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ULTIMATE MEDICAL ACADEMY CATALOG VERSION 5.3 ADDENDUM

(This addendum is an integral part of the catalog. Any data stated in the addendum supersedes any contradictory information contained in the catalog.)

THIS ADDENDUM PRESENTS ADDITIONAL INFORMATION FOR A NEW PROGRAM, HEALTHCARE TECHNOLOGY & SYSTEMS, UNDER THE PROGRAMS, COURSE DESCRIPTIONS AND REFUND POLICIES SECTIONS. (EFFECTIVE 7/15/15)

HEALTHCARE TECHNOLOGY & SYSTEMS

Program Type: Diploma

Location: Online

PROGRAM DESCRIPTION

The Healthcare Technology & Systems diploma program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records. Students who pursue a diploma in this area will begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. Total program: 690 clock hours/37 semester credits.

The objective of the Healthcare Technology & Systems program is to introduce the application of concepts and provide the knowledge required to work with healthcare technology and systems. This includes effective communications skills attained by using Standard English (written and oral) in a professional environment; employing computational strategies and quantitative analytical skills to evaluate and process numerical data through the application of mathematical concepts to real world situations; examining how natural and human systems function and recognizing the impact of humans on the environment by applying logical reasoning and the scientific method; and, how to apply technology skills and adopt emerging technologies and software to improve productivity and service in a professional environment.

Instruction Time: 40 weeks

Normal Time: 43 weeks

Required Courses

Course #	Course Title	Semester Credits
CI1165	Introduction to Information Technology	4.0
CI1170	Introduction to Computer Office Applications	3.0

CI1200	Desktop Support	4.0
CS1100	Customer Service and Communications in Healthcare Settings	3.0
EN1000	Introduction to Communication	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1155	Health Records Management	3.0
HT1200	Configuring EHR	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
TOTAL CREDITS		37.0

ADDITION OF HEALTHCARE TECHNOLOGY & SYSTEMS TO LISTING OF ONLINE DIPLOMA PROGRAMS (PAGE 76)

ONLINE CAMPUS (NON-MAIN CAMPUS)

Diploma

- Healthcare Technology & Systems
- Medical Administrative Assistant
- Medical Billing and Coding
- Medical Office and Billing Specialist
- Pharmacy Technician

ADDITION OF HEALTHCARE TECHNOLOGY & SYSTEMS TO REFUND POLICIES (PAGES 41 – 42)

PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS

Pertains to the following programs:

- Nursing (Associate of Science (Tampa))
- Health Sciences Concentrations (Associate of Science):
 - Basic X-Ray Technician with Medical Office Procedures (Tampa)
 - Dental Assistant with Expanded Functions (Tampa and Clearwater)
 - Healthcare Technology & Systems (Online)
 - Medical/Clinical Laboratory Assistant (Tampa)
 - Medical Administrative Assistant (Online)
 - Medical Assistant (Tampa and Clearwater)
 - Medical Office and Billing Specialist (Online)
 - Patient Care Technician (Tampa and Clearwater)
- Health and Human Services (Associate of Science) (Online)
- Health Information Technology (Associate of Science) (Online)
- Healthcare Management (Associate of Science) (Online)
- Healthcare Technology & Systems (Diploma) (Online)
- Medical Administrative Assistant (Diploma) (Online)
- Medical Billing and Coding (Associate of Science) (Online)
- Medical Billing and Coding (Diploma) (Ground and Online)
- Medical Office and Billing Specialist (Diploma) (Online)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

If students cease enrollment at Ultimate Medical Academy, the following policies apply:

- If a registration fee was included on an Enrollment Agreement, the registration fee is non-refundable upon completion of the first class.

- If students are cancelled, all tuition and fees charged are refunded. If a student cancels (other than an active duty military student) and books provided by UMA are not returned, students are assessed a book fee for such books.
- Tuition is charged by a semester for all courses scheduled for that semester.
- If students withdraw under the UMA withdrawal process after the start of a semester for which they have been charged but before completion of 60% of the semester, students are issued a pro rata refund as follows:
 - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a semester by the number of calendar days in the semester in which the withdrawal occurred.
 - The number of calendar days in a semester is defined as the number of days from the start of a semester until the last day of the last course a student was scheduled to attend in the semester. Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.
- After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.
- If a student withdraws, in addition to tuition, the student is responsible for the registration fee, if included on the enrollment agreement, upon completion of the first class and books. If books are returned, a student may receive a refund of applicable book charges. For questions, please contact Student Accounts at 877-250-9799.

REVISION TO SS2000 COURSE DESCRIPTION (PAGE 138)

SS2000 CAREER SUCCESS - 2.0 SEMESTER CREDITS

In this course, students will have an opportunity to revisit their personal and professional goals as they prepare for interviews and placement in the allied healthcare field. Through the exploration of job search skills, resume writing, interview preparation, group dynamics, and workplace behaviors, students will apply essential understandings to a career in the healthcare field. A variety of planning and preparation activities are integrated into the delivery of this course including the development of a professional portfolio. Through this and other application-based activities, the career success course ensures that students will succeed in their new role as an Allied Health professional. Prerequisite: To be taken in the student's final semester of course work.