

877-741-1996

*Institution Policies & Regulations Catalog with Program of Studies*

***The mission of Medical2 Career College includes but not limited to teaching, training, and preparing students with knowledge for successful professional service within their program scope so they may contribute to the good of their community. Medical2 Career College is dedicated in providing quality education with a positive environment. Because Medical2 Career College focuses on the potential in their students, career and educational goals are within reach.***

SCHOOL HISTORY

Medical2 Career College is an entity of Medical2 Inc. which has been in business for more than 10 years. The company was founded by its president, Shahid Malik of Florida. Medical2 Career College gained its’ Mississippi license in December 2014. The first classes began June 1,2015.

LICENSING

Medical2 Inc is licensed by the MS Commission on Proprietary School & College Registration, Certificate No. C675.

Medical2 Career College, Tupelo MS campus, is licensed by MS Department of Health Certified Nurse Assistant Division, Certificate No. 0542.

FACILITY LOCATIONS AND NORMAL HOURS OF OPERATION

Home Office, Tupelo, MS-Medical2 Career College is located at ***1830A North Gloster Street, Tupelo, MS 38804***. The location is easy access from any direction. From the south and east, anyone driving north on Highway 45 will take McCullough Blvd at the split, take the North Gloster exit, then approximately one mile on right. From the north, you will drive south on Hwy 45, take the Barnes Crossing exit to right, take a left on North Gloster, then approximately two miles on left. From the west, you will drive east on I20, take the McCullough Blvd exit to right, take the North Gloster exit, turn left at light, then approximately one mile on right. Anyone that chooses to drive the Natchez Trace Parkway may take the McCullough Blvd exit, go south, take the North Gloster exit, turn left at light, then approximately one mile on right. Ample parking is available in front and side of the building with additional across the side street below the billboard. Office hours are 9am to 5pm Monday through Friday. School hours vary by program, see schedule.

Cleveland, MS location-Medical2 Career College uses the Cleveland Career Development and Technology Center building at ***601 Third Street, Cleveland, MS 38732***. From Hwy 8, turn beside Kroger onto Third Street. The building is directly behind Kroger. Ample parking is available in front of building. Office is open weekdays 8am to 4pm. Contact Tupelo office for details of classes.

Greenville, MS location-Medical2 Career College uses the Delta Foundation building at ***819 Main Street, Greenville, MS 38701***. From Boone Funeral Home, go west past the stop light and Delta is on the left. Between S Dellesseps Street and S Harvey Street. Office is open weekdays 8am to 4pm. Ample parking on the side of building. Contact Tupelo office for details of classes.

All buildings are handicapped accessible. Classrooms at above locations are arranged with tables and chairs to accommodate students. Laboratory rooms are inside the classroom or within close vicinity. Lab rooms include all equipment to train properly on course skills. Beds, manikins, wheelchair, walker, and all medical supplies are within reach.

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CAMPUS SECURITY POLICY

Medical2 Career College desires safety for all students, facility, and office personnel. We have requested the local law enforcement to periodically patrol the area. It is also your responsibility to report any questionable action in which you witness to any staff member. These actions will be recorded in writing by the M2CC staff then filed with the Director. If immediate security is needed, any M2CC staff member will contact the local law enforcement agency.

RECRUITMENT

Recruitment at Medical2 Career College is ethical and compatible with the standards of the Mississippi Commission on Proprietary School and College as follows...

All agents, school directors, or other persons involved in recruitment and solicitation of students, shall conform to the following code of conduct:

* Understanding of “approved” and “accredited” are not the same terms and should not be used as such. Schools may only use “accredited” who have been accredited by an accrediting body recognized by the United States Department of Education.
* Where applicable, explain that in addition to course completion, certain employed positions require examination or tests, either federal or state, to become licensed prior to employment in specific fields.
* Abstain from:
• Attempting to influence students to withdraw from a school in which they are presently attending.
• Encouraging prospective students to change plans after signing an enrollment agreement and paying a registration fee with another school.
• Making exaggerated statements concerning employment opportunities.

The Director, is bonded by Washington International Insurance Company to meet the regulations of the Mississippi Commission on Proprietary Schools and College Registration. She retains a Mississippi Resident Agent permit issued by said commission in selling of courses of instruction to persons within the State of Mississippi in accordance with the provisions of TITLE 75, CHAPTER 60, MISSISSIPPI CODE of 1972, AS AMENDED.

CONFIDENTIALITY, AUTHENTICATION, and PROTECTION OF STUDENT IDENTITY

All information in or on any office or desk, including the instructors’, should be considered confidential. Students are not allowed to pick up, read, or question any items unless permission is granted by a staff member.

Each student is provided a unique user name and password for the purpose of authenticating each student’s identity when entering the website. Students are prohibited from providing their passwords and log-ins to any other individual. Each student’s username and password are used to authenticate student identity in order to complete assignments within the Learning Management System. All testing is completed through the Learning Management System and the unique username and password is used to verify student identity. Medical2 Career College will not release any student’s username and password to any individual which would violate a student’s rights under the Federal Educational Rights and Privacy Act.

# INTERNET/WEBSITE POLICY

Throughout the educational community, the Internet can be used to educate and inform staff and students. As a learning resource, the Internet is similar to books, magazines, audio recordings, videos, CD-ROMs, and other information media. Student and educators use the Internet to participate in distance learning activities, to ask questions, and consult with experts, to communicate with other students, educators, and individuals, and to locate materials to meet educational needs. The Internet also provides access to material that is of no educational value. However, the value of the information found and interaction available outweighs the possibility of locating inappropriate material.

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The smooth operation of the network relies upon the proper conduct of all users who must adhere to strict guidelines. The guidelines, which require efficient, ethical, and legal utilization of the network resources, are provided here so that users are aware of the responsibilities they are about to acquire. In addition, guidelines from other service providers may result in access being suspended and or future access being denied.

ONLINE RESPONSIBILITIES
 a. Acceptable use
The goal of providing website materials for students and staff is to support education and prepare the student for computer use in their medical career. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material in violation of School Policies.

 b. Privileges
The use of our educational website is a privilege, not a right, and inappropriate use will result in suspension of that privilege. The equipment, network, and data are the sole property of the School. Therefore, the School retains the right to monitor and or audit any network activity at random to ensure that the user is adhering to this policy.

 c. Network Etiquette
While each user has the right to free speech, each user is expected to abide by the School’s accepted code of conduct. Appropriate behavior in telecommunications includes, but is not limited to:

* Being polite
* Using appropriate conduct. Do not swear, use vulgarities, be abusive, post or publish objectionable material. Not engaging in illegal activities.
* Not revealing other users’ personal addresses or phone numbers.
* Not knowingly or carelessly performing an act that will interfere with the normal operation of computers, peripherals, networks, or our website.
* Respecting copyright laws. All communications and information access via the network are private property unless otherwise stated.
* Not transmitting material that infringes upon the right of others.

 d. Warranty
The School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages suffered using the Internet. These include, but are not limited to, loss of data resulting from delays, nondeliveries, misdeliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user’s risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

 e. Security
Security on a computer system is critical especially when a system involves many users. Proper procedures for logging in and off the network and website must be followed. If a security problem is identified, the user must notify a Director or staff member. The problem may not be demonstrated to other users. Unauthorized use of accounts is strictly prohibited. Attempts to log on the Internet as a staff member will result in immediate cancellation of user privileges. Users who have a history of problems with other computer systems or who have been identified as a security risk for any other reason will be denied access to the network and website.

Users are provided a unique user name and password and are prohibited from providing the user’s name and password to any other individual.

The students’ unique user name and password are used to authenticate the student’s identity in order to complete assignments within the Learning Management System. All testing is completed through the Learning Management System.

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f. Vandalism
Vandalism will result in suspension or cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user or to damage other networks. This includes but is not limited to the uploading or creation of computer viruses.

Refer to the catalog’s Student Code of Conduct section for a list of possible disciplinary sanctions.

ACCESSING THE WEBSITE OR INTERNET
To have a quality learning experience in your online course(s), your computer must meet or exceed the following specifications:

Microsoft Office 2013/2016--suggested

Adobe Reader

Flash Player (most recent release)

Java (most recent release)

 Mozilla Firefox (most recent release), Safari (most recent release—Safari 5), OR Chrome (most recent release) ----Google Chrome is suggested for best use.

Windows XP SP3, Windows Vista SP2, Windows 7, Windows 8 Processor: 2 Ghz or higher

Memory: 4GB or higher

Hard Drive 80GB of available hard drive space

CD/DVD-ROM 16XDirectX 9 compatible sound card Headset or speakers

Monitor/display video card capable of 1024x768 resolution

Internet Connection: High Speed Cable Or DSL connection

 or

 Mac OSX 10.9, 10.10, or 10.11 with an Intel processor

Memory:4GB of RAM (minimum)

Hard Drive 80GB of available hard drive space

CD/DVD-ROM

Hardware-accelerated OpenGL graphics card

Sound Blaster compatible 16-bit sound card

Headset or speakers

Monitor/display video card capable of 1024x768 resolution and 32-bit color

 Internet Connection: High Speed Cable or DSL connection

 Mobile Devices

The Student Portal is currently certified to work on iPad, iPhone, Kindle Fire and other tablets. Student portal access is only accessible on Android devices via an online browser, such Chrome.

Moodle LMS and other third-party vendor web applications are not certified to work on mobile devices. M2CC cannot be guaranteed that third party websites and applications will function with your mobile device.

 WEBSITE ACCESS, PROGRAM PORTAL, AND EMAIL

Medical2 Career College students are assigned a user name and password to the medical2.com website. They receive their user name and password on their first receipt for payment. Students will use the website to access their program portal information such as assignments, exams, lecture videos, and skill videos. By logging on to the website, students have the capability to make payments on their account, see list of payments, and grades.

Also, students may be notified of any changes by email, by telephone call, by test, or in the news forum for their program or class. A message board is also accessible by students, instructors, and staff to send a message which will pop up when the recipient logs on the website.

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 Copyright Infringement Policy

Students of Medical2 Career College are expected to follow copyright law, Title 17 of the United States Code, while learning, researching, and extending their knowledge. The provisions in the copyright law allow an author, artist, composer or other creator of a work to control the use of his or her work by others. Students may not copy, distribute, or share their work, any contents of their course, or contents of courses on our website with another person. Failure to observe copyright or license agreements may result in disciplinary action from the School and/or legal action by the copyright owner.

LANGUAGE

All programs and/or courses are taught in English. No portions are delivered in any other language. Excessive cursing on the campus, classroom, clinical or externship will not be tolerated. Language as to bully, cause personal harm, degrade, or profile another student or staff member due to sex, race, belief, or sexual preference will not be tolerated.

BREAKS AND SNACKS

Break are for 15 minutes for every 4 hours of class time normally in the middle of the class time. Drinks with a cap is allowed in classroom at any time. Food only at break time unless the entire class is participating in a snack. Please pick up after yourself. If you did not put item in frig, it is not yours.

SMOKING POLICY

Medical2 Career College is a smoke free campus. Smoking is only permitted inside your vehicle. No cigarette butts allowed on the grounds. This policy is subject to change if abused. Use of tobacco products or electronic cigarettes on campus except when inside vehicle may result in termination of the student.

DRESS CODE

Scrubs in your program’s color must be worn to every class. Name tags will be issued and worn with your scrubs in clinicals. Student purchases scrubs and closed toe shoes. Students must always have professional appearance.

CELL PHONES

Cell phones must be on silent as not to disturb other students or instructor. Only in an emergency case should you leave class to take a call. You can return other calls on your break. Cells cannot be out during testing. Do not play or text on your cell during class. If cell abuse or over usage becomes a problem by a student, a staff member will give the student one verbal warning. The second offense would be a written statement telling the student not be bring cell phone back to the classroom. A copy of the written statement would be given to the student and the original would be signed by a school staff member and the student then filed in the student’s chart. A third offense may result in dismissal for the class.

NON-DISCRIMINATION POLICY

This institution does not discriminate on the basis of race, color, nation origin, sex, disability, sexual orientation, or age. The Director is designated to handle inquiries regarding the non-discrimination policies.

CRIMINAL BACKGROUND CHECKS

If accepted, you must understand Mississippi law requires background checks for individuals seeking employment in a health care facility providing direct patient care that are regulated by the Mississippi Department of Health. You will be responsible for the cost to be turned in no later than halfway through your program. M2CC will apply for the criminal background check. We must have no felony results before students attends clinicals or externship.

SURVEYS

Each student is asked to complete periodic surveys to assist Medical2 Career College meet state and educational boards’ requirements. Surveys will be given, but not limited to, half way through program, after graduation, and 3 to 12 months after graduation. Surveys are found on the website as a part of your program.

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 TRANSCRIPTS

Transcripts are available to students who have satisfied their financial obligation to the college. To obtain a transcript, Medical2 Career College must receive a written request. After two free transcripts have been issued per student, a fee of $20 will be charged for each transcript.

 STUDENTS’ RIGHTS

Medical2 Career College extends acceptance of admission to each student of good character, no felony record, and have no health conditions that would completely restrict the student for employment in the field of their choice. A person that is considered to have good character exhibits attributes such as integrity, honesty, and other important virtues that promote good behavior and habits.

* the right of respect for their personal feelings
* the right of freedom
* the right of freedom of expression, and control by any person, except as may be in accord with the published rules and regulations of Medical2 Career College and the commonly accepted moral code
* the right of freedom from indignity of any type.
* the right to recommend any improvements in policies and/or procedures to the Director
* the right of due process in disciplinary procedures when individual or group behavior becomes an issue
* the right of appeal to and review by the Director

In return, the staff of Medical2 Career College also expects respect, the rules and regulations to be followed, and the commonly accepted moral code followed. Students are expected to follow the rules and regulations of law enforcement on and off campus.

STUDENTS’ SERVICES

Any student may contact the Director of Medical2 Career College by calling the office for any reason. The student may leave a message on the answering machine if no one is available and the call will be returned as soon as possible. They may email the Director at help@medical2.com at any time or reach out through social media.

Students may contact their instructor, program supervisor, or the Director at the school office to make an appointment to discuss academic and personal issues which are influencing their participating in courses.

If the student is struggling in a course, they may also contact the same people to discuss their options.

The Director, the instructor, or the Program Instructional Supervisor consults with the student about how the institution can assist them. The student may attempt once to retake one exam per ten exams in the program to increase their score. Other students can be utilized by working with each other practice skills, practice test-taking, discussing book materials, or buddy with another student on an assignment. Any tutoring or extra hours needs with instructor will request permission of the Director. Time will be scheduled during the afternoon hours when classes are not in session.

If the student’s academic process does not improve, the Director, the instructor, or the Program Instructional Supervisor will consult again with the student and together decide if the student should continue with the program. Students who fail to have any possibilities of being able to complete the program with a passing grade, will the dismissed from the program.

STUDENTS’ RESPONSIBILITIES

Students are responsible to complete all course work in a timely manner set forth in writing. It is not the Director’s or instructor’s responsibility to remind the student of missed deadlines, exams, course work, or required documentation for graduation. Students are adults and are to conduct themselves as professionals.

It is the responsibility of the student to meet timely financial obligations and deadlines which the student agreed to by signing the payment plan form. The student has the right to request a copy of the form and list of their payments at any time.

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It is the student’s responsibility to attend class regularly, on time, and with the proper attire. Please refer to the dress code, attendance and tardy policy sessions of this catalog.

TERMINATION

It is the student’s responsibility to conduct himself/herself as a professional with instructors, fellow students, and clinical personnel. Grounds for termination from the institution could and/or may include the following, but is not limited to...

* Misconduct, disrespect, or disturbing others
* A firearm, hazardous material, or illegal drugs on student’s person, in purse/backpack, vehicle, or any other property on the campus
* Fighting on campus
* Arguing with personnel or another student
* Cell phone abuse or over usage after two previous warnings by staff member
* Sexual misconduct or sexual harassment
* Language as to bully, cause personal harm, degrade, or profile another student or staff member due to sex, race, belief, or sexual preference
* Disciplinary actions by law enforcement
* Actions unbecoming of a medical professional
* False Report of Emergency
* Destruction of Property—school’s, student’s, staff’s, or clinical/externship’s
* Theft or Possession of Stolen Property or Service
* Manufacture, Distribution, Sale, Offer for Sale, Possession or Misuse of Drugs or Alcohol
* Use of Tobacco Products or Electronic Cigarettes on campus except when inside vehicle
* Excessive cursing after a witnessed warning
* Does not meet the Satisfactory Academic Process Standards
* In a 13 weeks period, more than one day unapproved absence in which the hours are not supplementary.
* Any excessive tardiness, more than three, could and/or may result in dismissal from the class.
* Clinical absence

ADMISSION REQUIREMENTS

Admission requirements vary by program. The following list applies to all Medical2 Career College programs.

* A completed application with an attest to criminal background check with no strong felonies
* Interview with Director-considerations are reason student wants to enter the program of choice, understanding the requirements of employment in the program of choice, ability to pass the courses, ability to pay fees or financial aid, if available, of good character, no felony record, and have no health conditions that would completely restrict the student for employment in the field of their choice.
* The application asks the highest level of education. The evidence of high school diploma, GED, high school transcript, or attestation paperwork signed is provided to the office of Medical2 within 30 days after the first day of class. For C.N.A. program, high school transcript as proof you attempted high school. If the provided information is in a language different than English and/or it is from any country, acceptance will depend on expert comparability recommendations prepared by credential evaluation services.
* A copy of photo ID as proof you are least 17 years of age. If 17 years of age, provide a signed parental consent form is required. CNA’s minimum age is 17. Other programs’ minimum age is 18.
* Must be physically able to perform the employment skills of the program. If any pre-existing conditions restrict and/or limit your abilities, a written statement from a physician stating limitations is required. The Director will inform the student if attending the program will not lead to employment due to limitations.

Addition GRADUATION REQUIREMENTS - Graduation requirements vary by program. If it only applies to a specific program, it is noted. No notation means it applies to all programs.

* Hepatitis B vaccine –Medical Assistant program
* Vaccination shot records –Medical Assistant program

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* Influenza Vaccination (only necessary if clinicals are Oct 1 to Mar 31) -Certified Nurse Assistant program
* Negative findings on state abuse registry -Certified Nurse Assistant program
* Negative TB test results -Certified Nurse Assistant program and Medical Assistant program
* Criminal background check with no felony convictions
* Program fees paid in full

RE-ADMISSION POLICY

The readmission form may be obtained at the administration office and returned to the same office. The decision to readmit is determined by the Director. Petitioning for readmission does not guarantee readmission to M2CC.

Students who enrolled in a program previously and left in good standing, may request readmission to the unfinished program or another program by completing the readmission form.

* When requesting readmission to the same program, all past fees must be paid in full. New tuition fees will also be accessed according to the percentage of the program, or courses, the previous student must complete. This new tuition must be paid in full prior to class readmission including any fees for new educational supplies.
* When requesting readmission to a different program, all past fees must be paid in full. All of the new program fees will apply.

Students who left due to leave of absence, will be allowed to finish their program or course if they contact the administration office within the allowed LOA length of time. The student will continue with the first available class with the class period requested by the student.

* Students who left due to leave of absence, but did not return within the LOA time limit, must follow the readmission policy in steps above.

Students who enrolled in a program previously and did not leave in good standing, may request readmission by completing the readmission form.

* When requesting readmission, all past fees must be paid in full.
* Medical2 Career College will require evidence that the causes of past dismissal problems have been removed before approving a readmission application.
* If dismissal was due to drugs, violence, class disruption or a threat to the well-being of other students, the request will be automatically denied.
* If student left due to unsatisfactory progress, they may be allowed to return and placed on “academic probation”. For the next grading period. If grades do not improve, student will be terminated. Refund policy does not apply to re-enrolled probation students.

TRANSFER OF CREDITS

Medical2 Career College will consider credit or clock hours earned at another institution accredited by an agency recognized by the US Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). Transfer credit evaluations are only conducted after the student has completed an application and been accepted. The student must provide a transcript and syllabus/course description for which course they wish to transfer. If the provided information is in a language different than English and/or it is from any country, acceptance will depend on expert comparability recommendations prepared by credential evaluation services.

The student must have a passing grade of 80 or above per course for Medical2 Career College to consider the course. Transfer of Credit will not be given for status of Incomplete, Pass/Fail, Unsatisfactory, Withdrawal or Fail. No more than 50% of passed courses required for program graduation may be transferred. The curriculum from such credits or clock hours will be compared to that of M2CC. Final decision is made by the Director or Program Director. Medical2 Career College does not have advanced payment and credit for experiential learning. The student’s transcript will reflect a “T” and grade for courses accepted as transfer. They will be included in calculation of the CGPA.

 Medical2 Career College cannot guarantee all higher education facilities will accept our courses for transfer.

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FINANCIAL AIDE

Medical2 Career College does not participate in any Federal student aid programs at this time. We plan to apply for Title IV funds when all criteria are met.

The school does participate in a Mississippi Work Force financial aid (WIOA) program since January 2016. The school accepts financial assistance from Lift Inc. and does not refuse any form of assistance gifted to students.

A few times, local nursing homes have paid for students that were contracted to become an employee after graduation. The Director is available to discuss any financial questions.

ATTENDANCE AND TARDY POLICY

If Medical2 Career College cancels classes due to weather, disaster, no electricity, or other circumstances, you will be notified by text, email, and then a call if necessary. Each student is given the Director’s personal number and the school business number also. If your class does not meet more than one day consecutively, the hours will be added to your schedule to make up curriculum. One day workshops/seminars do not maintain attendance.

Any excessive tardiness, more than three, may result in dismissal from the class. With fast pace education, attendance is required in order to attain the course learning outcomes. The student is responsible for all material covered daily in each class for which the student is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make up work missed because of class absence. Attendance for residence courses is taken in the physical classroom by the instructor. Distance education courses’attendance is taken by students logging in and completing work in the online course, watching videos, responding to a forum, or participating in an online class. Clinical or externship attendance is proven by signature of instructor, mentor, or supervisor. It is the student's responsibility to return the signed forms to the school office.

If the student’s participation in an academically related activity cannot be documented, the student’s enrollment will be terminated at the end of the first week, first month, midpoint, or end of each academic term.

Each syllabus will provide the student with the required amount of attendance or participation in the respective course. If absent more than time allowed, a student must provide a physician’s statement, employer statement, proof of religious reason, proof of immediate family member funeral, or military service proof for approval by Director or Program Director. The syllabus will also list any requirements if the hours missed maybe supplant to continue the course. NO clinical absence is allowed. Externship hours maybe made up if the Director or Program Director along with the externship facility agree.

LEAVE OF ABSENCE

Leave of absence must be approved by Director or for the following reasons

* Military service- LOA is approved for time of service plus one month after release from service.
* Mental or physical illness- LOA is approved for time of illness only. Student may return with physician’s release form.
* Employment related- LOA approved length of time is no more than 2 months.
* Death of spouse, child, grandchild, parent, grandparent, sibling, spouse’s parent, or proven significant other. - LOA approved length of time is no more than 2 months.
* Travel away from home for more than three consecutively weeks

Students who left due to leave of absence, will be allowed to finish their program or course if they contact the administration office within the allowed LOA length of time. The student will continue with the first available class with the class period requested by the student. Students who left due to leave of absence, but did not return within the LOA time limit, must follow the steps of the readmission policy.

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HOLIDAYS/BREAKS SCHEDULE

 January New Year’s Day and Martin Luther King Day

 March or April Good Friday

 May Memorial Day

 July July 4th

 Sept Labor Day

 November Thanksgiving week—no classes

 December Christmas Break —no classes

INCOMPLETE

Incomplete will only be indicated as grade if class is discontinued. The student will have the choose of attending a class for that course within the next year or a refund for that course tuition.

GRADING SYSTEM AND SCALE

Medical2 Career College’s grading system is uniform with other state institutions.

95 to 100 A 4.0 GPA Withdrawal W

88 to 94 B 3.0 GPA Termination X

80 to 87 C 2.0 GPA Transfer Credit T(\*)

79 and below F .0 GPA \*The grade transferred will be according to the M2CC scale.

Each program of study and syllabus will explain the breakdown by percentage of exams, assignments, skills, lab, clinicals, or externship that will calculate together for final course grade. Example is exams are 50%, assignments are 10%, skills are 30%, and clinicals are 10%. Each student will be provided with the program of study and syllabus on the first day of each course or before. For every ten grades in a course, the student may attempt once to retake one exam, assignment, or exercise of those ten with a grade below 75 in order to increase that exam grade.

Progress reports will be supplied to student halfway through programs that consist of one course, such as CNA will be given when class has met for 48 hours. Course grades will be given at the end of each course. Course grade must be 80 or above, the passing grade, to advance to next course. If the course grade is below 80, the student will be placed on academic probation and the course may be repeated twice but tuition must be paid again. All final course grades, including transferred grades, are included in the CGPA. Withdrawals and Terminations are not included. Cumulative Grade Point Average per program will consist of all course numeric grades added together then divided as an equal part (number of final/transferred courses).

Example --- 3 courses in a program.

1st course---All Exams & Assignments 582 points of 600 possible points. 97 is 60% of course grade.

 Skills total 376 points of 400 possible points. 94 is 40% of course grade.

 Course grade 95.8 = 96 “A” 4.0

2nd course--Chapter Exams & Assignments 646 points of 800 possible points. 81 is 70% of course grade.

 Final course exam 83 points of 100 possible points. 83 is 30% of course grade.

 Course total 81.47 = 81 “C” 2.0

3rd course—Externship 92 points of 100 possible points.

 92 “B” 3.0

96 + 81 + 92 = 269 divided by 3 = 89.666 = 90 CGPA

Students must have a passing grade to attend externship/clinicals. A “C” average is required to graduate. Since a passing grade for each course is required to begin the next course, the only issue to not graduate would be if you fail externship.

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PROGRAM CALENDAR

Each student is supplied a daily class schedule and syllabus on the first day of each course. The calendar will tell them what the class discussions and/or skills will be, chapters to read, exams to take, beginning and ending of each course. The calendar is a component of the syllabus for online courses.

GRADUATION

At the end of each program, Medical2 Career College will issue certificates. The graduates which have completed all requirements listed on the program of study and paid in full their program fees will receive a “Certificate of Completion” or “Diploma”. The graduate is eligible to register for the state board examination for licensing or national certification exams according to the program of study.

CERTIFICATION & JOB PLACEMENT

Students must graduate to be eligible for state or national exams. The student is responsible for transportation to/from testing center. Medical2 Career College may assist the students with completion of the exam application. Medical2 Career College collaborates with employers to place as many graduates as possible. Medical2 Career College does not guarantee graduation or employment for any student.

SATISFACTORY ACADEMIC PROGRESS POLICY

Medical2 Career College requires students to make satisfactory academic progress (SAP) toward graduation. Satisfactory Academic Progress (SAP) is measured by using quantitative and qualitative standards.

Quantitative progress is measured by Rate of Progress:

• The progress evaluation records will reflect whether the student is making satisfactory progress. A student must successfully complete hours attempted for each course in accordance with the attendance/tardy policy.

• Transferred credits will be used to calculate Rate of Progress: credits attempted and completed. The student must have a passing grade of 80 or above per course. TOC will not be given for status of Incomplete, Pass/Fail, Unsatisfactory, Withdrawal or Fail. No more than 50% of passed courses required for program graduation may be transferred. The curriculum from such credits or clock hours will be compared to that of M2CC. Final decision is made by the Director or Program Instructional Coordinator. Medical2 Career College does not have advanced payment and credit for experiential learning. The student’s transcript will reflect a “T” and their grade as grade for courses accepted as transfer.

* Each syllabus will provide the student with the required amount of attendance or participation in the respective course. If absence more than time allowed, a student must provide a physician’s statement, employer statement, proof of religious reason, proof of immediate family member funeral, or military service proof for approval by Director or Program Director. The syllabus will also list any requirements if the hours missed maybe supplant to continue the course. NO clinical absence is allowed. Externship hours maybe made up if the Director or Program Director along with the externship facility agree.

 Student must complete the program within 150% of the longest normal program length in weeks of instruction. For example, a student completing a CNA program requiring 96 clock hours must complete the program with 88 clock hours in 17 weeks, 150% of 11 weeks program. Leave of absent time is exempted for time calculated. The student was on leave of absence due to pregnancy bed rest for 3weeks. The student will continue with the first available class with the class period requested by the student. Students who left due to leave of absence, but did not return within the LOA time limit, must follow the steps of the readmission policy.

Qualitative progress is measured by Cumulative Grade Point Average (CGPA).

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Medical2 Career College’s grading system is uniform with other state institutions.

 95 to 100 A 4.0 GPA Withdrawal W

 88 to 94 B 3.0 GPA Termination X

 80 to 87 C 2.0 GPA Transfer Credit T(\*)

 79 and below F .0 GPA \*The grade transferred will be according to the M2CC scale.

* Incomplete will only be indicated as grade is class is discontinued. The student will have the choose of attending a class for that course within the next year or a refund for that course tuition.
* All students are now taking exams on the Medical2 website. As soon as the student completes the examination, the grade appears, and the student may see the questions which were incorrect. Students may ask the instructor about his/her incorrect answers. The students may log in the Medical2 website at any time to see all scores for their program. They may also contact their instructor or Director for grades.

• Progress reports will be supplied to student halfway through programs that consist of one course, such as CNA will be given when class has met for 48 hours. Course grades will be given at the end of each course. Course grade must be 80 or above, the passing grade, to advance to next course.

• If the course grade is below 80, the student will be placed on academic probation and the course may be repeated twice but must tuition be paid again. If the student has an overall failing grade at 50% completion of a program less than 13 weeks, they may be placed on academic probation and noted in their permanent file. The student will be given another 25% of the program time to bring grades into compliance. At 75% of the program completion, if the student has a passing average, the probation is lifted. If the student’s academic process does not improve, the Director, the instructor, or the Program Instructional Supervisor will consult again with the student and together decide if the student should continue with the program. Students who fail to have any possibilities of being able to complete the program with a passing grade, will be dismissed from the program. The student may reapply to restart program on academic probation, see readmission section.

* All final course grades, including transferred grades, are included in the CGPA. Withdrawals and Terminations are not included. Cumulative Grade Point Average per program will consist of all course numeric grades added together then divided as an equal part (number of final/transferred courses). The student must have earned a cumulative grade point average of at least 2.00 in order to maintain satisfactory academic progress. CPGA will be evaluated at the completion of every three courses.
* Students must have a passing grade to attend externship/clinicals. A “C” average is required to graduate. Since a passing grade for each course is required to begin the next course, the only issue to not graduate would be if you fail externship.

Students may contact their instructor, program supervisor, or the Director at the school office to make an appointment to discuss academic and personal issues which are influencing their participating in courses. If the student is struggling in a course, they may also contact the same people to discuss their options. The Director, the instructor, or the Program Instructional Supervisor consults with the student about how the institution can assist them. The student may attempt once to retake one exam per ten exams in the program to increase their score.

Other students can be utilized by working with each other practice skills, practice test-taking, discussing book materials, or buddy with another student on an assignment. Tutoring hours are also available in during weekday afternoon hours with advanced scheduling.

The college will consider the students are making SAP if both quantitative and qualitative standards are meet.

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Appeal Process

If a student disagrees with the application or determination of any SAP standards or policies related to academic progress, the student is required to submit an appeal in writing to the Director within one calendar week of the notification. The appeal must include documentation of the circumstances that have prevented the student from attaining SAP. Medical2 Career College will schedule a review appointment for the student with the Director, the Program Instructional Coordinator and/or instructor. After the appointment, the student will receive written notification of the decision and a copy will be retain in the student’s file. The decision is final and may not be further appealed. If it is decided to reinstate the student, the student will be brought back on “Academic Probation” status. Upon reentry, the student must abide by the terms and conditions set forth in the letter granting the appeal or will be terminated from the program.

REFUND POLICY

There are no cancellation policy requirements for courses, workshops, or seminars of 40 hours or less.

 New Enrollment

The new student has 3 days after enrollment to cancel and be refunded 100% of payments made for program. After the cancellation period of 3 business days but before the first day of class, the refund will be 100% minus $100 or 10% of the total contract price whichever is less. The refund request must be made in writing by the student or the purchaser if the student is under legal age.

 After Program Begins, the following chart will be honored. Any amount paid by student is applied to non-tuition fees first until paid in full then paid funds will began to apply to tuition. After the student begins the first day of class only portions of tuition fees are refundable.

During the first 10% of hours 90% of tuition only

After 10%, before 25% of hours 50% of tuition only

After 25%, before 50% of hours 25% of tuition only

 After 50% of hours No refund of any funds

 Withdrawal Written Notice

A student must provide the institution with written notification of withdrawal. The purchaser, if the student is under legal age, is responsible for the written notification of withdrawal. If refund is due, it shall be made within thirty (30) days of the last day of attendance. The last day of attendance is based on the last day the student completed any course activity such as, but not limited to, attended a class, took an exam, completed an assignment, or attended clinical or externship time.

 Termination Without Notice

If the student does not formally withdraw with written notification, after one week of no attendance, course activity, or contact with school staff, the student will be considered terminated in accordance with the attendance policy. The staff does attempt to contact the student during that week by contact phone numbers and email. In the case of termination without notice, no refund will be made.

 Other Termination

In the event Medical2 Career College terminates the student other than termination without notice, refund shall be made within thirty (30) days of the student’s last day of attendance.

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STUDENT GRIEVANCE PROCEDURE-WRITTEN

Title 75 Chapter 60, Mississippi Code of 1972, as amended, and Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973 along with M2CC prohibits institutional discrimination against students based on sex or disability. Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admission, disciplinary actions or other campus matters may seek to resolve them by written notification to the Director or Chief Operating Director. All written complaints received will be maintained for record. Upon receiving a written complaint, the Director will schedule an appointment with the student within one week after receipt of the statement. The decision of Medical2 Career College Director will be final. The commission will be informed of grievances which violate their regulations. Students may contact them at

MS Commission on Proprietary Schools & College Registration

3785 Ridgewood Road

Jackson, MS 39211

<http://www.mccb.edu/program/psDefault.aspx>

CLOSURE

All the information in this Institution Policies and Regulations Catalog is current and correct. Medical 2Career College reserves the right to make changes to the program or course content, cost to student, policies, location, or organization as circumstances dictate, after publication. Students are expected to have knowledge of information presented in this catalog and in other school publications. Please note that policy changes and catalog updates are made periodically.

Mrs. Donna Steele, Director

Medical2 Career College is delighted to assist you in this step toward a rewarding profession. Pursing a medical career will be one of the important and exciting times in your life! On behalf of Medical2 Career College, we would like to thank you for allowing us to be part of your educational pursuit.

Mr. Shahid Malik, President

 Medical2 Career College strives for 100% of students to complete and master their program of study within the normal time for completion. Mastery is calculated by a grade of “C” or better and completion of a nationally recognized examination or comprehensive exam for a program of study. Of course, to be realistic, Medical2

 Career College goal is for 90% of enrolled students to graduate.

 Medical2 Career College also desires for 100% of graduates to be employed in their field of study or a related field, within six months after graduation from their program of study.

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Certified Nurse Assistant

Certificate Program of Study

1830A N. Gloster Street, Tupelo, MS 38804, #877-741-1996

Medical 2 Inc is licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. C675.

***Certified Nurse Assistant (COVID)- Blended Education. Distance online for 40 live lecture and approximately 16 hours self-study, Residential lab training for 16 hours, and Clinical of 16 hours.*** The Certified Nurse Assistant program is a three- or six-weeks course which provides the necessary skills for employment in the medical community. The program includes lectures, discussions, and exams on basic nursing. Also, included is 24 CNA step-by-step skills such as denture care, feeding, bathing, cathcare, vital signs, pericare, ... CNAs take care of residents’ or patients’ personal needs while assisting the nursing staff by notifying them of physical, emotional, or mental changes in the resident or patient. Potential employers are nursing homes, hospitals, or home health agencies.

Schedule

 **Day class**-Monday --- Friday 9am to 1pm live online for 2 wks. Monday --- Thursday 8am to 4:30am in person

 **Night class**-Monday, Tuesday, and Thursday 5-9pm live online for 10 classes. Next 8 classes 5-9pm in person

 COST Other Cost to Student

Tuition $650 scrubs, shoes, stethoscope, watch

Administration, Educational $350 Criminal background check $32 here

Supplies, Technological Fees TB test-2 step $20-30

**Total Cost $1000** Hep B–3 step in process (non- covid) $20-30

$200 Down & $135 for 6 weekly payments Flu Vaccination (Oct to Mar)

 State Exam $101

Requirements for programs ---

* A computer, tablet, or phone with internet capability---see college office for specs with Internet service, Flash Player, Java, one of the following – Safari, Foxfire, or Google Chrome (suggested)
* Suggested- a printer, Adobe Player, and Microsoft Word 2013/2016
* Aqua or Turquoise Scrubs with closed toed shoes, stethoscope and watch with a second hand

ADMISSION REQUIREMENTS

* A completed application
* Attest to criminal background check with no strong felonies
* Interview with Director-considerations are ability to benefit, reason student wants to enter the program of choice, understanding the requirements of employment in the program of choice, ability to pass the courses, ability to pay fees or financial aid, if available
* The application asks the highest level of education. The evidence of high school diploma, GED, high school transcript, or attestation paperwork signed is provided to the office of Medical2 within 30 days after the first day of class. For C.N.A. program, high school transcript as proof you attempted high school.
* A copy of photo ID as proof you are least 17 years of age. If 17 years of age, provide a required signed parental consent form.
* Must be physically able to perform the employment skills of the program. If any pre-existing conditions restrict and/or limit your abilities, a written statement from a physician stating limitations is required. The Director will inform the student if attending the program will not lead to employment due to limitations.

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Addition GRADUATION requirements

* Negative findings on state abuse registry and Criminal background check with no felony convictions
* Negative TB test results, all vaccination records (non-COVID), Hep B (non-COVID), Influenza Vaccination (only necessary if clinicals are Oct 1 to Mar 31) Program fees paid in full

If accepted, understand Mississippi law requires background checks for individuals seeking employment in a health care facility providing direct patient care that are regulated by the Mississippi Department of Health. Students cover this Certification and Job Placement

Nurse Assistants must graduate and pass the CNA certification state exam to become eligible for employment in a long-term care facility. The student is responsible for transportation to/from testing center. Medical2 Career College will be working with employers to place as many graduates as possible. Potential employers are nursing homes, hospitals, or home health agencies. M2CC does not guarantee employment for any students.

**CNA--*(COVID)- Blended Education. Distance online for 40 live lecture and approximately 16 hours self-study, Residential lab training for 16 hours, and Clinical of 16 hours.* –-No prerequisites. -- Instructed in**

Basic Nursing—Students study the basic medical terms and body mechanics. The student will complete a 32-chapter textbook with numerous tests to prepare the student for assisting the nurse with physical issues. This module will define long-term care centers and their personnel, OBRA regulations and requirements, delegated tasks, resident rights, professionalism, ethical behavior on a job, qualities and traits of a successful nursing assistant.

Measuring of vital signs and documentation-Blood pressure, pulse, and respiration are responsibilities of a CNA. Nurse Assistants must master all vital signs. Students must be able to correctly record vitals, input, output, weight, and symptoms.

Bathing, hygiene, dressing skills— The nursing assistant fulfills basic quality-of-life needs for patients. Proper bathing, cleaning caths, hygiene, pericare and dressing a patient are part of the 24 Mississippi required skills for testing and employment.

Movement of patient— The safety of older persons will be discussed in this module. Risk factors, common safety measures, prevention of accidents, and restraint use are covered. Good body mechanics, lifting, turning, and moving persons comfortably will be practiced. Students engage in the skills of transfers and walking with gait belt application.

Making beds and patient comfort--The four different ways to make beds are practiced. Learn the difference in each form of making beds to convey the location of patient.

Nutrition and eating assistance—This module includes feeding, different nutritional needs, and input documenting. The importance of proper feeding and skills are practiced in clinicals.

Infection Control--The student will learn about the different types of infection, signs and symptoms of infection, asepsis, disinfection and sterilization, as well as blood borne pathogen standards.

Clinical—The class attends 16 hours of unpaid practicum in long term care facilities with hand on experience.

Employment Opportunities

* Certified Nurse Assistant—State certified NA’s may work in hospitals, long term care and assisted living
* Nurse Assistant—Non-certified NA’s may work in hospitals and assisting living but not long-term care
* Personal Care Giver---CNA’s and NA’s are both utilized in home care

Employment Outlook

Within a 60-mile radius of Medical2 Career College in Tupelo, MS, there is 13 hospitals according to the Directory of Mississippi Facilities. The Directory also list 45 long term care nursing facilities, 33 assisted living homes, and numerous home health agencies and hospice care. According to the most current Department of Labor statistics reported in May 2015 for Mississippi, CNAs and Home Health Aides total more than 20,000 employed.

Average Salary

The typical annual salary for a Certified Nurse Assistant in Mississippi is $21,278, based on $10.23 per hour at 40 hours a wk. Medical2 Career College Graduates

Stats are provided from graduates from 7/1/15 to 6/30/16

Graduates employed in the field 77.4%

Graduates attempted certification 71.13%

Of the attempted, passed certification 79.7%

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Patient Care Technician

Certificate Program of Study

 1830A N. Gloster St., Tupelo, MS 38804, #877-741-1996

Medical 2 Inc is licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. C675.

***Patient Care Tech – Blended Residential and Distance Education.*** C***ourses for 40 Residential classroom hours, 164 Distance online hours, and Clinical of 16 hours.*** The Patient Care Technician Program provides the student with the knowledge and skills necessary to provide personal care to patients, perform an electrocardiogram, phlebotomy, and urinalysis. The course also covers emergency care, patient assessment, wound care, OB care, pediatric care, surgical care, mental health, and hospice. The program is 12 weeks total of which 3 weeks in CNA program. Graduates will find job opportunities are in physician's offices, hospitals, outpatient clinics, nursing homes, home health, and other types of healthcare facilities.

**\*\*\*\*If you have already passed a C.N.A. program, deduct $1000 from the total cost. After the C.N.A. program, there is 3 weeks online (45 hours) INTRODUCTION TO MEDICAL TERMINOLOGY course then 6 weeks (87 hours) PATIENT CARE TECH course. This 7 weeks consist of 4 weeks online textbook hours (63hrs) then 2 weeks 1pm to 5pm Tuesdays, Wednesdays, and Thursdays (24 hrs) in the classroom for skill training.**

Tuition $1500

Administration, Educational, and Technological Fees $ 875

Phlebotomy Certification Exam Fee $ 125

**Total Cost $2500**

 **Payment Plan-$200/ down & $190 per week for 12 weeks on AutoPay if taking CNA**

***Cost excludes aqua or turquoise scrubs, closed toe shoes, and stethoscope***

REQUIREMENTS FOR DISTANCE EDUCATION

* A computer, tablet, or phone with internet capability---see college office for specs
* Internet service, Flash Player, Java, one of the following – Safari, Foxfire, or Google Chrome
* Suggested- a printer, Adobe Player, and Microsoft Word 2013/2016

ADMISSION REQUIREMENTS

* A completed application with attestation to criminal background check with no strong felonies
* Interview with Director-considerations are ability to benefit, reason student wants to enter the program of choice, understanding the requirements of employment in the program of choice, ability to pass the courses, ability to pay fees or financial aid, if available
* The evidence of high school diploma, GED, high school transcript, or attestation paperwork signed is provided to the office of Medical2 within 30 days after the first day of class.
* A copy of photo ID as proof you are least 17 years of age. If 17 years of age, provide a signed parental consent form is required. Must be 18 years of age to test for CNA or be employed in the medical field.
* Must be physically able to perform the employment skills of the program. If any pre-existing conditions restrict and/or limit your abilities, a written statement from a physician stating limitations is required. The Director will inform the student if attending the program will not lead to employment due to limitations.

Addition GRADUATION requirements

* Passing grade on all courses in the program
* Program fees paid in full
* State criminal background check with no felony convictions

**Courses for Patient Care Technician Program – TOTAL 220 HOURS**

CNA-Certified Nurse Assistant 88 Blended hours---$650

The Certified Nurse Assistant program is a 3 weeks course which provides the necessary skills for employment in the medical community. The program includes lectures, discussions, and exams on basic nursing. Also, included is 24 CNA step-by-step skills such as denture care, feeding, bathing, cathcare, vital signs, pericare, and more. **The course of study includes 88 hours of online, classroom lab training, and clinical hands on experience, videos, and questions**. CNAs take care of residents’ or patients’ personal needs while assisting the nursing staff by notifying them of physical, emotional, or mental changes in the resident or patient. Potential employers are nursing homes, hospitals, or home health agencies.

Graduates will be able to:

* Perform all 24 skills
* Take vital signs
* Assist patients/residents with personal care
* Understand the importance of end of life care
* Become a caring, compassionate health care giver
* Attempt the Mississippi CNA exam with confidence

MT1-INTROMT--Introduction to Medical Terminology 45 Distance hours, $100

No Prerequisite

Introduction to Medical Terminology is a short online course where students gain a better understanding of the word structures used in the medical field. **This course of study is 3 weeks all online hours.**

Graduates will be able to:

* Dissect medical terms
* Use medical terms in the correct content

PCT-Patient Care Technician 87 Blended Hours, $850

Prerequisite- CNA

 MT1-INTROMT

Patient Care Technician course expands the CNA program for all ages. It incorporates phlebotomy, electrocardiogram, oxygen therapy, and emergency care. With the broader scope of skills, the patient care technician may work in a variety of environments. **This course of study is 6 weeks. The first 4 weeks is all online hours then the last 2 weeks is 1pm to 5pm Tuesday, Wednesday and Thursday in classroom skills.**

Graduates will be able to:

* Perform an electrocardiogram
* Draw blood
* Assist with oxygen therapy
* Understand care of women and children during pregnancy and postpartum
* Assist with patient assessment
* Perform basic emergency care
* Assist with infection control
* Understand the care of the surgical patient
* Care for patients with chronic conditions or mental health needs

Employment Opportunities

• Patient Care Technician

• Emergency Care
• Pre and Post Pregnancy Care

• Certified Nurse Assistant

• Phlebotomist
• ECG/EKG Assistant

Graduates will find job opportunities are in physician's offices, hospitals, outpatient clinics, nursing homes, home health, and other types of healthcare facilities.

Employment Outlook

From specialists to nurse practitioner’s walk-in clinics, Tupelo, Mississippi is the core of medical care facilities for North Mississippi giving students many opportunities for employment. The Bureau of Labor Statistics states “Employment of healthcare occupations is projected to grow 18 percent from 2016 to 2026, much faster than the average for all occupations, adding about 2.4 million new jobs. Healthcare occupations are projected to add more jobs than any of the other occupational groups.” The U.S. Department of Labor projects the growth for Patient Care Technician jobs to increase 11% by 2026.

Average Salary

PCTs earned an average salary of [$26,590](https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-5) in 2016, and employment of PCTs is expected to grow 11 percent through 2026.

Certification and Job Placement

To become certified, the graduate must pass a national exam. The student is responsible for the exam fee and transportation to/from testing center. Medical2 Career College will be working with employers to place as many graduates as possible. ***Medical2 Career College does not guarantee employment for any students.***

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Medical Assistant

Diploma Program of Study

 1830A N. Gloster St., Tupelo, MS 38804, #877-741-1996

Medical 2 Inc is licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. C675.

***Medical Assistant - Blended Education---Distance online courses for 560 hours, Residential lab training for 160 hours, and Externship of 160 hours.*** Clinical & Administrative Program is designed to give students the basic knowledge and skills necessary to work as a team member in a health care setting. Emphasis is placed on both back office clinical as well as front office administrative skills. The Clinical portion of the MA Program is designed to prepare the student to guide patients through an ambulatory setting such as a doctor's office or medical clinic beginning with obtaining vital signs and assessment, phlebotomy, exam room assistance, EKGS, administering shots, assigning and preparing patients for procedures, and sterilizing equipment. The administrative portion of the MA Program includes the front office skills required for a smooth flow including scheduling, receiving, and discharging patients. Medical records, insurance claims, collection, purchasing and management is emphasized.

The program is an average of 37 weeks plus 160 externship hours.

Tuition $4750

Administration, Education, and Technological Fees $ 850

Supplies & Equipment, Insurance $ 600

 **Total Cost $6200**

***cost excludes scrubs, closed toe shoes, and stethoscope***

REQUIREMENTS FOR DISTANCE EDUCATION

* A computer, tablet, or phone with internet capability---see college office for specs
* Internet service, Flash Player, Java, one of the following – Safari, Foxfire, or Google Chrome (suggested)
* Suggested- a printer, Adobe Player, and Microsoft Word 2013/2016

ADMISSION REQUIREMENTS

* A completed application with attestation to criminal background check with no strong felonies
* Interview with Director-considerations are ability to benefit, reason student wants to enter the program of choice, understanding the requirements of employment in the program of choice, ability to pass the courses, ability to pay fees or financial aid, if available
* The evidence of high school diploma, GED, high school transcript, or attestation paperwork signed is provided to the office of Medical2 within 30 days after the first day of class.
* A copy of photo ID as proof you are least 17 years of age. If 17 years of age, provide a signed parental consent form is required. Must be 18 years old by first day of externship.
* Must be physically able to perform the employment skills of the program. If any pre-existing conditions restrict and/or limit your abilities, a written statement from a physician stating limitations is required. The Director will inform the student if attending the program will not lead to employment due to limitations.

Addition GRADUATION requirements

* Passing grade on all courses in the Medical Assistant Program
* Hepatitis B vaccine, Negative TB test results, and Vaccination shot records
* Program fees paid in full
* State criminal background check with no felony convictions

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**Courses for Medical Assistant Program – TOTAL 880 HOURS**

MA1-CAREER DEV--Career Development and Life Skills 30 Distance hours, $150

No prerequisite.

Students will learn test-taking strategies, the history of medicine, types of medical healthcare facilities, and the types of facility staff members. Students will have the opportunity to learn the importance of professionalism and listening skills. This course provides strategies for finding employment opportunities completing a correct resume, interview techniques, and the art of negotiating the job. Life skills of conduct, appearance, and professionalism not only to obtain employment but to also retain employment.

Graduates will be able to:

* Implement strategies to assist with test-taking
* Understand the history of medicine
* List the types of medical healthcare facilities
* Describe the types of facility staff members
* Apply the importance of professionalism and listening skills
* Perform the essential requirements for employment, such as resume writing, effective interviewing, dressing professionally, time management, and following up appropriately
* Exercise life skills of conduct, appearance, and professionalism, not only to obtain employment but to also retain employment
* Explain what continuing education is and how it is acquired
* Describe current employment outlook for the medical assistants
* Compare allied health professions with their relation to medical assisting
* Understand the medical assistant requirements for credentialing, the process and importance to obtain the credentials

MA2-MED OFFICE--Medical Office Procedure 50 Distance hours, $200

Prerequisite--- MA1-CAREER DEV

The front office procedures include telephone techniques, scheduling appointments, proper communication skills with patients during greeting, admitting, and discharging patients are taught. Computer concepts with written communication and mail processing are emphasis also. Administration duties are designed to provide the student with obtaining the correct finance records, human resources knowledge, and customer service issues.

Graduates will be able to:

* Describe how a computer works, networking systems, and how the computer has helped streamline medical offices
* Demonstrate the correct telephone techniques
* Schedule appointments
* Exercise professional verbal communication skills with patients during greeting, admitting, and discharging patients, including patients with abnormal behavior patterns, cultural differences, or terminal illnesses
* Maintain proper inventory of supplies and asset list of equipment
* Become a Team player to attain optimal patient health outcomes
* Use professional written communication with patients
* Explain the importance of Administration finance records

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* Control issues, conflicts, and communication between staff members for a smooth work environment
* Understand the supervision duties and human resource management
* Deal with customer service issues
* Demonstrate an understanding of the core competencies for Interprofessional Collaborative Practice; deliberately working together with the common goal of building a safer and better patient-centered healthcare system
* Exhibit compliance with HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology (HITECH) Act, Code of Ethics, local, state, and federal regulations related to the medical field

MA3-EMR TERM--Medical Records & Terminology 90 Distance hours, $300

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

Whether it is the paper medical record or the electronic record system, students will learn how to use the patient's record to process sick or well patients in an ambulatory setting. Medical terminology is introduced to students proper charting.

Graduates will be able to:

* Navigate electronic health records systems and practice management software
* Preform basic computer skills
* Schedule appointment and process new patient’s forms
* Admit patient when arriving
* Process patient’s personal information into a chart
* Prepare Certificate to Return to Work, appointment reminders, Medical Records Release Form, Incident Report, Referral Form, and Prior Authorization Request Form
* Complete Office Inventory Form
* Update Patient Demographics and Complete Advance Directive
* Send missed appointment email
* Understand the basic medical terminology
* Build and dissect medical terminology from roots and suffixes to understand the word element combinations

MA4-BILLCODE---- Medical Billing and Coding 90 Distance hours, $300

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

Students will be instructed in the basic concepts to bill and code visits with the correct medical records. Both procedural and diagnostic ICD-10 codes will be included for the student to properly process insurance claims in an ambulatory setting. Association with the insurance companies including Medicare and Medicaid are emphasized. In addition, the student gains knowledge to collect from the patient.

Graduates will be able to:

* Implement basic concepts for Billing and Coding
* Perform billing and collections procedures
* Use basic procedural and diagnostic ICD-10 codes
* Process insurance claims in an ambulatory setting
* Explain association with the insurance companies including Medicare and Medicaid
* Check for all correct documentation before submitting claim

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* Submit the claim
* Post payments from patient and insurance company along with adjustments
* Submit Insurance Claim tracer
* Prepare customer statements
* Document process reports
* Create bank deposit
* Generate phone messages and Physical Activity Report
* Process documents for lab results
* Assist the patient in navigating issues and concerns that may arise (i.e., insurance policy information, medical bills, and physician/provider orders)

MA5-MA INTRO---- Intro to MA Profession 20 Distance hours, $100

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

 MA4-BILLCODE

Student is introduced to the medical profession including law and ethics. Description of how the medical assistant learns all phases of an ambulatory setting including administration, clerical, clinical, and diagnostics.

Graduates will be able to:

* Discuss laws that effect the medical profession and how these laws apply to medical assistants
* Explain medical ethics and applying it to everyday activities of the medical assistant in an ambulatory setting in all 4 areas of the field-administration, clerical, clinical, and diagnostics
* Establish correct procedures to follow documentation guidelines and release of information guidelines
* Follow established policies when initiating or terminating medical treatment
* Distinguish between employer and personal liability coverage
* Confirm knowledge of laws concerning risk management procedures
* Display compliance with the Code of Ethics for medical professionals
* Outline what skills and general responsibilities are for medical assistants

MA6-AP--- Anatomy and Physiology 80 Distance hours, $425

No prerequisite.

The student explores the anatomy and physiology of the body with correct terminology and functions.

Graduates will be able to:

* List all body systems and their structures and functions
* Address care during the developmental stages of life
* Discuss common diseases, symptoms, diagnoses, and treatments
* Identify and educate patients on the importance of proper nutrition and diet for different age groups and medical conditions
* Articulate the correct medical terminology related to anatomy, diseases, nutrition, and symptoms
* Express the use of medical abbreviations

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MT1-MTINTRO---Medical Terminology 50 Distance hours, $200

No prerequisite.

This course is a comprehensive introduction and overview of medical terminology in a straightforward and easy manner for student who have no previous background in biology or medicine. The short course makes terminology manageable and understandable.

Graduates will be able to:

* Understand basic word structure, prefixes, and suffixes
* Apply terms in real-life situations
* Analyze, pronounce, and spell new terms
* Identity medical specialists and describe their specialties

MA7-CLINICAL---- Basic Clinical Procedures 50 Distance hours and 40 Classroom hours, $725

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

 MA4-BILLCODE

 MA5-MA INTRO

 MA6-AP

This course introduces the student to vital signs, patient assessment, and assisting with primary patient's exam. The student also discusses medications and procedures for ordering, refills, and pharmacy protocols.

Graduates will be able to:

* Perform vital signs
* Perform patient assessment and obtain patient history during triage
* Assist with primary patient’s examination
* Understand and discuss the medications a patient is already taking
* Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications
* Recognize environmental influences, cultural influences, or effects of heritage on patient’s behavior and medical conditions
* Accurately convert and execute the proper amount of medication administration
* Perform procedures for ordering or refilling medications
* Confirm knowledge of pharmacy protocols
* Adapt care to address the developmental stages of life
* Provide support for terminally ill patients using empathy when communicating, identify the stages of terminal illnesses and list organizations and support groups that can assist patients and family members of patients experiencing terminal illnesses
* Properly utilize the Physician’s Desk Reference (PDR), drug handbooks, and other drug references to identify a drug’s classification, usual dosage, usual side effects, and contraindications
* Identify community resources and Complementary and Alternative Medicine practices (CAM)

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MA8-ASST SPEC---- Assisting in Specialties 50 Distance hours and 40 Classroom hours, $725

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

 MA4-BILLCODE

 MA5-MA INTRO

 MA6-AP

 MA7-CLINICAL

This course instructs the student to assistant physicians in specialized fields of practice. Students discover an array of well-rounded fields. It guides them to discover an exciting career in constantly growing specialties.

Graduates will be able to:

* List and discuss medical specialized fields
* Assist in Dermatology
* Assist in Gastroenterology
* Assist in OBGYN
* Assist in Pediatrics & Geriatric
* Assist in Urology and Male Reproduction
* Assist in Orthopedic
* Assist Endocrinology
* Assist in Pulmonary & Cardiology
* Assist in Neurology
* Assist in Ophthalmology and Otolaryngology
* Teach self-examination, disease management and health promotion
* Apply medical terminology for specialties

A9-LAB DIAGNC---- Diagnostic Procedures 50 Distance hours and 40 Classroom hours, $725

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

 MA4-BILLCODE

 MA5-MA INTRO

 MA6-AP

 MA7-CLINICAL

 MA8-ASST SPEC

The goal is for the student to become familiar with lab procedures and equipment. Phlebotomy, electrocardiogram, and imaging prepare the student for providing all diagnostic skills require in an ambulatory setting.

Graduates will be able to:

* Perform blood draws
* Perform proper usage of laboratory equipment
* Perform electrocardiogram
* Perform urinalysis
* Perform throat cultures
* Perform hematology testing
* Perform immunology testing

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* Perform kit testing, microbiology, and immunology testing
* Convey knowledge of imaging
* Collect, label, and process specimens correctly
* Instruct patients in the proper collection procedures of clean-catch mid-stream urine specimen, fecal specimen, and sputum specimen
* Perform risk management procedures
* Practice standard precautions and perform disinfection/ sterilization techniques
* Prepare and administer oral and parenteral medication and monitor intravenous (IV) infusions
* Dispose of bio-hazardous materials
* Practice quality control

MA10-SURG EMER---- Assisting with Office Emergencies and Surgical Procedures

 20 Distance hours and 40 Classroom hours, $525

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

 MA4-BILLCODE

 MA5-MA INTRO

 MA6-AP

 MA7-CLINICAL

 MA8-ASST SPEC

 MA9-LAB DIAGNC

The student will gain knowledge in setting up and assisting in minor surgical procedures. Safety and infection controls are emphasized. They will become familiar with instruments needed and proper sterilization techniques.

Graduates will be able to:

* Prepare the patient, examination room, and equipment for minor surgical procedures in an ambulatory setting
* Assist the physician with minor surgical procedures in an ambulatory setting
* Perform safety and infection control procedures
* Perform the proper sterilization techniques
* Recognize and act upon medical office emergencies

EXTERNMA---- Externship 160 Externship Clinic hours, $375

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

 MA4-BILLCODE

 MA5-MA INTRO

 MA6-AP

 MA7-CLINICAL

 MA8-ASST SPEC

 MA9-LAB DIAGNC

 MA10-SURG EMER

The student will be working and/or observing in a medical facility under supervision of a competent supervisor who is an employee of the facility. Hours include 40 hours clerical and 120 clinical.

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Graduates will ready to:

* Apply, interview, and obtain employment as a medical assistant in an ambulatory setting
* Work as a medical assistant in a clerical or clinical position an ambulatory setting
* Apply for national certification testing

Employment Opportunities

According to the Bureau of Labor Statistics and the skills the graduate will receive, the medical assistant graduate may be prepared to meet the requirements for various occupational titles, including:

• Medical assistant (MA)
• Certified medical assistant (CMA)
• Registered medical assistant (RMA)
• Administrative medical assistant
• Clinical medical assistant
• Chiropractor assistant or technician
• Podiatric medical assistant
• Medical records technician
• Medical insurance coding specialist or coder

• Medical secretary or executive assistant

• Medical reception or receptionist
• Physician’s assistant
• Medical office assistant
• Electrocardiography technician
• Phlebotomist

Employment Outlook

According to the Department of Labor Statistics Quick Facts:

The job outlook is much faster than average than for all occupations. Employment of medical assistants is projected to grow 23 percent from 2014 to 2024. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

Since MA is a national certification, we looked at the national employment numbers. The n[umber of jobs in 2014](http://www.bls.gov/ooh/healthcare/medical-assistants.htm#TB_inline?height=325&width=325&inlineId=qf-number-jobs) was 591,300 is the United States. Medical Assistants in the Tupelo area has used at the hospital, OBGYN offices, Dermatologist, Acute or Urgent Care facilities, Cardiology, Rural Clinics, and more.

Average Salary

According to the Department of Labor Statistics Quick Facts: Medical Assistants 2015.

Median Pay is $30,590 per year, Entry level $14.71 per hour

Salaries typically start from $20,390 and go up to$38,280.

According to allhealthcare.monster.com, Mississippi is in the bottom 10 states with Medical Assistant wages at an average of $14.30.

Certification and Job Placement

To become national certified, the graduate must pass the national MA exam. The student is responsible for the exam fee and transportation to/from testing center. It is not requirement in Mississippi to be certified as a Medical Assistant to be employed. Medical2 Career College will be working with employers to place as many graduates as possible. The MA graduates will be eligible for clinical or clerical entry level medical assistant position in the medical field. ***Medical2 Career College does not guarantee employment for any students.***

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Medical Administrative Assistant

Certificate Program of Study

 1830A N. Gloster St., Tupelo, MS 38804, #877-741-1996

Medical 2 Inc is licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. C675

***Medical Administrative Assistant - Distance Education. Distance online courses for 330 hours and Externship of 40 hours.*** The Medical Administrative Assistant Program is designed to give students the basic knowledge and skills necessary to work in an administrative or office setting. The Program includes the front office skills required for a smooth flow including scheduling, receiving, and discharging patients. Medical records, insurance claims, collections, purchasing and management is also emphasized. Included in the program is an average of 16 weeks distance education program all online study courses then 40 hours externship. Medical Administrative Assistant graduates will find job opportunities are in physician's offices, hospitals, outpatient clinics, and other types of healthcare facilities.

Tuition $1350

Administration, Educational, and Technological Fees $ 550

**Total Cost $1900**

***Cost excludes scrubs and closed toe shoes for externship***

REQUIREMENTS FOR DISTANCE EDUCATION

* A computer, tablet, or phone with internet capability---see college office for specs
* Internet service, Flash Player, Java, one of the following – Safari, Foxfire, or Google Chrome (suggested)
* Suggested- a printer, Adobe Player, and Microsoft Word 2013/2016

ADMISSION REQUIREMENTS

* A completed application with attestation to criminal background check with no strong felonies
* Interview with Director-considerations are ability to benefit, reason student wants to enter the program of choice, understanding the requirements of employment in the program of choice, ability to pass the courses, ability to pay fees or financial aid, if available
* The evidence of high school diploma, GED, high school transcript, or attestation paperwork signed is provided to the office of Medical2 within 30 days after the first day of class.
* A copy of photo ID as proof you are least 17 years of age. If 17 years of age, provide a signed parental consent form is required. Must be 18 years old by first day of externship.
* Must be physically able to perform the employment skills of the program. If any pre-existing conditions restrict and/or limit your abilities, a written statement from a physician stating limitations is required. The Director will inform the student if attending the program will not lead to employment due to limitations.

Addition GRADUATION requirements

* Passing grade on all courses in the Medical Administrative Assistant Program
* Program fees paid in full

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**Courses for Medical Administrative Assistant Program – TOTAL 370 HOURS**

MA1-CAREER DEV--Career Development and Life Skills 30 Distance hours, $150

No prerequisite.

Students will learn test-taking strategies, the history of medicine, types of medical healthcare facilities, and the types of facility staff members. Students will have the opportunity to learn the importance of professionalism and listening skills. This course provides strategies for finding employment opportunities completing a correct resume, interview techniques, and the art of negotiating the job. Life skills of conduct, appearance, and professionalism not only to obtain employment but to also retain employment.

Graduates will be able to:

* Implement strategies to assist with test-taking
* Understand the history of medicine
* List the types of medical healthcare facilities
* Describe the types of facility staff members
* Apply the importance of professionalism and listening skills
* Perform the essential requirements for employment, such as resume writing, effective interviewing, dressing professionally, time management, and following up appropriately
* Exercise life skills of conduct, appearance, and professionalism, not only to obtain employment but to also retain employment
* Explain what continuing education is and how it is acquired
* Describe current employment outlook for the medical assistants
* Compare allied health professions with their relation to medical assisting
* Understand the medical assistant requirements for credentialing, the process and importance to obtain the credentials

MA2-MED OFFICE--Medical Office Procedure 50 Distance hours, $200

Prerequisite--- MA1-CAREER DEV

The front office procedures include telephone techniques, scheduling appointments, proper communication skills with patients during greeting, admitting, and discharging patients are taught. Computer concepts with written communication and mail processing are emphasis also. Administration duties are designed to provide the student with obtaining the correct finance records, human resources knowledge, and customer service issues.

Graduates will be able to:

* Describe how a computer works, networking systems, and how the computer has helped streamline medical offices
* Demonstrate the correct telephone techniques
* Schedule appointments
* Exercise professional verbal communication skills with patients during greeting, admitting, and discharging patients, including patients with abnormal behavior patterns, cultural differences, or terminal illnesses
* Maintain proper inventory of supplies and asset list of equipment
* Become a Team player to attain optimal patient health outcomes
* Use professional written communication with patients
* Explain the importance of Administration finance records

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* Control issues, conflicts, and communication between staff members for a smooth work environment
* Understand the supervision duties and human resource management
* Deal with customer service issues
* Demonstrate an understanding of the core competencies for Interprofessional Collaborative Practice; deliberately working together with the common goal of building a safer and better patient-centered healthcare system
* Exhibit compliance with HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology (HITECH) Act, Code of Ethics, local, state, and federal regulations related to the medical field

MA3-EMR TERM--Medical Records & Terminology 90 Distance hours, $300

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

Whether it is the paper medical record or the electronic record system, students will learn how to use the patient's record to process sick or well patients in an ambulatory setting. Medical terminology is introduced to students proper charting.

Graduates will be able to:

* Navigate electronic health records systems and practice management software
* Preform basic computer skills
* Schedule appointment and process new patient’s forms
* Admit patient when arriving
* Process patient’s personal information into a chart
* Prepare Certificate to Return to Work, appointment reminders, Medical Records Release Form, Incident Report, Referral Form, and Prior Authorization Request Form
* Complete Office Inventory Form
* Update Patient Demographics and Complete Advance Directive
* Send missed appointment email
* Understand the basic medical terminology
* Build and dissect medical terminology from roots and suffixes to understand the word element combinations

MA4-BILLCODE---- Medical Billing and Coding 90 Distance hours, $300

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

Students will be instructed in the basic concepts to bill and code visits with the correct medical records. Both procedural and diagnostic ICD-10 codes will be included for the student to properly process insurance claims in an ambulatory setting. Association with the insurance companies including Medicare and Medicaid are emphasized. In addition, the student gains knowledge to collect from the patient.

Graduates will be able to:

* Implement basic concepts for Billing and Coding
* Perform billing and collections procedures
* Use basic procedural and diagnostic ICD-10 codes
* Process insurance claims in an ambulatory setting

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* Explain association with the insurance companies including Medicare and Medicaid
* Check for all correct documentation before submitting claim
* Submit the claim
* Post payments from patient and insurance company along with adjustments
* Submit Insurance Claim tracer
* Prepare customer statements
* Document process reports
* Create bank deposit
* Generate phone messages and Physical Activity Report
* Process documents for lab results
* Assist the patient in navigating issues and concerns that may arise (i.e., insurance policy information, medical bills, and physician/provider orders)

MAA1-BILLCODE2 – Billing and Coding II 50 Distance hours, $200

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

 MA4-BILLCODE

Students will be instructed in the advanced concepts to billing and coding. Both procedural and diagnostic ICD-10 codes will be included for the student to properly process insurance claims in an ambulatory setting.

Association with the insurance companies including Medicare and Medicaid are emphasized. In addition, the student gains knowledge to collect from the past due accounts.

Graduates will be able to:

* Prepare all claims in an ambulatory setting to be filed
* Verify all coding is correct
* Correct any coding as needed
* File claims
* Apply insurance payments
* Communication with all insurance companies
* Collect past due accounts

MAA2-COMM--Communications 20 Distance hours, $100

No Prerequisite

This course involves correct verbal and written communication techniques with patients, family members,

co-workers, and the general public.

Graduates will be able to:

* Professional writing communication with physicians
* Professional speaking skill with physicians
* Professional communication with co-workers
* Professional communication with patients and family members

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MAA3-EXTERNMAA--- Externship 40 externship hours, $100

Prerequisite--- MA1-CAREER DEV

 MA2-MED OFFICE

 MA3-EMR TERM

 MA4-BILLCODE

 MAA1-BILLCODE2

 MAA2-COMM

The student will be working and/or observing in a medical facility under supervision of a competent supervisor who is an employee of the facility. Training will be given in the reception area, insurance, and discharge area to the student.

Employment Opportunities

• Medical Administration Assistant
• Medical Secretary
• Medical Receptionist
• Medical Office Specialist
• Office Manager
• Medical Records Clerk

Employment Outlook

From specialists to nurse practitioner’s walk-in clinics, Tupelo, Mississippi is the core of medical care facilities for North Mississippi giving students many opportunities for employment. According to the most current Department of Labor statistics reported in May 2015 for Mississippi, Records and Health Information Tech, Healthcare Support Occupations, and Healthcare Support Workers total more than 35,750 employed.

Average Salary

The average annual salary in Mississippi is $23,420, based on $11.26 per hour at 40 hours a week for 52 weeks. The top of the range of wages is $50,148 based on $24.11 per hour.

Certification and Job Placement

To become national certified, the graduate must pass the national MAA exam. The student is responsible for the exam fee and transportation to/from testing center. Medical2 Career College will be working with employers to place as many graduates as possible. The MAA graduates will be eligible for clerical entry level medical administrative assistant position in the medical field. ***Medical2 Career College does not guarantee employment for any students.***

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Medical Billing and Coding

Diploma Program of Study

 1830A N. Gloster St., Tupelo, MS 38804, #877-741-1996

Medical 2 Inc is licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. C675.

***Medical Billing and Coding - Distance Education. Distance online courses for 650 hours and Externship of 40 hours.*** The Medical Billing and Coding Program is designed to give students the basic knowledge and skills necessary to verify medical bills are correctly and completely coding for electronically filing with medical insurance companies This program includes billing the insurance companies electronically and manually then posting payments from patients and insurance properly. Medical records, collections, and communication is also emphasized. The program is an average of 32 weeks distance education online study courses then 40 hours externship. Graduates will find job opportunities are in physician's offices, hospitals, outpatient clinics, and other types of healthcare facilities.

Tuition $2925

Administration, Educational, and Technological Fees $1575

**Total Cost $4500**

***Cost excludes scrubs and closed toe shoes for externship***

REQUIREMENTS FOR DISTANCE EDUCATION

* A computer, tablet, or phone with internet capability---see college office for specs
* Internet service, Flash Player, Java, one of the following – Safari, Foxfire, or Google Chrome
* Suggested- a printer, Adobe Player, and Microsoft Word 2013/2016

ADMISSION REQUIREMENTS

* A completed application with attestation to criminal background check with no strong felonies
* Interview with Director-considerations are ability to benefit, reason student wants to enter the program of choice, understanding the requirements of employment in the program of choice, ability to pass the courses, ability to pay fees or financial aid, if available
* The evidence of high school diploma, GED, high school transcript, or attestation paperwork signed is provided to the office of Medical2 within 30 days after the first day of class.
* A copy of photo ID as proof you are least 17 years of age. If 17 years of age, provide a signed parental consent form is required. Must be 18 years of age by the first day of externship.
* Must be physically able to perform the employment skills of the program. If any pre-existing conditions restrict and/or limit your abilities, a written statement from a physician stating limitations is required. The Director will inform the student if attending the program will not lead to employment due to limitations.

Addition GRADUATION requirements

* Passing grade on all courses in the program
* Program fees paid in full

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**Courses for Medical Billing and Coding Program – TOTAL 690 HOURS**

MA1-CAREER DEV--Career Development and Life Skills 30 Distance hours, $150

No prerequisite.

Students will learn test-taking strategies, the history of medicine, types of medical healthcare facilities, and the types of facility staff members. Students will have the opportunity to learn the importance of professionalism and listening skills. This course provides strategies for finding employment opportunities completing a correct resume, interview techniques, and the art of negotiating the job. Life skills of conduct, appearance, and professionalism not only to obtain employment but to also retain employment.

Graduates will be able to:

* Implement strategies to assist with test-taking
* Understand the history of medicine
* List the types of medical healthcare facilities
* Describe the types of facility staff members
* Apply the importance of professionalism and listening skills
* Perform the essential requirements for employment, such as resume writing, effective interviewing, dressing professionally, time management, and following up appropriately
* Exercise life skills of conduct, appearance, and professionalism, not only to obtain employment but to also retain employment
* Explain what continuing education is and how it is acquired
* Describe current employment outlook for the medical assistants
* Compare allied health professions with their relation to medical assisting
* Understand the medical assistant requirements for credentialing, the process and importance to obtain the credentials

MA6-AP--- Anatomy and Physiology 80 Distance hours, $425

No prerequisite.

The student explores the anatomy and physiology of the body with correct terminology and functions.

Graduates will be able to:

* List all body systems and their structures and functions
* Address care during the developmental stages of life
* Discuss common diseases, symptoms, diagnoses, and treatments
* Identify and educate patients on the importance of proper nutrition and diet for different age groups and medical conditions
* Articulate the correct medical terminology related to anatomy, diseases, nutrition, and symptoms
* Express the use of medical abbreviations

MA3-EMR TERM--Medical Records & Terminology 90 Distance hours, $300

Prerequisite--- MA1-CAREER DEV

Whether it is the paper medical record or the electronic record system, students will learn how to use the patient's record to process sick or well patients in an ambulatory setting. Medical terminology is introduced to students proper charting.

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Graduates will be able to:

* Navigate electronic health records systems and practice management software
* Preform basic computer skills
* Schedule appointment and process new patient’s forms
* Admit patient when arriving
* Process patient’s personal information into a chart
* Prepare Certificate to Return to Work, appointment reminders, Medical Records Release Form, Incident Report, Referral Form, and Prior Authorization Request Form
* Complete Office Inventory Form
* Update Patient Demographics and Complete Advance Directive
* Send missed appointment email
* Understand the basic medical terminology
* Build and dissect medical terminology from roots and suffixes to understand the word element combinations

MA4-BILLCODE---- Medical Billing and Coding 90 Distance hours, $300

Prerequisite--- MA1-CAREER DEV

 MA3-EMR TERM

Students will be instructed in the basic concepts to bill and code visits with the correct medical records. Both procedural and diagnostic ICD-10 codes will be included for the student to properly process insurance claims in an ambulatory setting. Association with the insurance companies including Medicare and Medicaid are emphasized. In addition, the student gains knowledge to collect from the patient.

Graduates will be able to:

* Implement basic concepts for Billing and Coding
* Perform billing and collections procedures
* Use basic procedural and diagnostic ICD-10 codes
* Process insurance claims in an ambulatory setting
* Explain association with the insurance companies including Medicare and Medicaid
* Check for all correct documentation before submitting claim
* Submit the claim
* Post payments from patient and insurance company along with adjustments
* Submit Insurance Claim tracer
* Prepare customer statements
* Document process reports
* Create bank deposit
* Generate phone messages and Physical Activity Report
* Process documents for lab results
* Assist the patient in navigating issues and concerns that may arise (i.e., insurance policy information, medical bills, and physician/provider orders)

MAA1-BILLCODE2 – Billing and Coding II 50 Distance hours, $200

Prerequisite--- MA1-CAREER DEV

 MA3-EMR TERM

 MA4-BILLCODE

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Students will be instructed in the advanced concepts to billing and coding. Both procedural and diagnostic ICD-10 codes will be included for the student to properly process insurance claims in an ambulatory setting. Association with the insurance companies including Medicare and Medicaid are emphasized. In addition, the student gains knowledge to collect from the past due accounts.

Graduates will be able to:

* Prepare all claims in an ambulatory setting to be filed
* Verify all coding is correct
* Correct any coding as needed
* File claims
* Apply insurance payments
* Communication with all insurance companies
* Collect past due accounts

MAA2-COMM—Medical Communications 20 Distance hours, $100

No Prerequisite

This course involves correct verbal and written communication techniques with patients, family members, co-workers, and the general public.

Graduates will be able to:

* Professional writing communication with physicians
* Professional speaking skill with physicians
* Professional communication with co-workers
* Professional communication with patients and family members

MBC1-BILLCODE3--Medical Billing & Coding III 180 Distance hours, $750

Prerequisite--- MA1-CAREER DEV

 MA3-EMR TERM

 MA4-BILLCODE

 MAA1-BILLCODE2

 MAA2-COMM

This course presents essential information for all major health care coding systems and covers the

skills needed to be a successful medical coder. The student will understand guidelines of coding systems, the difference in Medicare and other insurance companies, and reimbursements.

Graduates will be able to:

* Distinguish among Medicare Parts A, B, C, and D.
* Interpret rules of the Health Insurance Portability and Accountability Act (HIPAA)
* Describe the format of ICD-10-CM with official instructional notations.
* Demonstrate ability to utilize the Alphabetic Index and Tabular List.
* Outline the need for level of specificity in diagnosis coding.
* Demonstrate application of combination codes.
* Understand coding for diseases, diagnostics, and infections within different specialties areas.

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MBC2-BILLADV-- Advanced Auditing & Coding 60 Distance hours, $400

Prerequisite--- MA1-CAREER DEV

 MA3-EMR TERM

 MA4-BILLCODE

 MA5-BILLCODE2

 MBC1-BILLCODE3

Advanced Auditing and Coding presents real-world patient cases to explain coding services. The course covers surgical, radiology, anesthesia, pathology, laboratory, and medicine. The audit processed is utilized throughout the course to train the student using physician documentation in real medical cases.

Graduates will be able to:

* Reinforce important concepts and comprehension when reading a case
* Be able to choose the critical information to report correct diagnosis and CPT codes
* Understanding of difference in outpatient and inpatient coding
* Demonstrate ability to audit and code inpatient procedures
* Demonstrate ability to audit and code physicians care inpatient and outpatient follow ups

MBC4-EXTERNMAA--- Externship 40 externship hours, $100

Prerequisite--- MA1-CAREER DEV

 MA3-EMR TERM

 MA4-BILLCODE

 MA5-BILLCODE2

 MBC1-BILLCODE3

 MBC2-BILLADV

 MBC3-BILLREV

The student will be working and/or observing in a medical facility under supervision of a competent supervisor who is an employee of the facility. Training will be given in the billing and coding, and payment processing.

Employment Opportunities

• Medical Billing and Coding

• Medical Secretary or Receptionist
• Medical Billing
• Medical Coding

• Medical Records Clerk

Employment Outlook

From specialists to nurse practitioner’s walk-in clinics, Tupelo, Mississippi is the core of medical care facilities for North Mississippi giving students many opportunities for employment. The Bureau of Labor Statistics states that employment of medical records personnel is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages. These changes have resulted in an ever-increasing demand for qualified medical coders.

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Average Salary

Credentialed coders are on average paid more than the non-credentialed coder. According to the 2016 AAPC Salary Survey (which was the latest available upon publication of this text) the average annual salary for an AAPC member is $49,872. CPC®, the physician outpatient certification, pays on average $52,690, while members with specialty credentials have an average salary of $57,524.

Certification and Job Placement

To become certified, the graduate must pass a national exam. The student is responsible for the exam fee and transportation to/from testing center. Medical2 Career College will be working with employers to place as many graduates as possible. ***Medical2 Career College does not guarantee employment for any students.***

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Pharmacy Technician

Diploma Program of Study

 1830A N. Gloster St., Tupelo, MS 38804, #877-741-1996

Medical 2 Inc is licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. C675.

***Pharmacy Technician - Distance Education. Distance online courses for 450 hours and Externship of 160 hours.*** The curriculum is designed to create the standard of knowledge to work effectively with pharmacists and provide excellent patient care and services. This course provides student with solid coverage of the information they need to be successful. The curriculum covers all aspects mapped to the Pharmacy Technician Certification Examination (PTCE) and to the American Society of Health-System Pharmacists (ASHP) Curriculum. This program is an average of 21 weeks plus 160 hours externship.

Tuition $2175

Administration, Educational, and Technological Fees $ 725

**Total Cost $2900**

***Cost excludes scrubs and closed toe shoes for externship***

REQUIREMENTS FOR DISTANCE EDUCATION

* A computer, tablet, or phone with internet capability---see college office for specs
* Internet service, Flash Player, Java, one of the following – Safari, Foxfire, or Google Chrome
* Suggested- a printer, Adobe Player, and Microsoft Word 2013/2016

ADMISSION REQUIREMENTS

* A completed application with attestation to criminal background check with no strong felonies
* Interview with Director-considerations are ability to benefit, reason student wants to enter the program of choice, understanding the requirements of employment in the program of choice, ability to pass the courses, ability to pay fees or financial aid, if available
* The evidence of high school diploma, GED, high school transcript, or attestation paperwork signed is provided to the office of Medical2 within 30 days after the first day of class.
* A copy of photo ID as proof you are least 17 years of age. If 17 years of age, provide a signed parental consent form is required. Must be 18 years of age by the first day of externship.
* Must be physically able to perform the employment skills of the program. If any pre-existing conditions restrict and/or limit your abilities, a written statement from a physician stating limitations is required. The Director will inform the student if attending the program will not lead to employment due to limitations.

Addition GRADUATION requirements

* Passing grade on all courses in the program
* Program fees paid in full
* State criminal background check with no felony convictions

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**Courses for Pharmacy Technician Program – TOTAL 610 HOURS**

PT1-PTINTRO—Introduction to Pharmacy Technician 20 Distance hours, $200

No prerequisite.

Students will learn the ancient beliefs of illness and medicine and the wide spread use of opium effects. This course discusses laws and ethics pharmacies and their employers must abide by. Communications skills and team work are emphasized to delivery patient care in the pharmacy setting.

Graduates will be able to:

* Discuss advances in drug therapy and vaccinations
* Describe the different between opiates and opiods
* Describe the first pharmacies and pharmacy techs
* Understand laws and ethics in the pharmacy field
* Communicate properly with customers
* Understand how to work well as a team member

PT2-PTMATH--- Pharmaceutical Math 140 Distance hours, $600

Prerequisite--- PT1-PTINTRO

The course provides the basic mathematical concepts that are applied to pharmacy. The curriculum is to assist pharmacy technician students in mastering the mathematical calculations necessary to prepare medications safely. It covers calculations used in inpatient settings, as well as outpatient settings, with a chapter covering basic business math for retail practice.

Graduates will be able to:

* Describe the history of pharmacy calculations
* Covert Arabic numbers into Roman numerals
* Calculate infusion rates and drop rates
* Understand and apply pharmaceutical calculations
* Apply the formulas for calculating doses by body weight and body surface area (BSA) as well as for pediatric dosages (Young’s Rule and Clark’s Rule)

PT3-PTPRACT—Pharmacy Practice 90 Distance hours, $400

Prerequisite--- PT1-PTINTRO

 PT2-PTMATH

The student discovers classifications of medications and their related body systems. The correct storage requirements of common drugs, doses forms, and routes of administration are introduced. From community pharmacies to institutional pharmacies, the student discovers the daily routines including packaging, labeling, prescription preparation, and assisting the pharmacist.

Graduates will be able to:

* Explain the “Do Not Use” list
* Demonstrate the appropriate way to research drugs
* Recognize the general classifications of medications and the related body systems

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* List and explain the absorption, distribution, metabolism, elimination, and bioavailability of drugs in the body
* Explain the pharmacy technician’s role in the medication use process
* Describe the different types of pharmacies

PT4-PTPHARM---- Pharmacology 120 Distance hours, $500

Prerequisite--- PT1-PTINTRO

 PT2-PTMATH

 PT3-PTPRACT

The student studies drug classifications and therapeutic agents for each body system. The FDC regulations for over the counter (OTC) drugs, how they become OTC drugs, and what customers should consider before purchasing OTC drugs are addressed.

Graduates will be able to:

* Differentiate between generic and trade (brand) names.
* Define prefixes, suffixes, and infixes.
* Classify drugs using the drug schedules under the Controlled Substance Act (CSA)
* Discuss primary drug classifications
* List the primary symptoms of conditions associated with each body system
* Define CAM

PT5-CPTREVW – CPT Exam Review 60 Distance hours, $100

Prerequisite--- PT1-PTINTRO

 PT2-PTMATH

 PT3-PTPRACT

 PT4-PTPHARM

Covering everything needed to study for and pass the Pharmacy Technician Certification Board (PTCB) and ExCPT exams, this review provides the student with practice exams, handy outlines, test taking strategies, and flash cards.

Graduates will be able to:

* Attempt the PTCB and ExCPT exams

PT6-EXTERNPT--- Externship 160 externship hours, $375

Prerequisite--- PT1-PTINTRO

 PT2-PTMATH

 PT3-PTPRACT

 PT4-PTPHARM

 PT5-CPTREVW

The student will be working and/or observing in a pharmacy under supervision of a competent supervisor who is an employee of the facility. Training will be given in the pharmacy technician position.

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Employment Opportunities

• Pharmacy Technician

Employment Outlook

Tupelo, Mississippi is the core of medical care facilities and many pharmacies for North Mississippi giving students many opportunities for employment. The Bureau of Labor Statistics states that employment of pharmacy techs will increase 12% from 2016 to 2026. The number of reported jobs in 2016 was 402,500.

Average Salary

According to the Bureau of Labor Statistics, the median pay for pharmacy technicians in 2017 was $15.26 per hour or $31,750 per year.

Certification and Job Placement

To become certified, the graduate must pass a national exam. The student is responsible for the exam fee and transportation to/from testing center. Medical2 Career College will be working with employers to place as many graduates as possible. ***Medical2 Career College does not guarantee employment for any students.***

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