



Medical Assisting- 2023 Course Catalog

Clinical Medical Office Assistant

TN Professional Training Institute

1630 S. Church Street - Suite 302

Murfreesboro, TN 37130

Director: Nancy Schott

TN Professional Training Institute

1630 S. Church Street, Suite 302, Murfreesboro, TN 37130

www.TNPTI.com | 615.631.8440 | admissions@tnpti.com

The TN Professional Training Institute is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

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TN Professional Training Institute About the Faculty

Nancy Schott - Owner and Director

Email: Nancy@tnpti.com

Nancy received her Bachelor of Arts from Samford University in Birmingham, Alabama after growing up on the beaches of Florida. She spent nearly 30 years around the dental industry as well as many non-profit organizations and now thoroughly enjoys helping students begin their new careers at TNPTI. Nancy likes to travel and spend time with her family which includes her husband and four children who keep her on her toes.

Stephanie Miller - Assistant Director

Email: Stephanie@tnpti.com

Stephanie graduated from Daymar College in Murfreesboro, Tennessee with her bachelor's degree in Healthcare Administration. She has worked in higher Education since 2015. Stephanie loves spending time with her two daughters and working with non-profit organizations. She loves working with her students, watching them excel in their programs and starting their new careers.

Sarah Foster - Student Support Coordinator

Email: Sarah@tnpti.com

Sarah grew up in Bowling Green, Kentucky and attended Western Kentucky University where she received her Bachelor of Science degree in Administration. Prior to joining the TNPTI team, Sarah worked in an administrative and student enrollment setting for 15 years with Williamson County. She enjoys the outdoors along with traveling and is a mother to two young children who are active and keep her very busy.



TN Professional Training Institute

2023 Class Schedule

**\$3600 Total Cost (\$3400 tuition and
\$200 materials)**

Medical Assisting – *Clinical Medical Officer Assistant* Course Calendar

(Classes are 20 days total. 8:00 a.m. - 5:00 p.m. Lunch is 12 p.m. - 1:00 p.m.)

January 23rd - February 17th

February 20th - March 17th

March 20th - April 14th

April 17th - May 12th

May 15th - June 9th

June 14th - July 21st

July 24th - August 25th

August 28th - September 25th

October 2nd - October 27th

October 30th - December 1st

**TNPTI has rolling admissions which means students may apply at any time prior to the start of a course.

Observed Holiday Schedule 2023

*January 16th, February 20th, April 8th,
May 27th – May 29th, July 1st – July 7th
September 2nd - 4th, November 22nd - 25th
December 22nd - January 1st, 2024*

Medical Assisting – *Clinical Medical Office Assistant*

Purpose

The Medical Assisting - Clinical Medical Office Assistant program will be a residential program with 160 contact hours of academic training and an optional externship of 40 hours at a TN Professional Training Institute approved facility.

The curriculum is designed to give students the general knowledge necessary to understand the functions of a medical assistant in the real world. The students will obtain information regarding: the health care system, ethics in the medical office, anatomy, physiology, sterilization and disinfection techniques, vital signs, assessment, exams, procedures, administration of medication and intravenous therapy. Students will also have lessons on phlebotomy, EKG, nutrition, and administrative responsibilities.

Overall, the program seeks to develop in students the general approaches and knowledge necessary for medical assistants to work effectively in the field.

Medical Assisting - *Clinical Medical Office Assistant*

Course Objectives

- Perform a thorough medical history
- Record the reason for the visit and the presenting symptoms
- Take and record vital signs
- Prepare patients for examination
- Assist physicians with patient examinations
- Prepare blood samples for laboratory tests
- Explain medical procedures
- Communicate appropriately with patients
- Care for bedridden patients
- Understand the body systems:
 - Nervous system
 - Respiratory system
 - Circulatory system
 - Muscular system
 - Skeletal system
 - Reproductive system
 - Digestive system
 - Urinary system
- Complete administrative tasks in the offices of physicians and other healthcare facilities, including:
 - Greet patients
 - Update and file medical records
 - Answer telephones
 - Fill out insurance forms
 - Maintain billing and coding information for insurance
 - Schedule appointments
 - Arrange for laboratory services
- Administer medication and injections (if in accordance with state regulations)
- Understand law and ethics as they pertain to the duties of a medical assistant
- Be familiar with the history of medicine
- Be knowledgeable about the various medical fields
- Draw blood (in conjunction with the Phlebotomy curriculum)
- Perform an EKG (in conjunction with the EKG curriculum)

Medical Assisting - *Clinical Medical Office Assistant*

Facilities and Equipment

The TN Professional Training Institute's 160-hour Medical Assisting Program is an intensive, hands-on learning experience. You will spend 160 hours training in our training facility and will have an optional 40 hours in one of our predetermined clinical locations.

General Facility

- TNPTI's equipment is owned
- 3- 8 ft Tables and 12 Chairs
- 2 Computers
- Printer
- Refrigerator
- 2 Office Chairs
- 2 Reclining Medical Chairs
- Autoclave
- Medical table
- Stethoscope
- EKG machine
- Thermometer
- Sphygmomanometer
- Oxygen monitor
- CPR mannequins
- Otoscope
- Spirometer
- Various medical and sterilization supplies
- 2 Blood Drawing Chairs
- 10 Phlebotomy Kits
 - Syringe
 - Multi-sample Blood Collection Needle
 - Tourniquet
 - Safety Trainer Device
 - Blood Culture Device
 - Microtainer Tub
 - BD Eclipse
 - Portex Needle Pro
 - Microhematocrit Tube
- Vein Finder

Medical Assisting - *Clinical Medical Office Assistant* **Admissions**

Students wishing to enroll in the TN Professional Training Institute's 160-hour Medical Assisting - *Clinical Medical Office Assistant* program must be:

- 18 years of age or older
- Clear criminal record
- Willing and able to work with patients while giving the best patient care possible
- Be a high school or GED graduate. Official transcripts/GED test scores are required.

If this sounds like you, visit www.TNPTI.com or come by TN Professional Training Institute to fill out an application today. Tuition arrangements and materials fees are due prior to starting class. Due to the advanced, hands-on nature of this course, late enrollment will not be allowed.

Medical Assisting - *Clinical Medical Office Assistant* **Code of Conduct**

The TN Professional Training Institute is a peaceful, productive place where students come to study about becoming a Medical Assistant. Our goal is to provide a pleasant environment for our students, and we ask that you do the same.

Be respectful of the property and of each other. Try to arrive 10 minutes early for classes to settle in and be prepared for class.

- All TNPTI students must abide by the TNPTI Code of Honor.
- TNPTI provides complimentary beverages and occasionally food for students to enjoy. Students are also allowed to respectfully consume snacks and drinks during classroom sessions only. Please respect this code.
- When in a clinical environment, students will refrain from chewing gum, eating and drinking during this time.
- Maintain a professional clinical environment. To do this, TNPTI students are asked to cover any visible tattoos/body art. Additionally, jewelry is limited to only one (1) piercing (per lobe) per ear and one (1) wedding band/ring if applicable.
- Students must wear closed-toe and closed-heel footwear and all black scrubs per dress code.

TNPTI Code of Honor

Code Defined: It is presumed that any student who enrolls at TN Professional Training Institute is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the TNPTI community. It must be understood that it is the responsibility of each student, faculty, and staff member to preserve, nurture and strengthen this spirit of honor. TNPTI students shall at all times refrain from and discourage all attempts at falsifying information (lying); making untrue statements and disparaging remarks; cheating, stealing; plagiarism and vandalism. When a violation of the Honor Code is detected, the student(s) involved will be brought to the attention of the instructor and the Institutional Director or the Executive Director, who will come to a mutual agreement upon the disciplinary action appropriate for the action against the TNPTI code of honor.

Violations Defined: "Lying" is defined as any attempt to deceive, falsify, or misrepresent the truth in any matter involving program business. Program business includes, but is not limited to, financial aid information, excuses for absences and statements to instructors and TNPRI Administration in order to reschedule tests or assignments and responses to the queries of TNPTI staff.

"Cheating" is defined as the employment of or rendering of any illicit aid in any assigned work.

"Stealing" is defined as the appropriation of money or property belonging to another person, organization or the school. This also includes the borrowing of property without the knowledge of the owner.

"Plagiarism" is defined as presenting as one's own work the words or ideas of an author or fellow student. Students should document quotes through quotation marks and footnotes or other accepted citation methods. Ignorance of these rules concerning plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who assigned the task.

"Vandalism" is defined as intentional, malicious damage to university property or property belonging to others.

Penalties: The directors may, for any first offense violation of the TNPTI Code of Honor, impose immediate dismissal of the student for the remainder of program (depending on the severity of the violation). Dismissed students will not receive a refund for tuition monies paid. Readmission for a student will be granted at the discretion of the Institutional Director.

TNPTI Dress Code

- All students must wear black scrubs during classroom hours.
- All students must wear closed toe and closed heel shoes during classroom hours.
- The students must wear their hair up if hair length is longer than shoulder length.
- Acrylic nails are not permitted during classroom hours. Natural nails can be painted in French tip or in a clear color. Colored nail polish other than clear is not permitted.
- Lab coats provided by the school should be worn during clinical/lab hours.
- PPEs should be worn at all times during clinical hours.

Medical Assisting - *Clinical Medical Office Assistant* Attendance Requirements

The TN Professional Training Institute's Medical Assisting training program is an intensive, accelerated, 160-hour program. Students who miss class can be dismissed and may be moved to the next session at the discretion of the instructor.

*Arriving late or leaving early may result in an absence.

TNPTI offers its students the opportunity to make up class hours in the next scheduled term when discussed and arranged in advance with the administration.

Medical Assisting - *Clinical Medical Office Assistant* Program Grievance Policy

While we do our best to provide a friendly, conducive environment for learning at the Tennessee Professional Training Institute, we do understand that conflict may arise. Because we go out of our way to create a positive learning environment, if there is a misunderstanding between students or instructors, parties involved are encouraged to communicate directly in an attempt to work out any misunderstanding.

If the issue has not been resolved after communication attempts have been made, students may get in contact with the Institutional Director, Nancy Schott, at 1630 South Church Street, Suite 302 Murfreesboro, TN 37130 and can be reached by phone at 615-631-8440. The director may ask students to submit their grievance in writing or it may be accepted verbally depending on the nature of the grievance. The Institutional Director will act on the grievance and inform all involved parties of their discussion verbally or in writing within 7 business days of receiving the complaint.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary Authorization.

If a student feels that the issue has not been addressed satisfactorily, after having communicated with the Institutional Director at TNPTI then they are asked to write a letter to the Tennessee Higher Education Commission at the following address for issue resolution:

Postsecondary School Authorization Staff

Tennessee Higher Education Commission
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, Tennessee 37243

The telephone number of this department is 615-741-5293.

Medical Assisting - *Clinical Medical Office Assistant* **Course Requirements**

1. Students must be at least 18 years of age.
2. Students must be at least a high school, GED/HISET graduate and submit official transcripts indicating date of graduation from high school or GED pass date and scores from their school.
3. Students are required to maintain an 80% average in order to graduate. If the student does not maintain an 80% average throughout the course, they may be asked to repeat some or all portions of the course.
4. Students are required to purchase black scrubs prior to starting the course and are required to wear them for each session over the course of the program.
6. Students *must have a clear criminal record. Please see the director if you have any questions regarding this status.*
7. Students must successfully complete 160 hours of classroom instruction.

*Student files will be kept securely at TNPTI's corporate office

Medical Assisting - *Clinical Medical Office Assistant* **Progress (Grades)**

The instructor will keep a daily log of students' grades and will communicate with students their updated grades on a daily basis.

Grading System

101+	A+
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

W = Withdraw, A student may withdraw at any point during the program and will receive a "W" withdrawal grade on their report card.

I = Incomplete, A student may receive an "I" incomplete grade on their report card if they have not completed the course requirements by the end of their course term.

Students will receive a number grade on each of their examinations. Students must maintain an average of 80% or higher in order to pass TNPTI's Medical Assisting course to earn their certification.

Medical Assisting Job Placement

The TN Professional Training Institute's objective is to teach students the skills needed to become a Medical Assistant, but we do not guarantee our students jobs. We will assist our students through our graduate support services with their interviewing skills and resume writing; however, students are responsible for locating their own employment upon completion of the program. To assist our students, we guide them through the job search process, and we have a Facebook group which contains current openings throughout the middle Tennessee area.

Medical Assisting - Clinical Medical Office Assistant Program Cost & Payment Policy

Effective November 14th, 2022, TNPTI tuition payment options are as follows:

Tuition is \$3400 and the materials fee is \$200 for a total of \$3600.

Students can turn in their enrollment application at any time before class begins.

** Financial arrangements must be made prior to the start of class and is the only way to guarantee a spot in that term. Our admissions team can help walk you through this whole process.*

Option 1: Pay in Full \$3,600.00

Option 2: Mia Share - Payment Plan

Pay for your tuition over time with a Payment Plan. You will make fixed payments until your tuition is paid. Learn more and sign up below.

Calculate your payments: <https://tnpti.mia-share.com/tuition-flyer>

****20 weeks - \$130.00/ week with a
\$1000 deposit***

Option 3: Climb Credit - Student Loan

You can apply with a \$0 down payment and get roughly a \$220 monthly payment. Apply online at: <https://climbcredit.com/apply/tnpti>

Option 4: PayPal or PayPal Credit (see www.TNPTI.com)

Option 5: American Job Center - Financial Assistance

If you are interested in financial assistance, please contact our team to help you in this process. We will help you create a profile at www.jobs4tn.gov and then assist you in the application process through the American Job Center in your county. This is a need-based program and once you apply, someone from the AJC will contact you to see if you qualify.

**Please see a member of TNPTI's team for the application process and details.*

Option 6: SkillUp Tennessee - Financial Assistance

You may apply online at: <http://skillup.tennessee.edu/> and click on participants. This is a need-based program for SNAP participants. **Please see a member of TNPTI's team for the application process and details.*

TN Professional Training Institute - Refund & Cancellation Policy

For the Medical Assisting Course – *Clinical Medical Office Assistant*

Students enrolling in TN Professional Training Institute's Medical Assisting program **are eligible for a full refund** if the student withdraws from the TN Professional Training Institute on or before the first day of classes or fails to begin classes. The refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in TN Professional Training Institute's Phlebotomy program withdraws, drops out, is expelled, or otherwise fails to attend classes after the first day and until 20% of the course is in session, the student shall be refunded twenty percent (20%) of all amounts paid or to be paid by or on behalf of the student for the period, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in the TN Professional Training Institute's Medical Assisting program withdraws, drops out, is expelled, or otherwise fails to attend classes after 20% of the course, the student is responsible for one hundred percent (100%) of the tuition, fees and other charges assessed by the TN Professional Training Institute **and will not be issued a refund.**

The refund request must be made in writing via email to sarah@tnpti.com within 10 days of the first day of missed class.

TN Professional Training Institute Program Credit Transferability

Contact hours earned at TN Professional Training Institute may not transfer to another educational institution. Contact hours earned at another educational institution may not be accepted by TN Professional Training Institute. You should obtain confirmation that TN Professional Training Institute will accept any contact hours you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer contact hours earned at TN Professional Training Institute to determine if such institutions will accept hours earned at TN Professional Training Institute prior to executing an enrollment contract or agreement. The ability to transfer hours from TN Professional Training Institute to another educational institution may be very limited. Your contact hours may not transfer, and you may have to repeat courses previously taken at TN Professional Training Institute if you enroll in another educational institution. You should never assume that contact hours will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of contact hour policy of TN Professional Training Institute and of any other educational institution you may in the future want to transfer the contact hours earned at TN Professional Training Institute before you execute an enrollment contract or agreement.

Due to the nature of TNPTI's accelerated program, we cannot offer credit for previous education, training, or prior experience.

TNPTI is a special purpose institution. That purpose is to give students the skill and experience they need in conjunction with the state laws of Tennessee, to become knowledgeable in their field of study.