

**ADDENDUM TO  
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 5.6**

**(Published April 8, 2016)**

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



**ADDENDUM**  
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**Addendum for Admissions  
(Credit for Previous Education)  
Effective June 27, 2016**

*Page 19 (Replace the fourth paragraph, "Credits earned at another . . . member organizations," with the paragraph below.)*

UMA requires that all foreign transcripts and any transcript in a language other than English be processed for translation and evaluation by an organization recognized by the National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO).

*Page 19 (Replace 6. under "UMA considers previous education for transfer credit from the following sources" with the statement below.)*

6. Organizations that are members of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE) and/or American Association of Collegiate Registrars and Admissions Officers (AACRAO)

**Addendum for Admissions  
(State Specific Information for Online Students, Pharmacy Technician Programs Enrollment Classifications and  
State Disclosures, and Health Information Technology Program Enrollment States)  
Effective June 29, 2016**

*Pages 27 – 32 (Replace Arkansas, Maine, Michigan, Minnesota, Ohio, Tennessee and Puerto Rico sections with new statements appearing below.)*

**Arkansas**

- The Arkansas Higher Education Coordinating Board has granted Ultimate Medical Academy certification to offer programs by distance technology.
- Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301.
- The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

**Maine**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Maine Higher Education Commission.
- Ultimate Medical Academy is currently not enrolling students into the Associate of Science in Health Sciences – Pharmacy Technician or Pharmacy Technician Diploma programs.

**Michigan**

- Ultimate Medical Academy is authorized to offer online programs by the Michigan Department of Licensing and Regulatory Affairs-Private Postsecondary Education.

**Minnesota**

- Ultimate Medical Academy is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 - 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

- Minnesota students will not be able to use the following courses to satisfy the General Education/Elective requirements for UMA programs: AC2760 - Accounting for Managers; PS2100 - Working With People; or PS2150 - Patient Relations.

**Ohio**

- Ultimate Medical Academy is exempt from registration to offer online programs by the Ohio Board of Regents.
- Ultimate Medical Academy is authorized by the Ohio Department of Higher Education to offer externship experiences for the following programs: Associate of Science in Health Information Technology, Associate of Science in Health Sciences – Pharmacy Technician, and Pharmacy Technician Diploma.

**Tennessee**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Tennessee Higher Education Commission.
- Ultimate Medical Academy is not currently enrolling students into the Associate of Science in Health Sciences – Pharmacy Technician or Pharmacy Technician Diploma programs.

**Puerto Rico**

- Ultimate Medical Academy is currently not enrolling in the territory of Puerto Rico.

*Pages 32 – 36 (Replace Pharmacy Technician Program State Requirements charts with the charts below.)*

<b>PHARMACY TECHNICIAN PROGRAM STATE AND TERRITORY REQUIREMENTS</b>		
<b>ALL ENROLLMENT STATE/TERRITORY</b>	<b>REENROLL STATE/TERRITORY</b>	<b>NON-ENROLLMENT STATE/TERRITORY</b>
Alabama	New Hampshire***	California
Alaska	North Carolina**	Connecticut
Arizona		Kansas
Arkansas		Louisiana
Colorado		Maine
Delaware		Maryland
Florida		Massachusetts
Georgia		Minnesota
Guam		Nebraska
Hawaii		Nevada
Idaho		New York
Illinois		North Dakota
Indiana		Oklahoma
Iowa		Puerto Rico
Kentucky		Rhode Island
Michigan		South Carolina
Missouri		Tennessee
Mississippi		Utah
Montana		Virginia
New Jersey		Washington
New Mexico*		Washington D.C.
Ohio		West Virginia
Oregon		
Pennsylvania		
South Dakota		
Texas		

U. S. Virgin Islands		
Vermont		
Wisconsin		
Wyoming		

\*Students residing in New Mexico are not eligible for the Pharmacy Technician Associate Degree program.

\*\*Students residing in North Carolina must complete the externship component in the Pharmacy Technician Diploma program and reenroll in the Pharmacy Technician Associate Degree program upon completion of the diploma program.

\*\*\*Students residing in New Hampshire must be graduates from the Pharmacy Technician Diploma program. (externship completed)

Many states/territories have various requirements for Pharmacy Technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements. The chart below depicts the additional Pharmacy Technician requirements for the state/territory the student resides in. It is best to conduct additional research for the state/territory you reside in or plan to work in.

States/ Territories	Additional Pharmacy Technician Information for Students
California, Connecticut, Kansas, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Nebraska, Nevada, New York, North Dakota, Oklahoma, Puerto Rico, Rhode Island, South Carolina, Tennessee, Utah, Virginia, Washington, Washington D.C., West Virginia	UMA is currently not enrolling for the Pharmacy Technician Diploma or Associate Degree programs. Students seeking externship or planning to relocate to these states/territories should speak with the Pharmacy Technician Program Chair. Written authorization from the Program Chair is required for continuation of enrollment for these students. Students who do not request or are not granted written authorization prior to moving or working as a pharmacy technician are officially withdrawn from the program.
New Hampshire	Students are not eligible to enroll in the Pharmacy Technician Diploma program.
Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, Kentucky, Michigan, Mississippi, Montana, New Jersey, Oregon, Pennsylvania, U.S. Virgin Islands, Vermont, Wisconsin	Licensure/registration is not required prior to externship; however, Career Services' Externship Department begins the state licensure/registration prior to externship.
Alabama	Students residing in Alabama must be registered prior to externship.
Alaska	Students residing in Alaska must be licensed prior to externship.
Indiana	Students residing in Indiana will be licensed as a Technician-In-Training prior to the start of externship.
Iowa	Students residing in Iowa will be registered as a Pharmacy Technician Trainee prior to the start of externship.
New Mexico	Students residing in New Mexico are not eligible to enroll in the Pharmacy Technician Associate Degree program.
North Carolina	Students residing in North Carolina are not eligible to enroll directly into the Pharmacy Technician Associate Degree program. Completion of the Pharmacy Technician Diploma program is required followed by re-enrollment into the Pharmacy Technician Associate Degree program.
Oregon	Students residing in Oregon must apply for a Pharmacy Technician Initial License. This allows pharmacy technicians more than a year, but not more than two years to become nationally certified and apply for/obtain the Board's Certified Oregon Pharmacy Technician license. Students must become licensed as a Certified Oregon Pharmacy Technician to continue working as a technician.
South Dakota	Students residing in South Dakota must register as a Technician-In-Training prior to the start of externship.
Texas	Students residing in Texas must register as a Pharmacy Technician Trainee prior to externship.

Wyoming	Students residing in Wyoming register as a Pharmacy Technician-In-Training and apply to the Board for a training permit with the sponsoring pharmacy listed on the permit.
<b>States/Territories</b>	<b>Additional Pharmacy Technician Information for Graduates</b>
Colorado, Delaware, Guam, Hawaii, Pennsylvania, U.S. Virgin Islands, Wisconsin	Students are encouraged to research state/territory specific requirements for pharmacy technicians as laws and regulations change frequently.  Currently, there are seven states/territories in which pharmacy technicians are not regulated by the state/territory Boards of Pharmacy. To review state/territory requirements for pharmacy technicians, use the following link: <a href="http://www.nabp.net/boards-of-pharmacy/">http://www.nabp.net/boards-of-pharmacy/</a>
Alabama, Arkansas, Georgia, Kentucky, Missouri, New Jersey, New Mexico, Vermont	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Alaska, Maine	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: <ol style="list-style-type: none"> <li>1. Pharmacy Technician Trainee - obtain certification prior to the end of second renewal OR</li> <li>2. Certified Technician (Must provide evidence of PTCB)</li> </ol>
Florida	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.  Residents of Florida begin this process after graduation.
Idaho	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: <ol style="list-style-type: none"> <li>1. Technician-In-Training - obtain certification prior to the end of second renewal OR</li> <li>2. Certified Technician (Must provide evidence of PTCB)</li> </ol>
Illinois	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: <ol style="list-style-type: none"> <li>1. Proof of passing certification exam PTCB or ExCPT AND</li> <li>2. Copy of pharmacy technician program certificate or diploma</li> </ol>
Indiana	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: <ol style="list-style-type: none"> <li>1. Technician-In-Training - obtain certification prior to the end of first renewal OR</li> <li>2. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT</li> </ol>
Iowa	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: <ol style="list-style-type: none"> <li>1. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal OR</li> <li>2. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT</li> </ol>
Michigan	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: <ol style="list-style-type: none"> <li>1. Full Licensure – submit proof of passing the PTCB or NHA exams OR</li> <li>2. Limited License – requires verification of employment and is only valid during employment listed on application OR</li> <li>3. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year</li> </ol>
Mississippi	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Certification from the PTCB or ExCPT must be obtained prior to the first renewal.

Montana	<p>Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Pharmacy Technician-In-Training must obtain certification within 18 months from the PTCB or ExCPT AND employment is required OR</li> <li>2. Pharmacy Technician – certified by PTCB or ExCPT</li> </ol>
New Hampshire	<p>Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Registered Pharmacy Technician or</li> <li>2. Complete 600 hours of training under the direction of a pharmacist and pass a national certification exam</li> </ol>
New Mexico	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Non-Certified Technicians – submission of technician training record form and national certification within one year OR</li> <li>2. Certified Pharmacy Technician – submit copy of certification from PTCB or ExCPT</li> </ol>
North Carolina	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Is currently employed by a pharmacy holding a valid in-state permit and completes a training program approved by the supervising pharmacist manager OR</li> <li>2. Holds a current certification with PTCB</li> </ol>
Ohio	<p>Graduates must be qualified in order to work as a pharmacy technician. In order to be considered qualified, technicians must complete and pass the PTCB or ExCPT.</p> <p>Note: Ohio does not register, license, or approve pharmacy technicians to work; however, all pharmacy technicians must be qualified as defined above.</p>
Oregon	<ol style="list-style-type: none"> <li>1. Students residing in Oregon must apply for a Pharmacy Technician Initial License. This allows pharmacy technicians more than a year, but not more than two years to become nationally certified and apply for/obtain the Board’s Certified Oregon Pharmacy Technician license. Students must become licensed as a Certified Oregon Pharmacy Technician to continue working as a technician.</li> <li>2. Graduates that have passed a national certification exam through PTCB or the National Healthcareer Association (the EXCPT) qualify for the Certified Oregon Pharmacy Technician credential.</li> </ol>
South Dakota	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Technician-In-Training – undergoing certification requirements (obtain prior to first renewal) and/or enrolled in a pharmacy technician training program with an intern/externship component</li> <li>2. Certified Technician - submit copy of certification from PTCB or ExCPT</li> </ol>
Texas	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Pharmacy Technician Trainee – required prior to externship and must obtain PTCB certificate number within two years</li> <li>2. Registered Technician – Requires PTCB certification</li> </ol>
Wyoming	<p>Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Pharmacy Technician in Training – apply to the Board for a training permit with the sponsoring pharmacy listed on the permit. PTCB certification must be obtained within two years (first renewal) OR</li> <li>2. Pharmacy Technician Registration – Must provide evidence of PTCB Certification</li> </ol>

<b>HEALTH INFORMATION TECHNOLOGY PROGRAM STATES/TERRITORIES ENROLLMENT CHART</b>		
<b>All Enrollment</b>	<b>Virtual Practicum*</b>	<b>Do Not Enroll</b>
Alabama	Louisiana	Connecticut
Alaska	Nevada	Kansas
Arizona	New Hampshire	Massachusetts
Arkansas	North Carolina	New Mexico
California	Washington	Oklahoma
Colorado		Puerto Rico
Delaware		Rhode Island
Florida		Washington D.C.
Georgia		
Guam		
Hawaii		
Idaho		
Illinois		
Indiana		
Iowa		
Kentucky		
Maine**		
Maryland		
Michigan		
Minnesota		
Mississippi		
Missouri		
Montana		
Nebraska		
New Jersey		
New York		
North Dakota		
Ohio		
Oregon		
Pennsylvania		
South Carolina		
South Dakota		
Tennessee**		
Texas		
U.S. Virgin Islands		
Utah		
Vermont		
Virginia		
West Virginia		
Wisconsin		
Wyoming		

\*Due to state regulations, students complete the practicum component in a virtual setting.

\*\*If the student is unable to secure his/her own practicum site, the student must follow the virtual practicum approval process.

**Addendum for Admissions  
(Pharmacy Technician Programs Enrollment Classifications and State Disclosures)  
Effective June 1, 2016**

*Pages 33 – 36 (Revise charts moving Virginia from Reenroll State to Non-Enrollment State. Replace Pharmacy Technician Program State Requirements charts with the charts below.)*

<b>PHARMACY TECHNICIAN PROGRAM STATE AND TERRITORY REQUIREMENTS</b>		
<b>ALL ENROLLMENT STATE/TERRITORY</b>	<b>REENROLL STATE/TERRITORY</b>	<b>NON-ENROLLMENT STATE/TERRITORY</b>
Alabama	Maine***	California
Alaska	New Hampshire***	Connecticut
Arizona	North Carolina**	Kansas
Arkansas	Ohio***	Louisiana
Colorado	Tennessee***	Maryland
Delaware		Massachusetts
Florida		Minnesota
Georgia		Nebraska
Guam		Nevada
Hawaii		New York
Idaho		North Dakota
Illinois		Oklahoma
Indiana		Oregon
Iowa		Puerto Rico
Kentucky		Rhode Island
Michigan		South Carolina
Missouri		Utah
Mississippi		Virginia
Montana		Washington
New Jersey		Washington D.C.
New Mexico*		West Virginia
Pennsylvania		
South Dakota		
Texas		
Vermont		
Wisconsin		
Wyoming		
U.S. Virgin Islands		

\* Students residing in New Mexico are not eligible for the Pharmacy Technician Associate Degree program.

\*\* Students residing in North Carolina must complete the externship component in the Pharmacy Technician Diploma program and reenroll in the Pharmacy Technician Associate Degree program upon completion of the diploma program.

\*\*\* Re-enroll states only – students must be graduates from the Pharmacy Technician Diploma program (externship completed): ME, NH, OH, TN

Many states/territories have various requirements for Pharmacy Technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements. The chart below depicts the additional Pharmacy Technician requirements for the state/territory the student resides in. It is best to conduct additional research for the stat/territory you reside in or plan to work in.

<b>States and Territories</b>	<b>Additional Pharmacy Technician Information for Students</b>
California, Connecticut, Kansas, Louisiana, Maryland, Massachusetts, Minnesota, Nebraska, Nevada, New York, North Dakota, Oklahoma, Oregon, Puerto Rico, Rhode Island, South Carolina, Utah, Virginia, Washington, Washington D.C., West Virginia	UMA is currently not enrolling for the Pharmacy Technician Diploma or Associate Degree programs. Students seeking externship or planning to relocate to these states/territories should speak with the Pharmacy Technician Program Chair. Written authorization from the Program Chair is required for continuation of enrollment for these students. Students who do not request or are not granted written authorization prior to moving or working as a pharmacy technician are officially withdrawn from the program.
Maine, New Hampshire, Ohio, Tennessee	Students are not eligible to enroll in the Pharmacy Technician Diploma program.
Maine, New Hampshire, Ohio, Tennessee	Students are eligible to re-enroll in the Pharmacy Technician Associate Degree program and must be graduates from the Pharmacy Technician Diploma program (externship completed): ME, NH, OH, TN, VA.
Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Kentucky, Michigan, Mississippi, Montana, New Jersey, Pennsylvania, Tennessee, Vermont, Wisconsin	Licensure/registration is not required prior to externship; however, Career Services' Externship Department begins the state licensure/registration prior to externship.
Alabama	Students residing in Alabama must be registered prior to externship.
Alaska	Students residing in Alaska must be licensed prior to externship.
Indiana	Students residing in Indiana will be licensed as a Technician-In-Training prior to the start of externship.
Iowa	Students residing in Iowa will be registered as a Pharmacy Technician Trainee prior to the start of externship.
New Mexico	Students residing in New Mexico are not eligible to enroll in the Pharmacy Technician Associate Degree program.
North Carolina	Students residing in North Carolina are not eligible to enroll directly into the Pharmacy Technician Associate Degree program. Completion of the Pharmacy Technician Diploma program is required followed by re-enrollment into the Pharmacy Technician Associate Degree program.
South Dakota	Students residing in South Dakota must register as a Technician-In-Training prior to the start of externship.
Texas	Students residing in Texas must register as a Pharmacy Technician Trainee prior to externship.
Wyoming	Students residing in Wyoming register as a Pharmacy Technician-In-Training and apply to the Board for a training permit with the sponsoring pharmacy listed on the permit.
<b>States and Territories</b>	<b>Additional Pharmacy Technician Information for Graduates</b>
Colorado, Delaware, Guam, Hawaii, Pennsylvania, U.S. Virgin Islands, Wisconsin	Students are encouraged to research state/territory specific requirements for pharmacy technicians as laws and regulations change frequently.  Currently, there are seven states/territories in which pharmacy technicians are not regulated by the state/territory Boards of Pharmacy. To review state/territory requirements for pharmacy technicians, use the following link: <a href="http://www.nabp.net/boards-of-pharmacy/">http://www.nabp.net/boards-of-pharmacy/</a>
Alabama, Arkansas, Georgia, Kentucky, Missouri, New Jersey, New Mexico, Tennessee, Vermont	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Alaska, Maine	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.

Arizona	<p>Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Pharmacy Technician Trainee - obtain certification prior to the end of second renewal OR</li> <li>4. Certified Technician (Must provide evidence of PTCB)</li> </ol>
Florida	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.</p> <p>Residents of Florida begin this process after graduation.</p>
Idaho	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Technician-In-Training - obtain certification prior to the end of second renewal OR</li> <li>4. Certified Technician (Must provide evidence of PTCB)</li> </ol>
Illinois	<p>Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements:</p> <ol style="list-style-type: none"> <li>3. Proof of passing certification exam PTCB or ExCPT AND</li> <li>4. Copy of pharmacy technician program certificate or diploma</li> </ol>
Indiana	<p>Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements:</p> <ol style="list-style-type: none"> <li>3. Technician-In-Training - obtain certification prior to the end of first renewal OR</li> <li>4. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT</li> </ol>
Iowa	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal OR</li> <li>4. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT</li> </ol>
Michigan	<p>Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>4. Full Licensure – submit proof of passing the PTCB or NHA exams OR</li> <li>5. Limited License – requires verification of employment and is only valid during employment listed on application OR</li> <li>6. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year</li> </ol>
Mississippi	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Certification from the PTCB or ExCPT must be obtained prior to the first renewal</li> </ol>
Montana	<p>Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Pharmacy Technician-In-Training must obtain certification within 18 months from the PTCB or ExCPT AND employment is required OR</li> <li>4. Pharmacy Technician – certified by PTCB or ExCPT</li> </ol>
New Hampshire	<p>Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Registered Pharmacy Technician or</li> <li>4. Complete 600 hours of training under the direction of a pharmacist and pass a national certification exam</li> </ol>
New Mexico	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Non-Certified Technicians – submission of technician training record form and national certification within one year OR</li> <li>4. Certified Pharmacy Technician – submit copy of certification from PTCB or ExCPT</li> </ol>

North Carolina	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Is currently employed by a pharmacy holding a valid in-state permit and completes a training program approved by the supervising pharmacist manager OR</li> <li>4. Holds a current certification with PTCB</li> </ol>
Ohio	<p>Graduates must be qualified in order to work as a pharmacy technician. In order to be considered qualified, technicians must complete and pass the PTCB or ExCPT</p>
South Dakota	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Technician-In-Training – undergoing certification requirements (obtain prior to first renewal) and/or enrolled in a pharmacy technician training program with an intern/externship component</li> <li>4. Certified Technician - submit copy of certification from PTCB or ExCPT</li> </ol>
Texas	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Pharmacy Technician Trainee – required prior to externship and must obtain PTCB certificate number within two years</li> <li>4. Registered Technician – Requires PTCB certification</li> </ol>
Wyoming	<p>Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>3. Pharmacy Technician in Training – apply to the Board for a training permit with the sponsoring pharmacy listed on the permit. PTCB certification must be obtained within two years (first renewal) OR</li> <li>4. Pharmacy Technician Registration – Must provide evidence of PTCB Certification</li> </ol>

**Addendum for Admissions  
(State Specific Information for Online Students, Pharmacy Technician Programs Enrollment Classifications and State Disclosures, and Health Information Technology Program Enrollment States)  
Effective May 20, 2016**

*Pages 27 – 32 (Revise title to include “territory,” add Kansas section and replace District of Columbia and Oklahoma sections with new statements appearing below.)*

**STATE AND TERRITORY SPECIFIC INFORMATION FOR ONLINE STUDENTS**

District of Columbia

- Ultimate Medical Academy is exempt from licensure to offer online programs, with the exception of programs that include an externship or practicum component, in the District of Columbia from the District of Columbia Education Licensure Commission.

Kansas

- Currently, Ultimate Medical Academy is neither enrolling students nor offering programs in the state of Kansas.

Oklahoma

- Ultimate Medical Academy is exempt from authorization to offer online programs, with the exception of programs that include an externship or practicum component, by the Oklahoma Board of Regents.
- Ultimate Medical Academy is currently not enrolling in Diploma programs in the state of Oklahoma.

Pages 32 – 36 (Insert “territory” throughout as shown below. Replace Pharmacy Technician Program State Requirements charts with the charts below.)

**PHARMACY TECHNICIAN PROGRAMS ENROLLMENT CLASSIFICATIONS AND STATE AND TERRITORY DISCLOSURES**

The information contained herein is current and state/territory requirements may change during or after a student’s enrollment. Students are responsible for researching and understanding all examination, certification, registration and/or licensure requirements in any state/territory in which the student seeks to become certified, registered, licensed or employed. To review current state/territory requirements, go to the National Association of Boards of Pharmacy at <http://www.nabp.net.boards-of-pharmacy/>.

**STATE AND TERRITORY BOARD OF PHARMACY LICENSURE/REGISTRATION REQUIREMENTS**

Certain states/territories require students to complete a licensure or registration process prior to the externship course. Students residing in those states/territories, or planning to work in those states/territories, must complete the registration process with the State/Territory Board of Pharmacy within the 20 weeks preceding their expected externship course start date. Students who fail to complete the requirements may be dismissed from the program.

Certain states/territories require students to complete a licensure or registration process prior to or soon after employment as a pharmacy technician. Students residing in those states/territories, or planning to work in those states/territories, must complete the licensure or registration process with the State/Territory Board of Pharmacy once they have successfully completed the Pharmacy Technician program. Students who fail to complete the requirements may not be able to obtain employment in a pharmacy.

**PHARMACY TECHNICIAN CERTIFICATION BOARD AND STATE AND TERRITORY REQUIREMENTS**

States/Territories have various requirements for Pharmacy Technicians. Certain states/territories require students to become certified by the Pharmacy Technician Certification Board (PTCB) within one or two years of initial registration or licensure. Failure to become certified by the PTCB within the required time frame after initial registration may result in the loss of registration or licensure. Students who fail to become certified by the PTCB may not be able to obtain or maintain employment in a pharmacy.

**PHARMACY TECHNICIAN STATE AND TERRITORY REQUIREMENTS**

It is important that the students are aware of their Pharmacy Technician state/territory requirements. There is not one specific requirement for all states/territories. Therefore, students are required to notify UMA and request written authorization (via the Pharmacy Technician Non-enrollment State/Territory form) if they plan to move to or intend to work as a pharmacy technician in any state/territory other than those in which UMA is actively enrolling for the Pharmacy Technician program (a “non-enrollment state/territory”). Written authorization from the Program Chair is required for continuation of enrollment for these students. Students who do not request or are not granted written authorization prior to moving or working as a pharmacy technician are officially withdrawn from the program.

The chart below outlines various states/territories and whether or not UMA is accepting students who reside in those states/territories. The definitions below outline the different Enrollment Classifications for the Pharmacy Technician Diploma and Associate Degree programs:

- **All Enrollment State/Territory** – a state/territory where UMA is currently allowing students to enroll, reenter, reenroll, or directly enroll in the Pharmacy Technician Associate Degree or Diploma programs.
- **Reenroll State/Territory** – a state/territory where UMA is accepting students who have graduated from the UMA Pharmacy Technician Diploma program and are attempting to reenroll in the Pharmacy Technician Associate Degree program
- **Non Enrollment State/Territory** – a state/territory where UMA is not currently enrolling students in the Pharmacy Technician Diploma or Associate Degree programs

PHARMACY TECHNICIAN PROGRAM STATE AND TERRITORY REQUIREMENTS		
ALL ENROLLMENT STATE/TERRITORY	REENROLL STATE/TERRITORY	NON-ENROLLMENT STATE/TERRITORY
Alabama	Maine***	California
Alaska	New Hampshire***	Connecticut

Arizona	North Carolina**	Kansas
Arkansas	Ohio***	Louisiana
Colorado	Tennessee***	Maryland
Delaware	Virginia***	Massachusetts
Florida		Minnesota
Georgia		Nebraska
Guam		Nevada
Hawaii		New York
Idaho		North Dakota
Illinois		Oklahoma
Indiana		Oregon
Iowa		Puerto Rico
Kentucky		Rhode Island
Michigan		South Carolina
Missouri		Utah
Mississippi		Washington
Montana		Washington D.C.
New Jersey		West Virginia
New Mexico*		
Pennsylvania		
South Dakota		
Texas		
Vermont		
Wisconsin		
Wyoming		
U.S. Virgin Islands		

\* Students residing in New Mexico are not eligible for the Pharmacy Technician Associate Degree program.

\*\* Students residing in North Carolina must complete the externship component in the Pharmacy Technician Diploma program and reenroll in the Pharmacy Technician Associate Degree program upon completion of the diploma program.

\*\*\* Re-enroll states only – students must be graduates from the Pharmacy Technician Diploma program (externship completed): ME, NH, OH, TN, VA

Many states/territories have various requirements for Pharmacy Technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements. The chart below depicts the additional Pharmacy Technician requirements for the state/territory the student resides in. It is best to conduct additional research for the state/territory you reside in or plan to work in.

States and Territories	Additional Pharmacy Technician Information for Students
California, Connecticut, Kansas, Louisiana, Maryland, Massachusetts, Minnesota, Nebraska, Nevada, New York, North Dakota, Oklahoma, Oregon, Puerto Rico, Rhode Island, South Carolina, Utah, Washington, Washington D.C., West Virginia	UMA is currently not enrolling for the Pharmacy Technician Diploma or Associate Degree programs. Students seeking externship or planning to relocate to these states/territories should speak with the Pharmacy Technician Program Chair. Written authorization from the Program Chair is required for continuation of enrollment for these students. Students who do not request or are not granted written authorization prior to moving or working as a pharmacy technician are officially withdrawn from the program.
Maine, New Hampshire, Ohio, Tennessee, Virginia	Students are not eligible to enroll in the Pharmacy Technician Diploma program.
Maine, New Hampshire, Ohio, Tennessee, Virginia	Students are eligible to re-enroll in the Pharmacy Technician Associate Degree program and must be graduates from the Pharmacy Technician Diploma program (externship completed): ME, NH, OH, TN, VA.

Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Kentucky, Michigan, Mississippi, Montana, New Jersey, Pennsylvania, Tennessee, Vermont, Wisconsin	Licensure/registration is not required prior to externship; however, Career Services' Externship Department begins the state licensure/registration prior to externship.
Alabama	Students residing in Alabama must be registered prior to externship.
Alaska	Students residing in Alaska must be licensed prior to externship.
Indiana	Students residing in Indiana will be licensed as a Technician-In-Training prior to the start of externship.
Iowa	Students residing in Iowa will be registered as a Pharmacy Technician Trainee prior to the start of externship.
New Mexico	Students residing in New Mexico are not eligible to enroll in the Pharmacy Technician Associate Degree program.
North Carolina	Students residing in North Carolina are not eligible to enroll directly into the Pharmacy Technician Associate Degree program. Completion of the Pharmacy Technician Diploma program is required followed by re-enrollment into the Pharmacy Technician Associate Degree program.
South Dakota	Students residing in South Dakota must register as a Technician-In-Training prior to the start of externship.
Texas	Students residing in Texas must register as a Pharmacy Technician Trainee prior to externship.
Wyoming	Students residing in Wyoming register as a Pharmacy Technician-In-Training and apply to the Board for a training permit with the sponsoring pharmacy listed on the permit.
<b>States and Territories</b>	<b>Additional Pharmacy Technician Information for Graduates</b>
Colorado, Delaware, Guam, Hawaii, Pennsylvania, U.S. Virgin Islands, Wisconsin	Students are encouraged to research state/territory specific requirements for pharmacy technicians as laws and regulations change frequently.  Currently, there are seven states/territories in which pharmacy technicians are not regulated by the state/territory Boards of Pharmacy. To review state/territory requirements for pharmacy technicians, use the following link: <a href="http://www.nabp.net/boards-of-pharmacy/">http://www.nabp.net/boards-of-pharmacy/</a>
Alabama, Arkansas, Georgia, Kentucky, Missouri, New Jersey, New Mexico, Tennessee, Vermont	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Alaska, Maine	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee - obtain certification prior to the end of second renewal OR 2. Certified Technician (Must provide evidence of PTCB)
Florida	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state.  Residents of Florida begin this process after graduation.
Idaho	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Technician-In-Training - obtain certification prior to the end of second renewal OR 2. Certified Technician (Must provide evidence of PTCB)
Illinois	Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: 1. Proof of passing certification exam PTCB or ExCPT AND 2. Copy of pharmacy technician program certificate or diploma

Indiana	<p>Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements:</p> <ol style="list-style-type: none"> <li>1. Technician-In-Training - obtain certification prior to the end of first renewal OR</li> <li>2. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT</li> </ol>
Iowa	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal OR</li> <li>2. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT</li> </ol>
Michigan	<p>Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Full Licensure – submit proof of passing the PTCB or NHA exams OR</li> <li>2. Limited License – requires verification of employment and is only valid during employment listed on application OR</li> <li>3. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year</li> </ol>
Mississippi	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Certification from the PTCB or ExCPT must be obtained prior to the first renewal</li> </ol>
Montana	<p>Graduates must be licensed with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Pharmacy Technician-In-Training must obtain certification within 18 months from the PTCB or ExCPT AND employment is required OR</li> <li>2. Pharmacy Technician – certified by PTCB or ExCPT</li> </ol>
New Hampshire	<p>Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Registered Pharmacy Technician or</li> <li>2. Complete 600 hours of training under the direction of a pharmacist and pass a national certification exam</li> </ol>
New Mexico	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Non-Certified Technicians – submission of technician training record form and national certification within one year OR</li> <li>2. Certified Pharmacy Technician – submit copy of certification from PTCB or ExCPT</li> </ol>
North Carolina	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Is currently employed by a pharmacy holding a valid in-state permit and completes a training program approved by the supervising pharmacist manager OR</li> <li>2. Holds a current certification with PTCB</li> </ol>
Ohio	<p>Graduates must be qualified in order to work as a pharmacy technician. In order to be considered qualified, technicians must complete and pass the PTCB or ExCPT</p>
South Dakota	<p>Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> <li>1. Technician-In-Training – undergoing certification requirements (obtain prior to first renewal) and/or enrolled in a pharmacy technician training program with an intern/externship component</li> <li>2. Certified Technician - submit copy of certification from PTCB or ExCPT</li> </ol>

Texas	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician Trainee – required prior to externship and must obtain PTCB certificate number within two years 2. Registered Technician – Requires PTCB certification
Virginia	Graduates must be registered with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Holds a current PTCB 2. Must complete a VA Board approved program and pass a Board approved exam
Wyoming	Graduates must register with the state Board of Pharmacy to be eligible to work as a pharmacy technician in the state: 1. Pharmacy Technician in Training – apply to the Board for a training permit with the sponsoring pharmacy listed on the permit. PTCB certification must be obtained within two years (first renewal) OR 2. Pharmacy Technician Registration – Must provide evidence of PTCB Certification

Pages 36 – 37 (Revise section to include “territories” as shown below and replace Health Information Technology Program Enrollment States chart with the chart below.)

#### HEALTH INFORMATION TECHNOLOGY PROGRAM ENROLLMENT STATES AND TERRITORIES

Many states/territories have requirements regarding the practicum component of the Health Information Technology degree program. Requirements may include restrictions on virtual practicums as a substitute for the onsite practicum experience or may require students to arrange for and acquire their practicum site. Please consult the chart below for the state/territory in which you will reside or plan to reside while completing the practicum component of the Health Information Technology degree program.

HEALTH INFORMATION TECHNOLOGY PROGRAM ENROLLMENT STATES AND TERRITORIES			
Alabama	Indiana	New Hampshire*	Utah
Alaska	Iowa	New Jersey	U.S. Virgin Islands
Arizona	Kentucky	New York	Vermont
Arkansas	Louisiana*	North Carolina*	Virginia
California	Maine**	North Dakota	Washington*
Colorado	Maryland	Ohio*	Washington, D.C.***
Delaware	Michigan	Oklahoma***	West Virginia
Florida	Minnesota	Oregon*	Wisconsin
Georgia	Mississippi	Pennsylvania	Wyoming
Guam	Missouri	South Carolina	
Hawaii	Montana	South Dakota	
Idaho	Nevada*	Tennessee**	
Illinois	Nebraska	Texas	

\* Due to state regulations, students complete the practicum component in a virtual setting.

\*\* Students in Maine and Tennessee are required to secure his/her practicum site as per state regulations.

\*\*\* UMA is not enrolling state residents into the HIT program due to state requirements.

#### Addendum for Admissions (State Specific Information for Online Students) Effective April 29, 2016

Page 29 (Replace the current “Minnesota” paragraph with the paragraph below.)

##### Minnesota

- Ultimate Medical Academy is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 - 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

- Minnesota students will not be able to use the following courses to satisfy the General Education/Elective requirements for UMA programs: AC2760 - Accounting for Managers; PS2100 - Working With People; or PS2150 - Patient Relations.

**Addendum for Student Financial Assistance (Institutional Aid)  
Effective June 27, 2016**

*Page 41 (Insert the new Successful Completion Grant as shown below.)*

**SUCCESSFUL COMPLETION GRANT**

UMA offers a Successful Completion Grant to graduating students. To qualify for the grant, a student must be enrolled in an eligible diploma program and must meet the following requirements while UMA Board-allocated grant funding remains:

- Have a projected graduation date of 7/1/2016 or later.
- Have a federally calculated Expected Family Contribution (EFC) of less than \$2000 on the most recently completed FAFSA used for packaging.
- Have either (i) a CGPA of at least 3.0 or (ii) have a CGPA of 2.0 to 2.9 and have failed no more than 1 course in the student's program.
- Be on track to graduate based on the Registrar's projected graduation date.
- Be committed to financial discipline by voluntarily limiting borrowing and returning any credit balance, as the result of the grant being posted to a student ledger, to outstanding federal loans.
- Have not received the Employee Tuition Grant.
- Have not been withdrawn or dismissed at any point during his or her enrollment at UMA.

Eligibility will be determined by the Student Finance Department. If the student meets the qualifications listed above, the student will be awarded the grant while UMA Board-allocated grant funding remains, up to the following amounts for their specific program:

- Medical Administrative Assistant - \$6,250
- Medical Assistant - \$6,500
- Medical Billing and Coding and Medical Office and Billing Specialist - \$6,000
- Patient Care Technician and Basic X-ray with Medical Office Procedures - \$5,500
- Pharmacy Technician and Dental Assisting with Expanded Functions - \$3,000

The grant will first be awarded to the student's current academic year. First, any outstanding institutional balance will be paid by the grant. If there are additional grant funds available on the student's ledger card after the institutional balance is paid for the current academic year, UMA will return this credit balance to the Department of Education on the student's behalf to reduced Federal student loan debt. If all loan funds are returned for the current academic year and the student has remaining grant eligibility, the remaining grant funding will be applied to the previous academic year.

Students who fail to complete their educational program will be subject to a pro-rata refund calculation to determine the amount of disbursed grant funding the student was eligible to receive. Please see the catalog section "Return of Institutional Grant Funding" for a description of the calculation.

**Addendum for Student Financial Assistance (Institutional Aid)  
Effective June 14, 2016**

*Page 40 (Insert the new Transfer Student Success Grant as shown below.)*

**TRANSFER STUDENT SUCCESS GRANT – TAMPA CAMPUS ONLY**

UMA offers the Transfer Student Success Grant for dedicated students who wish to enroll at the Clearwater Campus or UMA Online and are unable to continue their studies at the Tampa Campus. This grant allows students to transfer locations without incurring financial obligations beyond the new contracted amount at the student's new location, with the exception of any additional tuition charged for retaken courses in the program of study. To qualify for the grant, students must be enrolled in a Tampa Campus program as of 6/14/16 and unable to complete

their programs of study due to course availability. Students may choose to either complete their current program at the Clearwater Campus or UMA Online, if the program is offered in either of those options, or start a new program at the Clearwater Campus or UMA Online.

Students who fail to complete their educational program will lose their eligibility for the Transfer Student Success Grant. UMA will complete a pro-rata refund calculation to determine the amount of disbursed grant funding the student was eligible to receive. Please see the catalog section "Return of Institutional Grant Funding" for a description of the calculation.

**Addendum for Refund Policies**  
**("Pro Rata Refund Calculation for Non-Term Programs for Iowa Residents" and "Pro Rata Refund Calculation for Standard Term Programs for Iowa Residents")**  
**Effective June 14, 2016, for New Enrollments, Reenters and Reenrollments**  
**Beginning with the June 27, 2016, Start Date**

*Page 47 (Replace both Iowa refund policies with the versions below.)*

**IOWA RESIDENTS' REFUND POLICIES**

**PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS FOR IOWA RESIDENTS**

Pertains to the following programs:

- Pharmacy Technician (Online)
- Health Sciences – Pharmacy Technician (Online)

The UMA refund policies have been modified to meet the requirements of the state of Iowa. If your residence is in Iowa, please reference the following refund policies.

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 by UMA, all tuition and fees charged are refunded. If a student cancels (other than an active duty military student) and physical textbooks provided by UMA are not returned, students are assessed a book fee for physical textbooks.
- Tuition is charged per payment period for all courses scheduled for that payment period.
- If a student withdraws, in addition to applicable tuition, the student is responsible for the registration fee, if included on the enrollment agreement, after completion of the first class.

If students cease enrollment at Ultimate Medical Academy between day 8 and the end of the payment period, students receive a pro rata refund of tuition 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 payment period by the number of calendar days in the payment period in which the withdrawal occurred.
- The number of calendar days in a payment period is defined as the number of days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period (inclusive of holidays).
- Students withdrawing on the payment period ending date do not receive any tuition refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five days after the school determines the student withdrew.

Students who are members of the National Guard, United States reserve force or state militia \*and spouses of deployed service members with a dependent child who must withdraw from UMA because they have been ordered to state military service or federal service or duty are entitled to their choice of the following adjustments to their charges at their time of withdrawal:

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for course grades and/or incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or

- A student meeting the above eligibility requirements may make arrangements with his/her instructors for some course grades and/or incompletes that shall be completed by the student at a later date. If such an arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a pro rata refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of school days to the total school days in the term for which the student has been charged.

\*Underscore indicates retroactive to July 19, 2013.

#### **PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS FOR IOWA RESIDENTS**

Pertains to the following programs:

- Medical Administrative Assistant (Online)
- Medical Billing and Coding (Online – Diploma and Associate Degree Programs)
- Medical Office and Billing Specialist (Online)
- Health and Human Services (Online)
- Health Information Technology (Online)
- Health Sciences – Healthcare Technology & Systems (Online)
- Medical Administrative Assistant (Online)
- Medical Office and billing Specialist (Online)
- Healthcare Management (Online)

The UMA refund policies have been modified to meet the requirements of the state of Iowa. If your residence is in Iowa, please reference the following refund policies.

If students cease enrollment at Ultimate Medical Academy between day 8 and the end of the term, students receive a pro rata refund of tuition as follows:

- 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 by UMA, all tuition and fees charged are refunded. If a student cancels (other than an active duty military student) and physical textbooks provided by UMA are not returned, students are assessed a book fee for those physical textbooks.
- Tuition is charged per term for all courses scheduled for that term.
- If a student withdraws, in addition to applicable tuition, the student is responsible for the registration fee, if included on the enrollment agreement, after completion of the first class. If students cease enrollment at Ultimate Medical Academy between day eight and the end of the term, students receive a pro rata refund of tuition 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 term by the number of calendar days in the term in which the withdrawal occurred.
- The number of calendar days in a term is defined as the number of days from the start of a term until the last day of the last course a student was scheduled to attend in the term (inclusive of holidays).
- Students withdrawing on the last date of the term date do not receive a refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five days after the school determines the student withdrew.

Students who are members of the National Guard, United States reserve force or state militia \*and spouses of deployed service members with a dependent child who must withdraw from UMA because they have been ordered to state military service or federal service or duty are entitled to their choice of the following adjustments to their charges at their time of withdrawal:

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or

- A student meeting the above eligibility requirements may make arrangements with his/her instructors for course grades and/or incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for some course grades and/or incompletes that shall be completed by the student at a later date. If such an arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a pro rata refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of school days to the total school days in the term for which the student has been charged.

\*Underscore indicates retroactive to July 19, 2013.

**Addendum for Refund Policies  
 ("Pro Rata Refund Calculation for Non-Term Programs" and  
 "Pro Rata Refund Calculation for Non-Term Programs for Iowa Residents")  
 Effective June 7, 2016, for New Enrollments, Reenters and Reenrollments  
 Beginning with the June 27, 2016, Start Date**

*Page 44 (Billing for non-term programs is revised as of the June 27, 2016, start date and beyond for all new enrollments, reenters and reenrollments. "Payment period" replaces "academic year" as indicated in the revised statement below.)*

**PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS**

"Students enrolled in UMA non-term programs are billed by payment period."

*Page 47 (Replace the Iowa Pro Rata Refund Calculation for Non-Term Programs with the version below. Includes "payment period" replacing "academic year")*

**PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS FOR IOWA RESIDENTS**

Pertains to the following programs:

- Pharmacy Technician (Online)
- Health Sciences – Pharmacy Technician (Online)

The UMA refund policies have been modified to meet the requirements of the state of Iowa. If your residence is in Iowa, please reference the following refund policies.

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 by UMA, all tuition and fees charged are refunded. If a student cancels (other than an active duty military student) and physical textbooks provided by UMA are not returned, students are assessed a book fee for physical textbooks.
- Tuition is charged per payment period for all courses scheduled for that payment period.
- If a student withdraws, in addition to applicable tuition, the student is responsible for the registration fee, if included on the enrollment agreement, after completion of the first class.

If students cease enrollment at Ultimate Medical Academy between day 8 and the end of the payment period, students receive a pro rata refund of tuition 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 payment period by the number of calendar days in the payment period in which the withdrawal occurred.
- The number of calendar days in a payment period is defined as the number of days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period (inclusive of holidays).
- Students withdrawing on the payment period ending date do not receive any tuition refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five days after the school determines the student withdrew.

Students who are members of the National Guard, United States reserve force or state militia \*and spouses of deployed service members with a dependent child who must withdraw from UMA because they have been ordered to state military service or federal service or duty are entitled to their choice of the following adjustments to their charges at their time of withdrawal:

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for course grades and/or incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for some course grades and/or incompletes that shall be completed by the student at a later date. If such an arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a pro rata refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of school days to the total school days in the term for which the student has been charged.

\*Underscore indicates retroactive to July 19, 2013.

**Addendum for Student Information  
(Cancellation Policy)  
Effective June 15, 2016**

*Page 52 (Add the following statement to the ground and online Cancellation Policies.)*

"An applicant may cancel his/her enrollment within 72 hours of signing an enrollment agreement without incurring any financial penalty."

**Addendum for Student Records  
(Textbooks and Student Services)  
Effective June 27, 2016**

*Page 61 (Replace "Textbooks" section with the following statements.)*

**TEXTBOOKS**

The UMA website includes a listing of required physical and electronic textbooks by course. The required textbooks list may be found at:

Ground: [ultimatemedical.edu/pdfs/Campus\\_Textbooks\\_by\\_Program.pdf](http://ultimatemedical.edu/pdfs/Campus_Textbooks_by_Program.pdf)

Online: [ultimatemedical.edu/pdfs/Online\\_Textbooks\\_by\\_Program.pdf](http://ultimatemedical.edu/pdfs/Online_Textbooks_by_Program.pdf)

Physical or electronic (online only) textbooks if required, are provided to students prior to the start of each course. The textbook list outlines which programs of study use electronic textbooks. Some programs at UMA use only physical textbooks while others require a combination of both electronic and physical textbooks. Please refer to the textbook list for up-to-date information concerning which programs require the use of electronic textbooks.

For all of UMA's ground and online programs, the cost of textbooks, both electronic and physical, are included in the cost of tuition with the exception of active duty military students whose textbooks are no charge. All students have the option to opt out of receiving textbooks from UMA and may purchase textbooks on their own. If a student chooses to opt out and purchase textbooks on their own, UMA will adjust the tuition for each course based on the UMA price for the textbook. To opt out from receiving textbooks, a request must be made to UMA's fulfillment department by emailing [fulfillment@ultimatemedical.edu](mailto:fulfillment@ultimatemedical.edu). Some courses require the use of custom textbooks only available directly through UMA. Students are not able to opt out of receiving custom textbooks.

Physical textbooks are mailed to online students if courses require a physical textbook. Ground students receive physical textbooks at their campus. Students have thirty calendar days from the shipping date to claim a missing physical textbook shipment by contacting their advisor. After thirty calendar days, students will be billed for a replacement shipment of physical textbooks.

*Page 61 (Replace "Compsych" throughout the section below with "UMA Student Guidance Center.")*

**UMA STUDENT GUIDANCE CENTER** | 866-797-1622 [ultimatemedical.edu/help](http://ultimatemedical.edu/help)

The UMA Student Guidance Center is confidential and provides assistance 24/7 with everyday challenges at no charge for students and their dependents. The UMA Student Guidance Center offers confidential assessment and referral, work-life solutions, financial information and resources, guidance resources online, and legal support and resources. Students can learn more about the UMA Student Guidance Center by visiting [ultimatemedical.edu/help](http://ultimatemedical.edu/help).

**Addendum for Programs  
(Healthcare Technology & Systems)  
Effective June 22, 2016**

*Page 97 (Add the following statement to the diploma program Healthcare Technology & Systems.)*

"UMA is not enrolling new students into this program at the current time."

**Addendum for Programs and Course Descriptions  
(Medical Billing and Coding - Diploma and Associate Degree Programs)  
Effective June 27, 2016**

*Pages 106, 107, 125 and 126 (Replace BC2010 with BC2011.)*

**BC2011 DISEASE PROCESSES AND ICD-10-CM CODING – 4.5 SEMESTER CREDITS**

This course includes basic principles of diagnosis coding using the *International Classification of Diseases, Tenth Revision, Clinical Modification*. Application of ICD-10-CM coding concepts are discussed, including the identification of conditions to be coded, content of the manual, coding conventions, and basic coding guidelines. This course is designed to provide the student with information about coding signs, symptoms, illness, injuries, disease, and other reasons for healthcare services. An overview of disease processes includes the etiology and physiology of specified human disorders, and principles of disease are discussed as they relate to coding conditions, diseases, illness and injury including: diabetes, hypertension, neoplasm, cancer, skin disorders, fractures, and burns. Ten key skills are practiced in the keyboarding unit to achieve a minimum of 100 key strokes per minute. Prerequisites: BC1020, BC1025, BC1030

**Addendum for Programs and Course Descriptions  
(Medical Billing and Coding (Diploma and Associate Degree Programs), Medical Office and Billing Specialist, and  
Health Sciences – Medical Office and Billing Specialist Programs)  
Effective June 14, 2016, Beginning with the August 1, 2016, Start Date**

*Pages 106 – 108, 112 – 114, 125 – 144 (Insert the new program versions below. First class begins August 1, 2016.)*

**MEDICAL BILLING AND CODING**

**Program Type: Diploma**  
**Location: Online**

**PROGRAM DESCRIPTION**

The Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students are equipped to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, to organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding diploma. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 720 clock hours/39.0 semester credits.

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through the American Academy of Professional Coders (AAPC). Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time: 40 weeks online**  
**Normal Time: 43 weeks online**

**Required Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
BC2025	Diagnostic Coding for MBC	4.0
BC2530	Procedural Coding I for MBC	4.0
BC2535	Procedural Coding II for MBC	3.5
BC3035	Billing and Coding Application with Simulation	3.0
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Total Program</b>		<b>39.0</b>

Gainful employment information can be found at <http://ultimatemedical.edu/gainful-employment.pdf> and includes information on tuition, loan debt, completion, placement and occupations.

## MEDICAL BILLING AND CODING

**Program Type:** Associate of Science

**Location:** Online

### PROGRAM DESCRIPTION

The Associate of Science in Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, and healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting of healthcare claims. Students learn to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Students will explore HIPAA rules and regulations related to the privacy and security of patient information. Course offerings include medical terminology, anatomy and physiology, claims processing, and procedural and diagnosis coding procedures. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA general education and elective courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, basic computer, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses are offered to foster the skills necessary for success within the school and medical billing and coding professional settings. Upon successful completion of this program, the graduate will be awarded a Medical Billing and Coding Associate of Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/63.0 semester credits.

Students will receive course preparation to sit for the Certified Professional Coder (CPC) examination offered through the American Academy of Professional Coders (AAPC). Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time:** 70 weeks online

**Normal Time:** 73 weeks online

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (39.0 Credits)</b>		
BC2025	Diagnostic Coding for MBC	4.0
BC2530	Procedural Coding I for MBC	4.0
BC2535	Procedural Coding II for MBC	3.5
BC3035	Billing and Coding Application with Simulation	3.0
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2550	Healthcare Settings, Claim Cycle, and Claims Processing	4.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (9.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
<b>General Education Courses (15.0 Credits)</b>		
EN1150	English Composition	3.0

HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
<b>Total Program</b>		<b>63.0</b>

Gainful employment information can be found at <http://ultimatemedical.edu/gainful-employment.pdf> and includes information on tuition, loan debt, completion, placement and occupations.

## **COURSE DESCRIPTIONS**

### **BC2025 DIAGNOSTIC CODING FOR MBC – 4.0 SEMESTER CREDITS**

Diagnostic coding was developed to track diseases, classify causes of mortality, provide information for medical research and evaluate utilization of hospital services. This course will introduce the concepts of ICD coding including identification of the conditions to be coded, content of the reference manuals, coding conventions and basic coding guidelines. Pre-requisites: None

### **BC2530 PROCEDURAL CODING I FOR MBC – 4.0 SEMESTER CREDITS**

This course introduces basic coding principles of procedure coding utilizing the Healthcare Common Procedure Coding System (HCPCS). The student will be able to identify the services and procedures to be coded. The application of procedural coding principles of HCPCS Level I (CPT) and Level II (Medicare National Codes) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement is also covered in this course. Pre-requisites: BC2025

### **BC2535 PROCEDURAL CODING II FOR MBC – 3.5 SEMESTER CREDITS**

In this course students will continue to increase their knowledge of the basic coding principles of procedure coding by working through advanced case studies to enhance coding skills. Students will utilize the Healthcare Common Procedure Coding System (HCPCS) to assign the correct codes for services and procedures identified from scholastically challenging examples of medical documentation. The application of procedural coding principles of HCPCS Level I (CPT) and Level II (Medicare National Codes) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement are also covered in this course. Pre-requisites: BC2530

### **BC3035 BILLING AND CODING APPLICATION WITH SIMULATION – 3.0 SEMESTER CREDITS**

This course covers the abstracting of information from source documents for the application of codes according to coding guidelines. The student has the opportunity to apply procedure and diagnosis coding principles while advancing their knowledge of insurance billing concepts, procedures and applications necessary to file claims. The student will also perform management functions as it relates to accounts receivable. CPC Exam Review is included in this course. Pre-requisites: BC2535

### **CI1000 INTRODUCTION TO COMPUTERS – 2.5 SEMESTER CREDITS**

This course introduces general computer operations with an emphasis on overall desktop techniques. Topics include computer technology, computer hardware and software, and how computers can be used to produce meaningful information. In addition, students will explore word processing, the changing nature of information resources, computer ethics and basic internet security. An important focus of this course will include speed and accuracy skills in keyboarding. Pre-requisites: None

### **CI2000 COMPUTERS FUNDAMENTALS – 3.0 SEMESTER CREDITS**

This course provides students with an overview of computer fundamentals including an investigation of hardware, software, Microsoft Windows, operating systems and essential applications. Additionally, students will explore working online, and the impact of computing and the Internet on society. Application based topics include word processing and spreadsheets as well as email and presentation tools. Special attention is given to information technology and communication for the allied health profession. Pre-requisites: None

### **EN1150 ENGLISH COMPOSITION – 3.0 SEMESTER CREDITS**

This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly and concisely. Through hands-on activities students will develop their ability to write brief essays while ensuring spelling and grammar accuracy. Emphasis is also placed on introductory concepts related to the research process. Pre-requisites: None

**EN2150 INTERPERSONAL PROFESSIONAL COMMUNICATIONS – 3.0 SEMESTER CREDITS**

This course provides students with information and practice in professional interpersonal skills. Students are introduced to written and verbal communication strategies that will enhance their ability to be successful in the allied healthcare field. Topics in this course include steps for developing business documents, presentation materials and meeting management skills. Specifically, students will write memos, develop and present information while also exploring the importance of understanding group dynamics. Pre-requisites: None

**HU2000 CRITICAL THINKING AND PROBLEM SOLVING – 3.0 SEMESTER CREDITS**

This course offers students the opportunity to develop logical reasoning skills relative to problem-solving and decision making. Students will engage in critical thinking activities while creating clear and concise persuasive arguments. Emphasis is placed on how to use deductive reasoning to gather information in order to draw a conclusion. Additional topics include how to organize and deliver one's personal message as well as communication strategies for discussing ethical issues. Pre-requisites: None

**MA1015 COLLEGE MATH – 3.0 SEMESTER CREDITS**

This course delivers an introduction to basic college math. Students review a range of mathematical principles as they relate to algebra, computation, geometry, and statistics. Attention is given to solving algebraic equations, applying the order of operations, and calculating fundamental statistical principles. Additional topics include measures of central tendency, ratios, principles of interest, commissions, discounts, and the metric system.

Pre-requisites: None

**ME1000 INTRODUCTION TO HEALTHCARE COMMUNICATION – 3.0 SEMESTER CREDITS**

This course provides the student with a basic understanding of interpersonal communication in the healthcare professional environment. Some of the principles explored are perception, listening and nonverbal strategies. Cultural and social awareness are examined in terms of interaction and business acumen. Practical experience is gained in written and oral communication; development of these skills is integrated with the use of technology.

Pre-requisites: None

**ME1160 MEDICAL TERMINOLOGY – 4.0 SEMESTER CREDITS**

Medical terminology is a language used to describe the human body, as well as its conditions. In this course, students will learn how to combine words to create meaningful medical terms, utilize correct spelling as well as to comprehend a variety of definitions. Coursework includes a survey of all major body systems including: musculoskeletal, respiratory, circulatory, digestive, reproductive and the urinary system. This course is an essential foundation for the allied health professional and serves to prepare individuals for a career in the medical field.

Pre-requisites: None

**ME1410 MEDICAL LAW, ETHICS, AND RECORDS MANAGEMENT – 4.0 SEMESTER CREDITS**

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. Students will be introduced to standard and electronic medical record systems and management as well as how to respond to issues of confidentiality. Topics include the medical record release, medical record formats, types of filing systems and medical records storage. Pre-requisites: None

**ME2550 HEALTHCARE SETTINGS, CLAIM CYCLE, AND CLAIMS PROCESSING – 4.0 SEMESTER CREDITS**

Mastering the claim cycle and billing process is an essential skill in the allied health field. Students will learn to distinguish between different types of healthcare facilities (inpatient versus outpatient) and the services they provide. Emphasis is placed on setting up patient appointments, reimbursement stages, and claim form preparation. The importance of confidentiality and protected health information will be summarized. Pre-requisites: None

**PS2100 WORKING WITH PEOPLE – 3.0 SEMESTER CREDITS**

This course is designed to help students develop skills for effective human relations in the workplace. Through self-reflection and group activities, students will strengthen their approach to interpersonal communication while also learning how to apply this important skillset in diverse work environments. Topics in this course include personality types, working styles, and conflict resolution. Special attention is also given to organizational change and value diversity. Pre-requisites: None

### **SC1040 GENERAL BIOLOGY – 3.0 SEMESTER CREDITS**

This course is designed to provide students with the fundamentals of biological science. Through the use of interactive collaboration activities, students have the opportunity to demonstrate their knowledge of the scientific method as it applies to real-life examples. Additional topics in this course include organism classification, organic molecules, and the study of biological compounds. Pre-requisites: None

### **SC2110 ANATOMY, PHYSIOLOGY, AND PATHOPHYSIOLOGY I – 4.0 SEMESTER CREDITS**

Explaining the basic principles of anatomy and physiology with an emphasis on the relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis is essential to the allied health profession. This course includes information on all body systems along with the common conditions that affect them such as neoplasms, hypertension, and injuries. Finally, an overview on the most common procedures performed to treat injury and illness will be explained. Pre-requisites: None

### **SO1050 SOCIOLOGY – 3.0 SEMESTER CREDITS**

This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology will be presented in such areas as socialization, diversity, stratification, social institutions and globalization. Pre-requisites: None

### **SS1000 STUDENT SUCCESS – 1.0 SEMESTER CREDIT**

Offered at the beginning of every program, this course fosters the essential skills required for success in school, work, and life. Through an examination of four critical themes, students will explore applications of self-efficacy, time management, study skills, and effective communications as well as personal and professional reflection. This engaging, hands-on course provides students with an opportunity to envision their career path, goal-set, build effective conflict resolution skills while exploring various support services throughout UMA. Through various interactive exercises, students will be able to apply a deeper understanding of themselves, their career path, and their learning preferences to their studies and long-term goals. Upon completion of this course, students will create their own UMA Academic Success Plan that will serve as a personal commitment to their professional and educational goals. Pre-requisites: None

### **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. Pre-requisites: To be taken in the student's final semester of course work.

## **MEDICAL OFFICE AND BILLING SPECIALIST**

**Program Type: Diploma**

**Location: Online**

### **PROGRAM DESCRIPTION**

The Medical Office and Billing Specialist program prepares students for entry-level employment in administrative or billing positions in a variety of settings. The Medical Office and Billing Specialist program addresses a variety of important medical administrative skills with a focus on insurance and patient billing functions and the processing of healthcare claims. Courses in the diploma program emphasize practical skills related to handling patient encounters, scheduling appointments, managing filing systems and records, processing insurance claims, implementing billing processes, managing general medical office procedures, managing patient files, information processing, electronic data entry of patient information, preparing financial reports, and working within Electronic Medical Record Systems. Through their preparation, students gain knowledge of various types of insurance, billing regulations, HIPAA, billing compliance, medical terminology, anatomy and physiology, law and ethics, reimbursement methodologies and revenue cycle management. Upon successful completion of this program, the graduate will be awarded a diploma in Medical Office and Billing Specialist. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 720 clock hours/38.0 semester credits.

Students receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcare Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time: 40 weeks**

**Normal Time: 43 weeks**

#### Required Courses

Course #	Course Title	Semester Credits
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1125	Introduction to Medical Billing	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Total Program</b>		<b>38.0</b>

Gainful employment information can be found at <http://ultimatemedical.edu/gainful-employment.pdf> and includes information on tuition, loan debt, completion, placement and occupations.

## HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST

**Program Type: Associate of Science**

**Location: Online**

#### PROGRAM DESCRIPTION

The Health Sciences—Medical Office and Billing Specialist program prepares students for entry-level employment in administrative or billing positions in a variety of settings. The program addresses a range of important medical administrative skills with a focus on insurance and patient billing functions and the processing of healthcare claims. Core program courses emphasize practical skills related to handling patient encounters, scheduling appointments, managing filing systems and records, processing insurance claims, implementing billing processes, managing general medical office procedures, managing patient files, information processing, electronic data entry of patient information, preparing financial reports, and working within Electronic Medical Record Systems. Through their preparation, students gain knowledge of various types of insurance, billing regulations, HIPAA, billing compliance, medical terminology, anatomy and physiology, law and ethics, reimbursement methodologies and revenue cycle management. A combination of general education with core program coursework provides students with the opportunity to gain key industry competencies and acumen while enhancing their knowledge and skills in areas of learning. Specifically, UMA general education and elective courses contribute to the development of students' interpersonal communication, English composition, critical thinking, problem solving, and mathematical fluency skills and knowledge of natural and applied sciences. Student and Career Success courses foster the skills necessary for success within the school and professional settings. Upon successful completion of this program, the graduate will be awarded a Health Science—Medical Office and Billing Specialist Associate of Science degree. Instruction occurs in a distance learning setting. Out-of-class work is required. Total Program: 1080clock hours/62.0 semester credits.

Students receive course preparation to sit for the Certified Billing and Coding Specialist (CBCS) examination offered through the National Healthcare Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time: 70 weeks**

**Normal Time: 78 weeks**

**Required Courses**

Course #	Course Title	Semester Credits
<b>Core Courses (38.0 Credits)</b>		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1125	Introduction to Medical Billing	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (9.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
<b>General Education Courses (15.0 Credits)</b>		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
<b>Total Program</b>		<b>62.0</b>

Gainful employment information can be found at <http://ultimatemedical.edu/gainful-employment.pdf> and includes information on tuition, loan debt, completion, placement and occupations.

**COURSE DESCRIPTIONS****CI1000 INTRODUCTION TO COMPUTERS – 2.5 SEMESTER CREDITS**

This course introduces general computer operations with an emphasis on overall desktop techniques. Topics include computer technology, computer hardware and software, and how computers can be used to produce meaningful information. In addition, students will explore word processing, the changing nature of information resources, computer ethics, and basic internet security. An important focus of this course will include speed and accuracy skills in keyboarding. Pre-requisites: None

**CI2000 COMPUTER FUNDAMENTALS – 3.0 SEMESTER CREDITS**

This course provides students with an overview of computer fundamentals including an investigation of hardware, software, Microsoft Windows, operating systems and essential applications. Additionally, students will explore working online, and the impact of computing and the Internet on society. Application based topics include word processing and spreadsheets as well as email and presentation tools. Special attention is given to information technology and communication for the allied health profession. Pre-requisites: None

**EN1150 ENGLISH COMPOSITION – 3.0 SEMESTER CREDITS**

This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly and concisely. Through hands-on activities students will develop their ability to write brief essays while ensuring spelling and grammar accuracy. Emphasis is also placed on introductory concepts related to the research process. Pre-requisites: None

**EN2150 INTERPERSONAL PROFESSIONAL COMMUNICATIONS – 3.0 SEMESTER CREDITS**

This course provides students with information and practice in professional interpersonal skills. Students are introduced to written and verbal communication strategies that will enhance their ability to be successful in the allied healthcare field. Topics in this course include steps for developing business documents, presentation

materials, and meeting management skills. Specifically, students will write memos, develop and present information while also exploring the importance of understanding group dynamics. Pre-requisites: None

#### **HU2000 CRITICAL THINKING AND PROBLEM SOLVING – 3.0 SEMESTER CREDITS**

This course offers students the opportunity to develop logical reasoning skills relative to problem-solving and decision making. Students will engage in critical thinking activities while creating clear and concise persuasive arguments. Emphasis is placed on how to use deductive reasoning to gather information in order to draw a conclusion. Additional topics include how to organize and deliver one's personal message as well as communication strategies for discussing ethical issues. Pre-requisites: None

#### **MA1015 COLLEGE MATH – 3.0 SEMESTER CREDITS**

This course delivers an introduction to basic college math. Students review a range of mathematical principles as they relate to algebra, computation, geometry, and statistics. Attention is given to solving algebraic equations, applying the order of operations, and calculating fundamental statistical principles. Additional topics include measures of central tendency, ratios, principles of interest, commissions, discounts, and the metric system. Pre-requisites: None

#### **ME1000 INTRODUCTION TO HEALTHCARE COMMUNICATION – 3.0 SEMESTER CREDITS**

This course provides the student with a basic understanding of interpersonal communication in the healthcare professional environment. Some of the principles explored are perception, listening and nonverbal strategies. Cultural and social awareness are examined in terms of interaction and business acumen. Practical experience is gained in written and oral communication; development of these skills is integrated with the use of technology. Pre-requisites: None

#### **ME1125 INTRODUCTION TO MEDICAL BILLING – 4.0 SEMESTER CREDITS**

This course is an introduction to the field of medical billing and provides the knowledge and skills needed to work in a variety of medical billing positions. The course covers the foundations of insurance, billing, and reimbursement. Students will learn about the submission of claims to the insurance carrier, reviewing medical records, verifying benefits, submitting secondary claims, and posting payments. Pre-requisites: None

#### **ME1160 MEDICAL TERMINOLOGY – 4.0 SEMESTER CREDITS**

Medical terminology is a language used to describe the human body, as well as its conditions. In this course, students will learn how to combine words to create meaningful medical terms, utilize correct spelling as well as to comprehend a variety of definitions. Coursework includes a survey of all major body systems including: musculoskeletal, respiratory, circulatory, digestive, reproductive, and the urinary system. This course is an essential foundation for the allied health professional and serves to prepare individuals for a career in the medical field. Pre-requisites: None

#### **ME1410 MEDICAL LAW, ETHICS, AND RECORDS MANAGEMENT – 4.0 SEMESTER CREDITS**

This course emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA. Students will be introduced to standard and electronic medical record systems and management as well as how to respond to issues of confidentiality. Topics include the medical record release, medical record formats, types of filing systems and medical records storage. Pre-requisites: None

#### **ME2530 DIAGNOSTIC CODING FOR MAA/MOBS – 4.0 SEMESTER CREDITS**

Diagnostic coding is used to track disease, classify causes of morbidity and mortality, inform medical research and evaluate utilization of hospital services. This course will introduce the concept of both ICD-9-CM and ICD-10-CM coding systems. The student will identify the conditions to be coded and the content of the reference manuals. Coding conventions and basic coding guidelines are also covered in this course. Pre-requisites: ME2540

#### **ME2535 PROCEDURAL CODING FOR MAA/MOBS – 4.0 SEMESTER CREDITS**

This course introduces the basic coding principles of procedure coding utilizing the Healthcare Common Procedure Coding System (HCPCS). The identification of the services and procedures to be coded and navigations of the coding manuals for code assignment will be applied in this course. The application of procedural coding principles of HCPCS Level I (CPT) and Level II (HCPCS) for the purpose of reporting medical, surgical, and diagnostic services to healthcare payers for reimbursement will be covered in this course. Pre-requisites: ME2530

**ME2540 HEALTHCARE REIMBURSEMENT AND CLAIM CYCLE – 2.5 SEMESTER CREDITS**

This course is an introduction to healthcare reimbursement. An emphasis is placed on financial transactions between patients and medical staff in various settings. This course will focus on the application of funds received from third party payers for services rendered to patients. Pre-requisites: None

**PS2150 PATIENT RELATIONS – 3.0 SEMESTER CREDITS**

Understanding patient relations is essential for any allied health professional. In this course students will explore a variety of sociological aspects of the medical field as they relate to health and illness, disparities in healthcare, and communication with patients. An additional emphasis will be placed on patient rights and responsibilities (HIPAA) and provider responsibilities (HIPAA). Pre-requisites: None

**SC1040 GENERAL BIOLOGY – 3.0 SEMESTER CREDITS**

This course is designed to provide students with the fundamentals of biological science. Through the use of interactive collaboration activities, students have the opportunity to demonstrate their knowledge of the scientific method as it applies to real-life examples. Additional topics in this course include organism classification, organic molecules, and the study of biological compounds. Pre-requisites: None

**SC2110 ANATOMY, PHYSIOLOGY, AND PATHOPHYSIOLOGY I – 4.0 SEMESTER CREDITS**

Explaining the basic principles of anatomy and physiology with an emphasis on the relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis is essential to the allied health profession. This course includes information on all body systems along with the common conditions that affect them such as neoplasms, hypertension, and injuries. Finally, an overview on the most common procedures performed to treat injury and illness will be explained. Pre-requisites: None

**SO1050 SOCIOLOGY – 3.0 SEMESTER CREDITS**

This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology will be presented in such areas as socialization, diversity, stratification, social institutions and globalization. Pre-requisites: None

**SO2050 DIVERSITY IN HEALTHCARE SETTINGS – 3.0 SEMESTER CREDITS**

Diversity in Healthcare Settings presents human diversity through the integration of personal and organizational perspectives, research, and theories while discussing teamwork, communication, leadership, conflict, social networking, and other issues in the workplace, at school, and in the community. Additionally, the content in this course will be examined through the lens of healthcare. Pre-requisites: None

**SS1000 STUDENT SUCCESS – 1.0 SEMESTER CREDIT**

Offered at the beginning of every program, this course fosters the essential skills required for success in school, work and life. Through an examination of four critical themes, students will explore applications of self-efficacy, time management, study skills, and effective communications as well as personal and professional reflection. This engaging, hands-on course provides students with an opportunity to envision their career path, goal-set, build effective conflict resolution skills while exploring various support services throughout UMA. Through various interactive exercises, students will be able to apply a deeper understanding of themselves, their career path and their learning preferences to their studies and long-term goals. Upon completion of this course, students will create their own UMA Academic Success Plan that will serve as a personal commitment to their professional and educational goals. Pre-requisites: None

**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. Pre-requisites: To be taken in the student's final semester of course work.

**Addendum for Programs  
(Health Sciences – Medical Administrative Assistant; Health Sciences – Medical Office and Billing Specialist)  
Effective April 29, 2016**

*Pages 102 & 114 (Remove most of the \*\*\* footnote explanation for Minnesota Residents leaving in the statement below.)*

\*\*\* Minnesota students will NOT be able to use the courses indicated above to satisfy the General Education/Elective requirements for UMA programs.

**Addendum for Course Descriptions  
(MA1015/EN2150)  
Effective August 8, 2016**

*Pages 130 & 134 (Online course descriptions for MA1015 and EN2150 now apply to the Clearwater location's two courses as well. These two courses' descriptions were previously listed as MA-1015 and EN-2150 which now apply to the Tampa location only.)*

**Addendum for Course Descriptions  
(NA1110 Nursing Assistant)  
Effective May 16, 2016**

*Page 138 (Add the two sentences below to the course description for NA1110.)*

“Preparation for certification requirements is also included. HIV, BBP and HIPAA training are provided in this course.”