharmacy Technician program provides training of both knowledge and skill development to prepare the student for entry level employment within the Pharmaceutical industry. The institution's approach to training is based on sound educational methods and teaching fundamentals.

PHARMACY TECHNICIAN PROGRAM OBJECTIVES

1. Prepare student with tools to provide support for the licensed pharmacist
2. Perform pharmaceutical tasks such as
 - a. Provide medication and other health care products to patients
 - b. Receive written prescriptions or requests for medicine refills

- c. Prepare orders by retrieving, counting, pouring, weighing, measuring, and mixing medicines
- d. Maintain current inventories of prescription and over-the-counter medication
- 3. Maintain patient profiles
- 4. Project professionalism, visual poise, and proper appearance
- 5. Understand the basic knowledge and skills necessary for entry level health care employment
- 6. Understand the ethical conduct necessary for pharmaceutical employment
- 7. Successfully accomplish a passing score on the examination for professional certification.

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various digital textbooks will be used in conjunction with a Google Chromebook, Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides.

GRADING PROCEDURES: The program is divided into three terms divided by three sessions each. Preceding terms are considered prerequisites for the next term. Students must achieve a passing score of 70 or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each term. If the student did not satisfactorily complete the term according to the grading system a completion plan will be compiled for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- o Student attendance falls below the minimum requirements
- o Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Laboratory work is evaluated on a regular basis. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

PHARMACY TECHNICIAN CURRICULUM

Course Code	Course Name	Qtr. Credit
BIO101	Anatomy and Physiology	4.0
BIO111	Medical Terminology	3.0
AHC100	Introduction to Health Careers	2.0
AHC106	Law & Ethics	2.0
AHC120	Medical Office Procedures	7.0
AHC150	Emergency Medical Procedures	1.0
CMP115	Computers in the Medical Office	3.0
PHT214	Dispensing	5.0

PHT218	Brands and Generics	6.0
PHT222	Sterile Products & IV Preparation	6.0
PHT226	Drug Classifications	5.0
PHT302	Medication Preparation & Delivery	6.0
AHC311	Professional Development	2.0
PHT350	Pharmacy Tech Externship	2.0
TOTAL	Quarter Credit Hours	54.0

MEDICAL BILLING AND CODING: 56 CREDIT HOURS

The Medical Billing and Coding program provides training of both knowledge and skill development to prepare the student for entry level employment in Medical Billing and Coding. The institution's approach to training is based on sound educational methods and teaching fundamentals.

MEDICAL BILLING AND CODING PROGRAM OBJECTIVES

1. Prepare student with knowledge and skill to provide support for Billing and Coding functions of a medical facility
2. Perform tasks such as
 - a. Analyze medical records and assign the proper codes using a complex coding and classification system
 - b. Accurate coding of medical conditions, diagnosis, and procedures for determining reimbursement to the healthcare provider
 - c. Provide accurate information for research and statistical data
 - d. Use CPT (Common Procedural Terminology) and ICD-9 and ICD-10 (International Classification of Diseases, 9th and 10th editions) coding materials accurately and efficiently
 - e. Use software applications particular to medical billing and record systems used in medical practices
3. Project professionalism, visual poise, and proper appearance
4. Understand the basic knowledge and skills necessary for entry level health care employment
5. Understand the ethical conduct necessary for employment as a healthcare professional
6. Successfully accomplish a passing score on the examination for professional certification.

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various digital textbooks will be used in conjunction with a Google Chromebook, Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides.

GRADING PROCEDURES: The program is divided into three terms divided by three sessions each. Preceding terms are considered prerequisites for the next term. Students must achieve a passing score of 70 or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each term. If the student did not satisfactorily complete the term according to the grading system a completion plan will be compiled for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
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Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

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F	69-Below

MEDICAL BILLING AND CODING CURRICULUM

Course Code	Course Name	Qtr. Credit
BIO101	Anatomy and Physiology	4.0
BIO111	Medical Terminology	3.0
AHC100	Introduction to Health Careers	2.0
AHC106	Law & Ethics	2.0
AHC120	Medical Office Procedures	7.0
AHC150	Emergency Medical Procedures	1.0
AHC311	Professional Development	2.0
CMP115	Computers in the Medical Office	3.0
MBC240	Medical Billing & Coding-Pharmacy Coding	4.0
MBC241	Modifiers, Evaluation & Management	3.0
MBC242	Medicare & Medicaid	3.0
MBC243	Insurance Regulations	2.0
MBC244	Medical Billing & Coding-Surgery	4.0
MBC246	Medical Billing & Coding-Specialty Areas	4.0
MBC247	Collections	2.0
MBC248	Medical Billing & Coding-Physician Practice	5.0
MBC249	Medical Billing & Coding-Hospital	5.0
TOTAL	Quarter Credit Hours	56.0

DENTAL ASSISTANT: 51 CREDIT HOURS

The Dental Assistant program provides training of both knowledge and skill development to prepare the student for entry level employment in Medical Billing and Coding. The institution's approach to training is based on sound educational methods and teaching fundamentals.

DENTAL ASSISTANT PROGRAM OBJECTIVES

- 1 Prepare student with tools to care for patients and support medical personnel in a dental office
- 2 Perform basic dental office assistant tasks
- 3 Prepare student for front office management
- 4 Project professionalism, visual poise and proper appearance
- 5 Understand the basic knowledge and skills necessary for entry level health care employment
- 6 Understand the ethical conduct necessary for medical employment
- 7 Successfully accomplish a passing score on the examination for certification.

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various digital textbooks will be used in conjunction with a Google Chromebook, Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides.

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Laboratory work is evaluated on a regular basis. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

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B	80-89
C	70-79
F	69-Below

DENTAL ASSISTANT CURRICULUM

Course Code	Course Name	Qtr. Credit
BIO101	Anatomy and Physiology	4.0
BIO111	Medical Terminology	3.0
AHC100	Introduction to Health Occupations	2.0
AHC106	Law & Ethics	2.0
AHC120	Medical Office Procedures	7.0
AHC150	Emergency Medical Procedures	1.0
AHC311	Professional Development	2.0
CMP115	Computers in the Medical Office	3.0
DAS102	Head and Neck Anatomy	3.0
DAS104	Pharmacology	2.0
DAS106	Oral Health and Prevention	3.0
DAS108	Patient Care in the Dental Office	3.0
DAS110	Dental Radiology	4.0

DAS112	Clinical Dental Procedures	5.0
DAS116	Restorative and Laboratory Techniques	5.0
DAS150	Dental Assistant Externship	2.0
TOTAL	Quarter Credit Hours	51.0

COURSE DESCRIPTION: ALLIED HEALTH CORE COURSEWORK

BIO101 - ANATOMY AND PHYSIOLOGY: Students learn specific structural components and functions of the human body systems, including the digestive system, the urinary system, the male and female reproductive systems, the nervous system, the cardiovascular system, the blood system, the respiratory system, the lymphatic /immune system, the musculoskeletal system, the endocrine system, the skin, the sense organs, oncology, pharmacology, psychiatry, radiology and nuclear medicine. 40 lecture hours

BIO111 - MEDICAL TERMINOLOGY: Students will learn prefixes, suffixes, combining forms, spelling, punctuation, abbreviations and the use of medical terminology. Medical terminology related to the digestive system, the urinary system, the male and female reproductive systems, the nervous system, the cardiovascular system, the blood system, the respiratory, the lymphatic /immune system, the musculoskeletal system, the endocrine system, the skin, the sense organs, oncology, pharmacology, psychiatry, radiology and nuclear medicine will be studied in this course. 20 lecture hours/20 laboratory hours

AHC100 - INTRODUCTION TO HEALTH OCCUPATIONS: Students will be introduced to the healthcare industry as they study the history of medicine and the different areas of practice. Students will also study universal precautions, CDC guidelines, OSHA compliance, and infection control in the workplace. 20 lecture hours

AHC106 - LAW AND ETHICS: Students will learn the legal and ethical guidelines for health care providers. This course includes the ethical expectations and legal ramifications of all individuals working in healthcare regardless of their role. The AAMA Code of Ethics and HIPAA guidelines are also studied. 20 lecture hours

AHC120 - MEDICAL OFFICE PROCEDURES: This course will prepare students for the front office, administrative responsibilities of the Medical Assistant. Students will learn the specialties of the healthcare industry and will be trained in professional behavior, interpersonal skills, telephone techniques, appointment scheduling, patient reception, patient billing and payments, maintaining patient files, and other routine daily office operations. 60 lecture hours/20 laboratory hours

AHC150 - EMERGENCY MEDICAL PROCEDURES: This course includes instruction in Basic First Aid including use of an AED, adult, child, and infant CPT and Blood borne/Airborne Pathogens. Students will receive CPR certification at the completion of the course. 20 laboratory hours

AHC311 - PROFESSIONAL DEVELOPMENT: Students will learn how to research job opportunities, compose an effective resume, and to successfully complete the application process. This course will also prepare the student to perform self-assessment evaluations and develop techniques for successful interviews. 20 lecture hours

CMP115 - COMPUTERS IN THE MEDICAL OFFICE: Students will learn to key by touch the alphabetic and numeric keypads. Students will gain experience and proficiency of skill as they progress from beginning keyboarding through more advanced keyboarding development. Students will learn formatting techniques of basic computer applications, including Windows, Publisher, Excel, Access, and PowerPoint. Students will apply these skills to producing various forms and documents used in the medical office. 20 lecture hours/20 laboratory hours

COURSE DESCRIPTIONS: MEDICAL ASSISTANT COURSEWORK

MAA202 - PATIENT PREPARATION: Students will learn about patient preparation, instruction and positioning for various examinations performed routinely in the medical office setting. Sterile technique will be taught. Students learn to relate

the examinations to the body systems involved and apply the responsibilities of the medical assistant during the procedures. 40 lecture hours/20 laboratory hours

MAA206 - ADMINISTRATION OF MEDICATION: Students will learn the regulations and methods governing medicine administration and patient education. Students apply universal precautions, patient safety, and OSHA standards in handling, processing and administering medicine. 40 lecture hours/40 laboratory hours

MAA212 - CLINICAL LABORATORY PROCEDURES: Students will learn clinical procedures routinely performed in a medical office setting. Students will learn the medical laboratory including analysis of various types of specimens. Students will practice clinical procedures including venipuncture, handling blood samples and demonstrating standard precautions. 40 lecture hours/40 laboratory hours

MAA215 - PHLEBOTOMY: Students will learn professional, interpersonal skills needed to perform phlebotomy procedures in various patient care settings. Students learn to utilize the supplies, equipment and chemicals needed for phlebotomy procedures. Techniques for patient education, infection control, safety and quality assurance are learned and applied. 20 lecture hours/40 laboratory hours

MAA314 - DIAGNOSTIC PROCEDURES: Students will learn procedures to prepare patient for and assist physician with diagnostic examinations including electrocardiograph, phlebotomy, and radiologic imaging. 40 lecture hours/40 laboratory hours

MAA350 - MEDICAL ASSISTANT EXTERNSHIP: Externship is scheduled to be performed at a medical facility that provides appropriate activities to reinforce training received throughout the program. The externship reinforces learning experienced in lecture and laboratory courses. Students are expected to perform safe, competent, ethical and professional skill in a medical environment. 80 externship hours Pre-requisites—All theory and laboratory courses

COURSE DESCRIPTIONS: PHARMACY TECHNICIAN COURSEWORK

PHT214 - DISPENSING: Students will learn to dispense medication in a pharmacy as well as infection control and quality assurance. This course also includes the proper technique of preparing pharmaceutical preparation, including compound and non-compound products in both sterile and non-sterile forms. Students will also learn methods of inventory control. 40 lecture hours/20 laboratory hours

PHT218 - BRANDS & GENERICS: Students will learn the brand names, generic names, dosage forms and strengths of medications. Pharmacological information for prescription drug classifications is learned. The course will include prescription reading, pharmacy calculations and patient counseling in the use of the product. Students will also learn to analyze health care plans as they relate to generics. 40 lecture hours/40 laboratory hours

PHT222 - STERILE PRODUCTS & IV PREPARATION: This course provides training for preparing intravenous admixtures. Students will learn and apply the theory and protocols for aseptic technique and quality assurance, along with the knowledge of the equipment and supplies used. Students will also study pharmaceutical calculations. 40 lecture hours/40 laboratory hours

PHT226 - DRUG CLASSIFICATIONS: Students will learn the brand and generic names, dose forms, and routes of administration of commonly prescribed drugs. The therapeutic use and side effects of prescription medication, nonprescription drugs, and alternative therapies commonly used to treat various diseases are also presented. The student will acquire and apply skills in pharmaceutical calculations and prescription interpretation. 40 lecture hours/20 laboratory hours

PHT302 - MEDICATION PREPARATION & DELIVERY: Students will learn the proper preparation and deliver of medication. Students will prepare a variety of drug dosage calculations for oral, injectable and intravenous dosages. Students also acquire the knowledge of equipment, devices and supplies used in drug administration. Students will receive a comprehensive overview of sterile product preparation and cytotoxic substances. Students will learn repackaging, patient cassette filing, special needs areas, crash carts, automation, delivery procedures and prescription interpretation. Students will observe applicable quality assurance processes and perform work in accordance with the laws, regulations, and standards which govern the pharmacy practice. 40 lecture hours/40 laboratory hours

PHT350 - PHARMACY TECHNICIAN EXTERNSHIP: Externship is scheduled to be performed at a medical facility that provides appropriate activities to reinforce training received throughout the program. The externship reinforces learning experienced in lecture and laboratory courses. Students are expected to perform safe, competent, ethical and professional skill in a pharmacy practice. 80 externship hours Pre-requisites—All theory and laboratory courses

COURSE DESCRIPTIONS: MEDICAL BILLING AND CODING COURSEWORK

MBC240 - MEDICAL BILLING & CODING—PHARMACY CODING: Students are introduced to the basics of pharmacology, including the ability to recognize adverse reactions, side effects, and toxic reaction to medications. Student will learn to analyze cases and to apply correct CPT codes for pharmacy coding while applying concepts of disease classification and medical office coding. 20 lecture hours/40 laboratory hours

MBC241 - MODIFIERS, EVALUATION & MANAGEMENT: Students receive a comprehensive overview of modifiers and their correct usage. Students learn the importance of modifiers and the effect they have on reimbursement. Student will also learn evaluation and management codes (E & M), key components and contributing components. Students learn coding care plans, preventive medicine services and CMS documentation guidelines. 30 lecture hours

MBC242 - MEDICARE & MEDICAID: Students learn about the Medicare program and the Medicaid plan including their history, eligibility guidelines and claim and coding procedures. Students will also learn coding care plans, preventive medicine services and CMS documentation guidelines, evaluation and management codes (E & M), key components and contributing components, and the importance of modifiers and the effect they have on reimbursement. 30 lecture hours

MBC243 - INSURANCE REGULATIONS: Students learn insurance regulations including confidentiality, fraud and abuse. Students are also introduced to insurance terminology and claim processing cycles. Students will also learn insurance verification techniques and gain competence in claim denials and appeals including eligibility guidelines and procedures. This course will also teach students about computerized insurance forms and electronic insurance filing transmission in a hospital and physician's clinic setting. 20 lecture hours

MBC244 - MEDICAL BILLING & CODING—SURGERY: Students learn the coding sections and subsections format including identifying modifiers and analyzing cases to apply correct CPT codes with an emphasis on general surgery, specialized surgery and anesthesia. Students will learn how to apply the rules and use of the format, content, conventions, and official guidelines of HCPCS, ICD-9, ICD-10, and CPT to correctly code patient services. 20 lecture hours/40 laboratory hours

MBC246 - MEDICAL BILLING & CODING—SPECIALTY AREAS: Students learn radiography coding including the body planes and terminology associated with positioning. Students learn the coding sections on radiology, pathology and medicine serviced. Use of the HCPCS manual for coding injections and supplies is included. Students will learn how to apply the rules and use of the format, content, conventions, and official guidelines of HCPCS, ICD-9, ICD-10, and CPT to correctly code patient services. 20 lecture hours/40 laboratory hours

MBC247 - COLLECTIONS: Students will learn claim management techniques, terms pertinent to problem claims, solutions for problem claims, and claim submission. Students also learn collection techniques including collection laws. 20 lecture hours

MBC248 - MEDICAL BILLING & CODING—PHYSICIAN PRACTICE: Students learn billing and coding processes used in physician practices. Students are introduced to software programs commonly used for the administration of medical practices and the maintenance of medical records. They will learn to post charges and payments and to generate forms, reports and statements. Students will learn how to apply the rules and use of the format, content, conventions, and official guidelines of HCPCS, ICD-9, ICD-10, and CPT to correctly code patient services. 20 lecture hours/60 laboratory hours

MBC249 MEDICAL BILLING & CODING—HOSPITAL: Students learn billing and coding processes used in hospitals administration practices. Students are introduced to software programs commonly used for hospital administration and the maintenance of medical records. They will learn to post charges and payments and to generate forms, reports and statements. Students

will learn how to apply the rules and use of the format, content, conventions, and official guidelines of HCPCS, ICD-9, ICD-10, and CPT to correctly code patient services. 20 lecture hours/60 laboratory hours

COURSE DESCRIPTIONS: DENTAL ASSISTANT COURSEWORK

DAS102 – HEAD AND NECK ANATOMY: Students will be able to identify the different landmarks in the oral cavity. Students will also be able to identify the bones, muscles and nerves of the head and neck. Also, students will identify the temporomandibular joint (TMJ) and learn how it functions. The course will also include tooth morphology and components. 20 lecture hours/20 laboratory hours

DAS104 – PHARMACOLOGY: Students will be able to identify different drug classifications and understand the difference between generic and ancillary drugs. The course will include a study of the different routes of the administration of drugs. Students will also learn how to write a prescription. 20 lecture hours

DAS106 – ORAL HEALTH AND PREVENTION: Students will be able to demonstrate and discuss with patients different tooth brushing techniques, oral hygiene aids and using dental floss. Students will also understand special needs patients and their special dental needs. Students will have a basic understanding of carbohydrates, fats, proteins, vitamins, minerals and water. 30 lecture hours

DAS108 – PATIENT CARE IN THE DENTAL OFFICE: Students will be able to greet, seat, and serve the patient in preparation of treatment. Student will be able to identify the dental equipment and supplies and the location of these items throughout the dental office. Students will also be able to prepare tray set-ups for the many dental procedures. 10 lecture hours/40 laboratory hours

DAS110 – DENTAL RADIOLOGY: Students will be able to identify the components of the dental radiology unit. The student will learn about the safety and precautions associated with radiation exposure. The student will become familiar with the biological effects of radiation. 20 lecture hours/40 laboratory hours

DAS112 – CLINICAL DENTAL PROCEDURES: Students will be able to maintain the operating field. Students will also understand the different anesthetics and pain control. Students will also understand the different dental specialties. 20 lecture hours/60 laboratory hours

DAS116 – RESTORATIVE AND LABORATORY PROCEDURES: Students will be able to identify different dental materials for restorative dental treatments. Also students will be able to perform different laboratory techniques with specific dental materials. 20 lecture hours/60 laboratory hours

DAS150 - DENTAL ASSISTANT EXTERNSHIP: Students are provided the opportunity to apply newly acquired skills to reinforce fundamental knowledge of theory and practice. Externship activities and experiences will reinforce theory and laboratory courses. 80 externship hours Pre-requisites—All theory and laboratory courses

DEFINITION OF CREDIT

GCCNA utilizes the quarter credit formula for determining academic credit.

10 Contact Hours Lecture = 1 Quarter Credit Hour

20 Contact Hours Laboratory = 1 Quarter Credit Hour

30 Contact Hours Externship = 1 Quarter Credit Hour

A Contact Hour is defined as not less than fifty (50) minutes for every sixty (60) minutes of time.

ACADEMIC YEAR

The academic year for a quarter credit hour programs is defined as including a minimum of 900 contact hours, 36 weeks and 36 quarter credit hours.

EDUCATIONAL COSTS AND FINANCIAL AID

PROGRAM	TUITION	TOTAL COST
MEDICAL ASSISTANT	\$14,495.00	\$14,495.00
PHARMACY TECHNICIAN	\$14,495.00	\$14,495.00
DENTAL ASSISTANT	\$14,495.00	\$14,495.00
MEDICAL BILLING AND CODING SPECIALIST	\$14,495.00	\$14,495.00

Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school. In addition to costs for your tuition and fees, financial aid programs also estimate how much it costs to live under various circumstances (i.e., depending upon whether you live with your parents, or in a separate location).

To estimate the total expenses at this school, we have prepared the following chart based upon the Bureau of Labor Statistics research on a modest, but adequate standard of living under various conditions. (i.e., depending upon whether you live with your parents, or in a separate location). The cost of tuition and fees for the program in which you intend to enroll must be added to these figures. This estimate is based upon one half the cost of a two bedroom apartment for students not living with parents and one half that cost for students living at home with parent.

ESTIMATES OF WEEKLY LIVING EXPENSES-ROSWELL, GA*

EXPENSES	STUDENTS LIVING WITH PARENTS	SINGLE STUDENTS NOT LIVING WITH PARENTS
ROOM AND BOARD	\$109	\$153
TRANSPORTATION	\$20	\$20

*Professional judgment can be given for unusual circumstances, such as expenses for a disabled relative, dependent child care, etc. We can adjust your budget for these circumstances; however, this will require detailed documentation.

INSTITUTIONAL REFUND POLICY

All refunds, when due, will be made with or without the request of the student. Refunds will be calculated and returned in a timely manner. This refund policy applies to all terminations for any reason, by either party, including student decision, course cancellation, or school closure.

All monies paid by a prospective student, including non-refundable application fees, are refunded if the student requests a refund within three (3) business days after signing a contract; OR no contract is signed and prior to classes beginning the student requests a refund within three (3) business days after making a payment.

Any and all deposits or down payments are credited as tuition payments unless clearly identified on receipt by the institution as application or other fees.

The registration fee is non refundable. If a student withdraws from the institution for any reason, the student is not liable for an unpaid portion of the application fee.

Genesis will refund any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for:

- items that were special ordered for a particular student and cannot be used or sold to another student;
- items that were returned in a condition that prevents them from being used by or sold to new students;

- non-refundable fees for goods and/or services provided by third party vendors

Genesis will calculate refunds based on the students last date of attendance.

Genesis will assess no administrative and/or withdrawal fee of a student who withdraws from the institution

Refunds are based on tuition paid for segments of the instructional program as described by the institution in the enrollment agreement, i.e., quarter, semester, module, or term, in case more than twelve (12) months;

Refunds are made in full to the student within forty-five (45) days of the date of withdrawal;

Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program. If a student withdraws after completing 50% of the program, no refund of tuition is required.

Extenuating circumstances beyond the students control may result in a termination of enrollment. If such a circumstance does occur the Genesis Board of Directors will determine a settlement which is reasonable and fair to both Genesis and the student, which may include a pro-rata refund of tuition. Extenuating circumstances include injury to the student, prolonged illness or death, or other circumstances which prohibit completion of the program.

If a student is taken from school enrollment for any reason and a refund is calculated to be due, all financial aid will be returned to the Federal Fund before a student may receive any cash refund. Refunds will be returned to the separate funds in this order Pell/Loans/ Scholarship. In compliance with and in accordance with the Higher Education Amendment Act of 1998 schools must calculate refunds according to "the Return of Title IV Federal Funds" for students failing to complete a course of study as scheduled. **This may result in the student owing the school a considerably large amount of tuition, without the assistance of Financial Aid.**

FINANCIAL RESPONSIBILITY: Each student is personally responsible for all outstanding balances owed to the school. It is the student's responsibility to understand his/her financial status with the school. If it becomes necessary for Genesis Career Group, Inc. to hire a third party service to collect delinquent funds, the student is responsible for all costs incurred. These costs include, but are not limited to: the cost of collection, attorney fees, and court costs.

TYPES OF FINANCIAL ASSISTANCE

FEDERAL PELL GRANT: Federal Pell Grants are awards to help undergraduate students pay for their education. These grants provide a "foundation" of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

FEDERAL DIRECT STUDENT LOAN PROGRAM (DL): Many students rely on federal government loans to finance their educations. These loans, administered by "Direct Lending Schools", are provided by the US government directly to students and their parents. They have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms. **Students eligible for the DL program are not allowed to borrow any amount that will exceed the annual or aggregate loan limits, or their estimated cost of attendance.**

GRIEVANCE POLICY

If there is a grievance from a student, the following procedures must be followed:

Submit the detailed grievance in writing to the Campus Director, at 11660 Alpharetta Hwy Suite 700. The Campus Director and one member of GCC's board of directors will review the matter and come to a conclusion within 10 business days of receipt of the grievance. The conclusion will be provided to the student in written form. Decisions made by the Director or board member are final. If a complaint is not settled at the institutional level, the student may contact the Institution's accrediting agency:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite325; Atlanta, GA 30350 Phone: (770) 396-3898

If the response from the accrediting agency fails to solve the student's situation and the student wishes to pursue it further, the student may submit their grievance to the Georgia Nonpublic Postsecondary Education Commission at their website, www.gnpec.org. The mailing address for GNPEC is 2082 East Exchange Place Suite 220 Tucker, GA 30084-3300.

ADMINISTRATION

ADMINISTRATIVE TEAM	
Richard Bundy	Owner/President/CEO
Robert Warren	Director of Information Technology
Cindy Hill	Director of Federal Aid Compliance
Shanna Frasier	Director Financial Aid
Lindsey Stephens	Financial Aid Administrator
Jonathan Dinkins	Admissions Representative

Corporate Office Address: 2668 Ellwood Drive Atlanta, GA 30305

ADVISORY COMMITTEE

ADVISORY COMMITTEE: SCHOOL OF HEALTH AND MEDICINE	
Karrie Kulick	Director
Tim Balch	Consultant, Specialty Health Care
Austin Mudd, Pharm D	Walgreen's Pharmacy Supervisor
Carol Duckwiler	Walgreen's, HR
David Brady, CPhT	Pharmerica, Technician Supervisor

FACULTY

FACULTY: SCHOOL OF HEALTH AND MEDICINE	
Markeisa Johnson	Full Time Instructor Certified Clinical Medical Assistant/NHA Everest Institute, MA/Diploma

LICENSE AND ACCREDITATION

Georgia Nonpublic Postsecondary Education Commission: 2082 East Exchange Place Suite 220 Tucker, GA 30084-3300
Council on Occupational Education: 7840 Roswell Road, Building 300, Suite325; Atlanta, GA 30350 Phone: (770) 396-3898