



**ADDENDUM TO  
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 5.9**

**(Published February 1, 2017)**

**Addendum Date: April 3, 2017**

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

**ADDENDUM**  
**TABLE OF CONTENTS**  
*(New addenda indicated in blue font)*

<u>Catalog Page Number</u>	<u>Catalog Section</u>	<u>Addendum Effective Date</u>	<u>Addendum Page Number</u>
	<b>General Information</b>		
13	Nondiscrimination Policy	03/07/2017	2
13	Sexual Harassment Prevention	03/20/2017	2
	<b>Admissions</b>		
23	Additional Admissions Requirements for Specific Programs	02/10/2017	8
31	State/Territory Specific Information For Online Students	03/20/2017	8
30, 31, 34	State/Territory Specific Information For Online Students	02/17/2017	9
31 - 33	State/Territory Specific Information For Online Students	02/10/2017	9
36	Pharmacy Technician State/Territory Requirements	03/07/2017	10
36	Pharmacy Technician State/Territory Requirements	02/10/2017	10
39	Health Information Technology Program Enrollment States/Territories	02/17/2017	12
39	Health Information Technology Program Enrollment States/Territories	02/10/2017	13
	<b>Student Financial Assistance</b>		
43	Academic Success Grant	02/17/2017	14
45	Successful Completion Grant	02/17/2017	14
45	Education Partners Grant	02/10/2017	16
47	UMA Award	02/10/2017	16
47	Laptop Program	02/10/2017	16
	<b>Academic Standards</b>		
57	Student Conduct	03/20/2017	17
58	Scholastic Honesty	03/20/2017	24
62	Transcripts	04/03/2017	25
70	Satisfactory Academic Progress	03/07/2017	25
	<b>Programs</b>		
91	Health and Human Services	03/20/2017	25
93	Health Information Technology	03/20/2017	28
95	Healthcare Management	03/20/2017	31
98	Health Sciences – Healthcare Technology & Systems	03/20/2017	33
108	Medical Billing and Coding (Assoc. Degree)	03/20/2017	36
114	Health Sciences – Medical Office and Billing Specialist	03/20/2017	38
125	Health Sciences – Pharmacy Technician	03/20/2017	41
100	Medical Administrative Assistant	03/07/2017	43
101	Health Sciences – Medical Administrative Assistant	03/07/2017	44
	<b>Course Descriptions</b>		
139	ME1120 Introduction to Medical Administrative Assisting	03/07/2017	47
140	ME1750 Medical Transcription	03/07/2017	47

**Addendum for General Information  
(Nondiscrimination Policy)  
Effective March 7, 2017**

*Pages 13 (Revision to contact number)*

Vice Provost of Programs and Academic Affairs	Online	3101 W. Dr. Martin Luther King Jr. Blvd. Tampa, FL 33607	(888) 205-2456
---	--------	---	----------------

**Addendum for General Information  
(Sexual Harassment Prevention)  
Effective March 20, 2017**

*Page 13 (Replacement for Sexual Harassment Prevention section)*

**SEXUAL MISCONDUCT RESPONSE AND PREVENTION**

This policy applies to complaints of alleged Sexual Misconduct, as defined herein. Ultimate Medical Academy expressly prohibits any instances of Sexual Misconduct including Sexual Harassment, Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Rape or Acquaintance Rape. Any acts that fall within the definitions of Sexual Harassment, Sexual Assault, Rape, Acquaintance Rape, Stalking, Dating Violence, Domestic Violence or prohibited Sexual Contact are a violation of UMA policy, and potentially applicable state and federal law. UMA is committed to fostering an environment where any type of Sexual Misconduct is promptly reported and Sexual Misconduct complaints are resolved in a fair and timely manner.

Creating a safe environment is the responsibility of all members of the UMA Community. Regardless of the definitions provided below, anyone who believes they are a victim of Sexual Misconduct should seek immediate medical and/or safety assistance, and report the incident as soon as possible to an Associate Title IX Coordinator, the Title IX Coordinator, or (for students) to UMA Cares (800-509-5474 or [UMACares@ultimatemedical.edu](mailto:UMACares@ultimatemedical.edu)) or (for employees) the UMA Employee Hotline (1.888.333.5711).

**DEFINITIONS**

**“Acquaintance Rape”** is a sex crime committed by someone who knows the victim. The perpetrator could be a friend, classmate, relative, or co-worker. Acquaintance Rape includes forced, manipulated, or coerced Sexual Contact or penetration by a body part or object with someone who has not given or is incapable of giving Consent.

**“Associate Title IX Coordinator”** is a UMA employee appointed by the Title IX Coordinator who is responsible for receiving and conducting or overseeing the investigation into reports and complaints of Sexual Misconduct, and any conduct proceedings or implications that grow out of alleged Sexual Misconduct. The Associate Title IX Coordinator for student issues is Julene Robinson, [jrobinson@ultimatemedical.edu](mailto:jrobinson@ultimatemedical.edu) (813-605-8428). The Associate Title IX Coordinator for employee issues is Megan Dean, [medean@ultimatemedical.edu](mailto:medean@ultimatemedical.edu) (813-594-9408).

**“Clery Act”** refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46.

**“Employee Conduct Policy”** refers to the policies titled “Business Ethics, Conduct & Compliance”, “Employee Conduct and Work Rules”, and “Sexual and Other Unlawful Harassment”, which are applicable to employees and which outline expectations for employees’ behavior and how potentially unacceptable behavior by employees will be addressed. A list of potential sanctions can be found in the UMA Employee Complaint Procedure policy.

**“Employee Complaint Procedure”** refers to the policy found in the employee handbook, available on UMA’s intranet, and is the vehicle by which an employee can bring to UMA’s attention any complaint relating to his/her experience with UMA or a member of the UMA Community, and have that complaint appropriately addressed.

**“Consent”** is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given.

The lack of explicit consent does not imply Consent. Where there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute Consent. The manner of dress of the victim at the time of the offense does not constitute Consent. Past consent to Sexual Contact and/or a sexual history with the accused does not imply Consent to future Sexual Contact. A person who initially consents to Sexual Contact or penetration may withdraw continued Consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving Consent.

**“Dating Violence”** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**“Domestic Violence”** refers to felony or misdemeanor crimes of violence committed by either a current or former spouse of the victim; a person with whom the victim shares a child in common; a person who is or has cohabitated with the victim as a spouse; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

**“FERPA”** means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

**“One-Up Manager”** is an employee's manager's manager. It is the person responsible for receiving an employee's complaint when his/her direct manager is implicated in that complaint.

**“Policy”** is defined as the policies and procedures of UMA, for example those found in this catalog, the employee handbook, on a UMA intranet, and the UMA website.

**“Rape”** is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving Consent.

**“Sexual Assault”** is defined as physical contact of a sexual nature against the victim's will or without the victim's Consent.

**“Sexual Contact”** means the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

**“Sexual Harassment”** means unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or employee is the recipient of conduct of a sexual nature where: (1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education, employee's employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the employee; or (3) Such conduct has the purpose or effect of unreasonably interfering with the employee/ student's welfare or professional/ academic performance, or creates an intimidating, hostile, offensive or demeaning work/ academic environment

**“Sexual Misconduct”** is a broad term encompassing Sexual Harassment, Dating Violence, Domestic Violence, Rape, Sexual Assault, and Stalking. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

**“Stalking”** is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits Stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

**“Student Conduct Policy”** refers to the policies in this catalog that outline the conduct expectations for students, including but not limited to the requirements noted in the Nondiscrimination Policy, the Sexual Misconduct Response and Prevention Policy, the Code of Conduct for Students Policy, the UMA Cyberbullying

Policy, the Anti-Hazing Policy, and the Externship/Practicum/Clinical Courses Policy. Collectively, these policies outline expectations for students' behavior and how potentially unacceptable behavior by students will be addressed, including potential sanctions like suspension and expulsion.

**"Student Complaint Procedure"** is UMA's procedure by which a student can bring to UMA's attention any complaint relating to his/her experience with UMA. It is UMA's mechanism for investigating and trying to resolve complaints raised by students. The Student Complaint Procedure encompasses both the "Discrimination Grievance Procedures" and the broader "General Student Complaint Procedure/ Grievance Policy", both found in this catalog. If a student is unsure of which policy to follow, he/she can always contact UMA Cares at 800-509-5474 or [UMACares@ultimatemedical.edu](mailto:UMACares@ultimatemedical.edu) for assistance with filing a complaint.

**"Title IX"** refers to the U.S. Department of Education regulation which governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination including investigating and remediating Sexual Misconduct by students, employees, or third parties.

**"Title IX Coordinator"** refers to the UMA employee who is ultimately responsible for overseeing UMA's compliance with Title IX. UMA's Title IX Coordinator is Sue Edwards, [sedwards@ultimatemedical.edu](mailto:sedwards@ultimatemedical.edu), (813-387-6784).

**"UMA"** means Ultimate Medical Academy and its affiliates.

**"UMA Cares"** is a hotline available to students seeking information or to file a complaint about any aspect of their experience at UMA. UMA Cares can be reached [UMACares@ultimatemedical.edu](mailto:UMACares@ultimatemedical.edu) or 800-509-5474.

**"UMA Community"** includes UMA students, faculty members or staff, and any other individuals associated with UMA. The Associate Title IX Coordinator or the Title IX Coordinator shall determine a person's status in a particular situation.

**"UMA Employee Hotline"** is a hotline through which employees are encouraged to report questions or concerns, including allegations of Sexual Misconduct. Employees are expected to ask legal, compliance and ethics questions and report suspected wrongdoing. Employees can utilize the UMA Employee Hotline by calling 888-333-5711, and have the option of reporting anonymously.

## **PROCEDURES**

### ***Prevention and Awareness***

Acts that are deemed to fall under the definition of Sexual Misconduct by UMA are violations of the Student Conduct Policy and the Employee Conduct Policy, as well as the expectations of members of the UMA Community. These acts may also be crimes. In an effort to reduce the risk of Sexual Misconduct such as Sexual Assault from occurring among its students and employees, UMA is committed to providing awareness and prevention programming.

UMA will identify and provide programs to students, employees, and faculty, consistent with requirements of Title IX, VAWA, SaVE and other needs as determined on an ongoing basis. These programs will address all forms of Sexual Misconduct and include themes of awareness and primary prevention such as bystander intervention and the establishment community norms.

### ***Reporting Sexual Misconduct to UMA***

Acts of Sexual Misconduct, including Dating Violence, Domestic Violence, Rape, Sexual Assault, Sexual Harassment, and Stalking are subject to disciplinary action by UMA. Victims may file a complaint of Sexual Misconduct with the Associate Title IX Coordinator, through UMA Cares, through the UMA Employee Hotline, or with the Title IX Coordinator.

If the victim wishes to contact local community agencies and/or law enforcement for support, UMA will assist the victim in making these contacts. The UMA official who receives notification of the misconduct will offer assistance from UMA to victims, which may take the form of opportunities for academic accommodations, changes in working situations and other assistance as may be appropriate and available (such as no-contact or limiting orders, campus escorts, transportation assistance, or targeted interventions). UMA may also provide referrals to counseling services, at the victim's option. No victim is obligated to take advantage of these services and resources, but UMA considers

them in the hope of offering help and support. Information regarding victim rights and options is available through the following resource:

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization The National Sexual Assault Hotline is available 24/7:

Telephone: 1-800-656-HOPE (4673)

Online chat: [online.rainn.org](https://www.rainn.org)

State specific resources: <https://www.rainn.org/state-resources>

### ***Investigation and Disciplinary Action by UMA***

When the victim chooses, or UMA believes it is necessary, UMA will initiate a prompt, fair and impartial investigation. If allegations are substantiated based on the totality of the circumstances, the respondent may be subject to the Student Conduct or Employee Conduct Policies, which may result in the imposition of sanctions or discipline based upon a preponderance of evidence (what is more likely than not). The Student Complaint Procedure and Student Conduct Policies describe reporting, investigation and resolution processes for student misconduct and can be found in this catalog. The Employee Complaint Procedure and Employee Conduct Policies describe reporting, investigation and resolution processes for employee misconduct and can be found in the employee handbook, available on the employee intranet.

The Title IX Coordinator will monitor and oversee the investigation and resolution of Sexual Misconduct reports and assure compliance with this policy. Furthermore, the Title IX Coordinator will work with UMA administrators to identify and initiate strategies intended to remedy the effects on the victim and the UMA Community to the extent practicable, and to reasonably prevent the recurrence of similar misconduct.

Privacy of the records specific to Sexual Misconduct investigations is maintained in accordance with applicable law, including FERPA. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim's identification. In appropriate instances, UMA will disclose pertinent interim actions and the results of disciplinary hearings regarding the alleged perpetrator of Sexual Misconduct to the alleged victim. Confidentiality will be maintained whenever possible, however UMA reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual.

Any individual wishing to discuss an instance of Sexual Misconduct without triggering an investigation by UMA should seek referral to external mental health counseling services. Students and employees may seek support through UMA Student Guidance Center at 866-797-1622.

It is UMA's policy to hold perpetrators of Sexual Misconduct, including interpersonal violence like Sexual Assault, prohibited Sexual Contact, Stalking, dating and Domestic Violence in any form, accountable for their actions through appropriate Student Conduct or Employee Conduct Policies, and by working with community agencies and law enforcement as appropriate. Mediation will not be used to resolve an allegation of Sexual Misconduct.

*For students:* Please see the definitions section above for a list of proscribed conduct that constitutes a violation of this policy. Appropriate disciplinary sanctions for substantiated violations of this policy, up to and including expulsion, will be imposed in accordance with the Student Conduct Policy found in this catalog. This policy statement is not intended to replace or substitute for the Student Conduct Policy. This policy is a supplement to the community standards that the Student Conduct Policy sets forth. Alleged violations of this policy will be referred to the applicable Associate Title IX Coordinator for appropriate review. All parties in a proceeding under the Student Conduct Policy will be informed of UMA's appeal processes, and their rights to request an appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed, and will be notified when the results of the resolution process become final.

*For faculty and staff (all employees):* Appropriate disciplinary sanctions for violations of this policy will be imposed in accordance with applicable UMA policies and procedures, including the Employee Conduct Policy, available in the employee handbook, posted on the employee intranet. For offenses including harassment, Domestic Violence, Dating Violence and Stalking, possible sanctions include warning, probation, limiting order, change in job assignment, office relocation, reduction of compensation, and termination of employment. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension or

termination of employment. In addition, violations of this policy may trigger application of law. Employees who are made aware of a possible violation of this policy are required to contact their manager or One-Up Manager and also the Associate Title IX Coordination or the Title IX Coordinator. Employees can also submit anonymous reports of Sexual Misconduct by utilizing the UMA Employee Hotline at 888-333-5711. Employees should contact the Associate Title IX Coordinator or the Title IX Coordinator with any questions about whether a report to law enforcement is appropriate. Nothing in this policy prohibits a student or employee from reporting a crime directly to local authorities.

*For everyone:* Disciplinary procedures are independent of any and all criminal procedures and proceedings. In all cases, UMA reserves the right to refer cases for criminal prosecution or to pursue sanctions regardless of any or no criminal prosecution. Violations of this Policy by a visitor, volunteer, vendor, agents, or other third parties affiliated with UMA may also result in the termination of pre-existing or future relationships. In any complaint of Sexual Misconduct, the person bringing the accusation and the responding party are both entitled to the same opportunities for a support person or advisor of their choice throughout the process and consistent with guidelines set forth in the applicable handbook. Once complete, the parties will be informed, in writing, of the outcome. Notice to both parties will include the findings, as well as the sanctions/discipline (if any) to the degree appropriate, and always when the sanction or discipline is directly relevant to that individual. Delivery of this outcome will not be unduly delayed to either party, and should occur as near to simultaneously as possible.

### **Procedures to Follow After a Sexual Misconduct Incident**

Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, Rape, and Acquaintance Rape on campus or at any UMA-sponsored event or activity have the option and are encouraged to contact local law enforcement authorities.

Whenever possible victims should report a violation of this policy as soon as possible and preserve evidence as may be necessary to prove that Sexual Misconduct such as Domestic Violence, Dating Violence, Sexual Assault, or Stalking occurred, or to obtain a protection order. Victims of Sexual Assault or Rape are strongly encouraged to report the incident as described in this policy in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with physical and emotional trauma associated with the violation. Recommended steps include:

1. Go to a safe place; go somewhere to get emotional support.
2. Consider reporting the incident to the police. If requested, UMA will assist with notification.
3. Report the misconduct to the manager, the One-Up Manager, local UMA leadership, Associate Title IX Coordinator or Title IX Coordinator, or HR.
4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important, especially in the case of Sexual Assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that, if at all possible, you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, you are still encouraged to seek prompt medical care. Additionally, you are encouraged to gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. Secure them in a clean paper bag or clean sheet.
5. Even after the immediate crisis has passed, consider seeking professional counseling. This can help to recover from psychological effects.
6. Contact the manager, One-Up Manager, local UMA leadership, Associate Title IX Coordinator or Title IX Coordinator, or HR if you need assistance with UMA-related concerns, such as implementing internal (non-judicial) no-contact orders or other protective measures. UMA may also liaise with local authorities to assist an individual who wishes to obtain protective or restraining orders from a court or law enforcement.

Victims are not required to report an incident to law enforcement authorities, but UMA will assist victims who wish to do so. Anyone with knowledge about a Sexual Assault or other Sexual Misconduct is encouraged to report it immediately to an Associate Title IX Coordinator or the Title IX Coordinator to permit a coordinated report to the

applicable law enforcement authorities if/as appropriate. Nothing in this policy prohibits a student or employee from reporting a crime directly to local authorities.

Please refer to the “Resources for Victims of Sexual Misconduct” section of this document for a link to resources for advice and assistance to victims.

### **Victim Rights**

UMA will take interim steps to protect victims of Sexual Misconduct and maintain a positive learning and working environment by minimizing or eliminating contact with the respondent and providing reasonable academic and administrative accommodations in accordance with the Clery Act and Title IX. Victims of Sexual Misconduct may request a change in their academic or employment arrangements by contacting the manager, One-Up Manager, local UMA leadership, HR, the Associate Title IX Coordinator or Title IX Coordinator. Victim’s rights include:

1. Upon notifying UMA of an incident of Sexual Misconduct, the victim will be informed of available options including the necessary steps and potential consequences of each option.
2. Where applicable, the victim will be informed of the institution’s role regarding orders of protection, restraining orders, or similar lawful orders issued by a civil, criminal, or tribal court.
3. The victim has the right to be free from undue coercion from any members of UMA to pursue or not pursue any course of action.
4. The victim has the right to be advised of her/his option to notify appropriate law enforcement authorities, and be informed about how to receive assistance from UMA personnel in notifying these authorities, if requested.
5. The victim may receive information on how to make a confidential report for the purposes of tracking campus crime.
6. The victim has the right to be informed of the applicable disciplinary conduct process.
7. The victim has the same right as the accused to attend and have others present at student conduct hearings.
8. The victim has the right to be informed of the outcome of any student or employee conduct proceeding involving alleged Sexual Misconduct. In the case of student misconduct proceedings, the victim has the right to appeal the outcome.
9. The victim has the right to request a change in academic or employment conditions after the alleged Sexual Misconduct and to be informed of the reasonably available options for those changes.
10. The victim will be informed about campus and/or community resources for counseling, advocacy, and other services for survivors of Sexual Assault.

*For faculty and staff (all employees):* In the event that a violation of this policy is reported to you, the victim should be provided with the above-listed options. For more specific instructions on how to properly comply with UMA’s Policy on Sexual Misconduct Response and Prevention, please consult with an Associate Title IX Coordinator or the Title IX Coordinator.

### **Retaliation**

UMA prohibits retaliation against anyone who reports an incident of Sexual Misconduct or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations. Any allegation of retaliation related to the investigation or resolution of a Sexual Misconduct allegation will be treated as an independent Title IX complaint requiring consideration of appropriate reparative interim action, as well as investigation and resolution as described in this policy.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with UMA’s complaint procedures. If following standard UMA procedures would result in the student or employee being required to submit his/her complaint to the person whom he/she believes is retaliating against him/her, the student or employee may submit the retaliation complaint directly to an Associate Title IX Coordinator or the Title IX Coordinator, or to a campus leader or One-Up Manager, who should also inform the Title IX Coordinator.

Submission of a good-faith complaint or report of Sexual Misconduct will not adversely affect the complainant’s future academic or work environment. UMA will discipline or take other appropriate action against anyone who retaliates against any person who reports an incident of alleged Sexual Misconduct or who retaliates against any person who assists or participates in a proceeding, investigation or hearing related to such allegations.

## **Confidentiality**

UMA wishes to create an environment in which individuals feel free to discuss concerns and make complaints. UMA understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of the information they are sharing. In some cases, however, UMA may be obligated to take action when it becomes aware of information relating to a complaint.

Confidentiality in cases of Sexual Misconduct will be maintained to the extent permissible by law and consistent with UMA's obligations in investigating complaints. Once an individual discloses identifying information to UMA through the processes described above and in the applicable complaint procedures, he/she will be considered to have filed a complaint with UMA. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate.

If a student or employee wishes to speak with someone who can assure confidentiality, he/she is encouraged to access third-party counseling services available through UMA Student Guidance Center at 866-797-1622.

## **Resources for Victims of Sexual Misconduct**

Community resources for victims of Sexual Misconduct are reviewed periodically and can be found in the Annual Disclosure Report, posted on the Student Consumer Information page of UMA's website.

To access this information, go to: [Student Consumer Information / Right to Know](#)

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization The National Sexual Assault Hotline is available 24/7:

Telephone: 1-800-656-HOPE (4673)

Online chat: [online.rainn.org](http://online.rainn.org)

State specific resources: <https://www.rainn.org/state-resources>

### **Addendum for Admissions (Additional Admissions Requirements for Specific Programs) Effective February 10, 2017**

*Page 23 (Revision to Personal Inventory for Health and Human Services and Health Information Technology programs)*

#### **HEALTH AND HUMAN SERVICES (ASSOCIATE DEGREE)**

- Personal Inventory: Each prospective student must complete a personal inventory with a UMA representative prior to midnight of the fifth calendar day after the start.

#### **HEALTH INFORMATION TECHNOLOGY (ASSOCIATE DEGREE)**

- Personal Inventory: Each prospective student must complete a personal inventory with a UMA representative prior to midnight of the fifth calendar day after the start.

### **Addendum for Admissions (State/Territory Specific Information for Online Students) Effective March 20, 2017**

*Page 31 (Replacement)*

#### **Minnesota**

- Ultimate Medical Academy is registered with the office pursuant to sections 136A.61 to 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 Admissions  
(State/Territory Specific Information for Online Students)  
Effective February 17, 2017**

*Page 31 (Replacement)*

**Kansas**

- Ultimate Medical Academy has obtained a certificate of approval from the Kansas Board of Regents allowing it to legally operate a postsecondary educational institution in the state of Kansas.

*Page 34 (Replacement)*

**Washington**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Washington Student Achievement Council and the Washington Workforce Training and Education Coordinating Board.
- Ultimate Medical Academy is currently not enrolling students in the Associate of Science, Health Sciences – Pharmacy Technician and the Pharmacy Technician diploma programs.

*Page 30 (Revise title from District of Columbia to Washington D.C.)*

**Washington D.C.**

- Ultimate Medical Academy is no longer enrolling in the district of Washington D.C. as of January 23, 2017.

*Page 34 (Replacement)*

**West Virginia**

- Ultimate Medical Academy is authorized to offer online programs by the West Virginia Council for Community and Technical College Education.
- Ultimate Medical Academy is currently not enrolling students in the Associate of Science, Health Sciences – Pharmacy Technician and the Pharmacy Technician diploma programs.

**Addendum for Admissions  
(State/Territory Specific Information for Online Students)  
Effective February 10, 2017**

*Pages 31 - 33 (Replacements)*

**Kansas**

- Ultimate Medical Academy has obtained a certificate of approval from the Kansas Board of Regents allowing it to legally operate a postsecondary educational institution in the state of Kansas.
- Ultimate Medical Academy is currently not enrolling students in the state of Kansas.

**Kentucky**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Kentucky Council on Postsecondary Education.
- Ultimate Medical Academy is currently not enrolling in the Associate of Science in Health Sciences – Pharmacy Technician and the Pharmacy Technician diploma programs in the state of Kentucky.

**North Carolina**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the North Carolina State Board of Proprietary Schools and the North Carolina Board of Governors.
- Residents of North Carolina may not enroll in an Associate of Science program that includes an externship.
- Ultimate Medical Academy is not enrolling in the Associate of Science in Health Sciences - Pharmacy Technician and the Pharmacy Technician diploma programs in the state of North Carolina.

**Texas**

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Texas Higher Education Coordinating Board.
- Ultimate Medical Academy is not currently enrolling students in the Associate of Science in Health Sciences – Pharmacy Technician and the Pharmacy Technician diploma programs in the state of Texas.
- Ultimate Medical Academy is not required to seek authorization to operate in Texas and is not regulated under chapter 132 of the Texas Education Code.

**Addendum for Admissions  
(Pharmacy Technician State/Territory Requirements)  
Effective March 7, 2017**

Page 36 (Replacement of Chart)

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

\*Students residing in New Mexico may reenter into the Pharmacy Technician (Diploma) program.

**Addendum for Admissions  
(Pharmacy Technician State/Territory Requirements)  
Effective February 10, 2017**

Pages 35 - 36 (Replacement through the first chart in this section)

**PHARMACY TECHNICIAN STATE/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/reentering for the Pharmacy Technician programs (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 programs:

- **All Enrollment State/Territory – Health Sciences Program** - a state/territory where UMA is currently allowing students to enroll, reenter, reenroll, or directly enroll in the Health Sciences - Pharmacy Technician (Associate Degree) program.
- **Non-Enrollment State/Territory Health Sciences and Diploma Programs** – a state/territory where UMA is not currently enrolling/reentering students in the Health Sciences - Pharmacy Technician (Associate Degree) and Pharmacy Technician (Diploma) programs.
- **Reentry State/Territory Diploma Program** – a state/territory where UMA is accepting students seeking to reenter and complete the Pharmacy Technician (Diploma) program.

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

**Addendum for Admissions  
(Health Information Technology Program Enrollment States/Territories)  
Effective February 17, 2017**

Page 39 (Replacement of Chart)

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

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

\*\*Due to state regulations, students must secure their own practicum facility. If the student is unable to secure his/her own practicum site, the student must follow the virtual practicum approval process.

**Addendum for Admissions  
(Health Information Technology Program Enrollment States/Territories)  
Effective February 10, 2017**

Page 39 (Replacement of Chart)

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

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

\*\*Due to state regulations, students must secure their own practicum facility. If the student is unable to secure his/her own practicum site, the student must follow the virtual practicum approval process.

**Addendum for Student Financial Assistance  
(Institutional Aid)  
Effective February 17, 2017**

*Pages 43 & 45 (Replacement of Academic Success Grant – Online Only & Successful Completion Grant)*

**ACADEMIC SUCCESS GRANT – ONLINE ONLY**

UMA offers an Academic Success Grant to dedicated associate degree seeking students who demonstrate a commitment to academic success by making significant academic progress towards the completion of their program, are directly enrolled in an associate degree program and who meet the Eligibility Criteria both at the time the grant is awarded and at the time the grant is disbursed. Students who are diploma program graduates and subsequently reenroll into a corresponding associate program are not eligible.

Eligibility Criteria

- The student must be directly enrolled in an associate degree program with a start date of 3/14/16 or later. Reenrolls, re-entries or transfers are not eligible.
- The student must maintain continuous enrollment and be on track to graduate based on the Registrar's projected graduation date. The grant is not awarded until the student is attending his/her last module in the program.
- The student must commit to financial discipline by voluntarily limiting borrowing and returning any excess funds, as the result of the grant being posted to a student ledger, to the Department of Education to reduce total indebtedness. The student must have the appropriate excess funds authorization form on file with UMA. In the event any excess funds resulting from the Academic Success Grant exceed the recipient's total packaged Federal student loans and institutional debt for the recipient's associate degree program enrollment, the recipient will be eligible to receive the excess funds as a stipend.
- The student must not be receiving any other form of institutional aid.
- For qualifying enrollments on 10/4/16 or later, the grant will not exceed \$2,000 per student.

First, any outstanding institutional balance will be paid by the grant. If there are additional grant funds available after the institutional balance is paid for all academic years, UMA will award the remaining grant eligibility in the current academic year and return the excess funds to the U.S. Department of Education on the student's behalf to reduce 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.

**SUCCESSFUL COMPLETION GRANT**

UMA offers a Successful Completion Grant to students who are enrolled in specific Title IV eligible diploma programs who meet the Eligibility Criteria both at the time a grant is awarded and at the time a grant is disbursed. Grants will be awarded until budgeted funds are exhausted.

Eligibility Criteria for Students Enrolled in Diploma Programs with a Graduation Requirement of Less Than 40 Semester Credit Hours:

- Has a projected graduation date of 2/1/2017 or later
- Has a federally calculated Expected Family Contribution (EFC) of less than 2,000 on the most recently completed FAFSA used for packaging. Students who have not filed a FAFSA are not eligible.
- Has either (i) a CGPA of at least 3.0 or (ii) have a CGPA of at least 2.0 and have failed no more than one course in the student's program
- Be on track to graduate based on the Registrar's projected graduation date. The grant is not awarded until the student is attending his/her last module in the program

- Be committed to financial discipline by voluntarily limiting borrowing and returning any excess funds, as the result of the grant being posted to a student ledger, to outstanding federal loans. The grant funds will be first applied to any outstanding institutional balances. Any excess funds present after an outstanding institutional balance is paid will be refunded to the U.S. Department of Education to reduce the student's federal student loan debt. The student must have the appropriate excess funds authorization form on file with UMA.
- Is not receiving the Employee Tuition Grant
- Have not been withdrawn or dismissed at any point during his/her enrollment at UMA
- Be enrolled in a diploma program identified by UMA as being included in the grant. Students are awarded up to \$2,600 and must be on track to graduate from one of the following programs:
  - Dental Assistant with Expanded Functions
  - Medical Administrative Assistant
  - Medical Billing and Coding
  - Medical Office and Billing Specialist
  - Patient Care Technician
  - Pharmacy Technician

Eligibility Criteria for Students Enrolled in Diploma Programs with a Graduation Requirement of 40 or More Semester Credit Hours:

- Has a projected graduation date of 2/1/2017 or later
- Has a federally calculated Expected Family Contribution (EFC) of less than 2,000 on the most recently completed FAFSA used for packaging. Students who have not filed a FAFSA are not eligible.
- Has a CGPA of at least 2.0
- Be on track to graduate based on the Registrar's projected graduation date. The grant is not awarded until the student is attending his/her last module in the program
- Be committed to financial discipline by voluntarily limiting borrowing and returning any excess funds, as the result of the grant being posted to a student ledger, to outstanding federal loans. The grant funds will be first applied to any outstanding institutional balances. Any excess funds present after an outstanding institutional balance is paid will be refunded to the U.S. Department of Education to reduce the student's federal student loan debt. The student must have the appropriate excess funds authorization form on file with UMA.
- Is not receiving the Employee Tuition Grant
- Be enrolled in a diploma program identified by UMA as being included in the grant. Students are awarded up to \$2,600 and must be on track to graduate from one of the following programs:
  - Basic X-Ray with Medical Office Procedures
  - Medical Assistant

First, any outstanding institutional balance will be paid by the grant. If there are additional grant funds available after the institutional balance is paid for all academic years, UMA will award the remaining grant eligibility in the current academic year and return the excess funds to the U.S. Department of Education on the student's behalf to reduce 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 February 10, 2017**

*Page 45 (Insertion)*

**EDUCATION PARTNERS GRANT**

UMA offers the Education Partners Grant to students who are high school graduates of or participants of one of the schools, programs or organizations that are part of UMA's Education Partners program. To qualify, students must provide documentation of their graduation from or affiliation with a UMA Education Partner school, program or organization. Current Education Partners include:

- KIPP Houston Public Schools
- KIPP Houston KIPP Through College (KTC) Program

The student must be enrolled in one of the following associate degree programs: Health Information Technology, Health Sciences – Health Technology & Systems or Health Sciences – Pharmacy Technician. To maintain eligibility throughout the program, the student must comply with all UMA's academic policies as outlined in the UMA Catalog.

The grant award is equal to 20% of the tuition charged for each semester of the program and disbursements will be made at the start of each semester. Students who fail to complete their education program will lose their remaining eligibility for future disbursements of the Education Partners Grant. UMA will complete a pro-rata refund calculation to determine the amount of the disbursed grant funding the student was eligible to receive. Please see the UMA Catalog section "Return of Institutional Grant Funding" for a description of the calculation.

*Page 47 (Insertion)*

**UMA AWARD**

The UMA Award may be conferred to students in situations UMA deems appropriate based on a mistake, misunderstanding or otherwise serving equitable interests. Eligibility is determined on a case-by-case basis by the Student Finance, Legal or Compliance departments. The UMA Award amount varies and cannot exceed the student's cost of attendance.

*Page 47 (Replacement)*

**LAPTOP PROGRAM (ONLINE STUDENTS ONLY)**

As of February 8, 2016, UMA offers the laptop program to all new, first-time enrolling online students into an associate degree program. The laptop program is not applicable to UMA diploma program graduates who are reenrolling into an associate degree program or any student who previously withdrew or was dismissed from any UMA diploma or associate degree program.

To be eligible for the laptop program, a first time enrolling online student must earn a grade of "C" or better at the end of his/her first course. If the student is enrolled in more than one course in the first module, the student must have a CGPA of 2.0 or higher for the module to qualify for the program. Students must also be active at the time the laptop is shipping.

UMA will ship laptops to eligible online students within two weeks of the completion of the student's first course (after final grades are posted). Laptops should typically arrive at the student's home within 7 – 8 weeks of the student's program start date.

Associate degree program online students who do not meet the criteria for the laptop and online students enrolling in the diploma program may be eligible to purchase and/or finance a laptop as part of their financial aid (for those who qualify).

Upon receipt of a laptop, UMA expects the student to ensure the unit is fully functional. In the event a student receives a defective laptop, UMA and/or its laptop servicing partner will make all attempts necessary to resolve any mechanical issues. If UMA or its partner are unable to resolve the issue and it is determined that a replacement laptop is warranted, the student is responsible for returning the defective unit. If the defective unit is not returned

to UMA's laptop distributor within 30 days of notification, the student will incur a charge for the original cost of the defective laptop.

**Addendum for Student Information  
(Student Conduct)  
Effective March 20, 2017**

*Pages 57 & 58 (Replacement)*

**CODE OF CONDUCT FOR STUDENTS POLICY**

**ARTICLE I: TERMINOLOGY**

1. The terms "School" or "UMA" means Ultimate Medical Academy.
2. The term "covered person" includes any person taking courses (either online or ground, and including but not limited to students who take time off between terms), or otherwise receiving or seeking to receive services from UMA.
3. The term "faculty member" means any person hired by or contracted with UMA to conduct instructional activities.
4. The term "UMA staff" means any person employed by UMA who is not a faculty member.
5. The term "member of the UMA community" includes students, faculty members or UMA staff, and any other individuals associated with UMA. The conduct administrator shall determine a person's status in a particular situation.
6. The term "UMA sites" includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by UMA (including parking lots, adjacent streets and sidewalks) including the learning management system, UMA social media sites and other UMA platforms and devices.
7. The term "conduct panel" means any person or persons authorized by the conduct administrator or designee to determine whether a respondent has violated the Code of Conduct and to recommend imposition of sanctions.
8. The term "conduct administrator" means a UMA official authorized by UMA to manage Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct. A conduct administrator may serve simultaneously as a conduct administrator, and as the sole member or one of the members of the conduct panel. Nothing shall prevent UMA from authorizing the same conduct administrator to impose sanctions in all cases at a particular location or locations.
  - a. The conduct administrator for the Clearwater campus is the Campus Director and can be contacted at ([studentconduct@ultimatemedical.edu](mailto:studentconduct@ultimatemedical.edu)).
  - b. The conduct administrator for the Tampa campus is the Campus Director and can be contacted at ([studentconduct@ultimatemedical.edu](mailto:studentconduct@ultimatemedical.edu)).
  - c. The conduct administrator for the online learning site is the Vice Provost of Programs and Academic Affairs or his/her designee and can be contacted at ([studentconduct@ultimatemedical.edu](mailto:studentconduct@ultimatemedical.edu)).
9. The term "policy" is defined as the policies, rules and procedures of UMA including, but not limited to, those found in the school catalog.
10. The term "organization" means any number of persons who have complied with the formal requirements for UMA recognition/registration as an organization.

**ARTICLE II: CONDUCT ADMINISTRATOR AND CONDUCT PANEL**

1. The conduct administrator shall determine the composition of conduct panels and determine which conduct panel shall be authorized to hear each case. Where a multi-person panel is used instead of hearing by a conduct administrator, the conduct panel shall include, at minimum, three members of the UMA community.
  - a. The panel will consist of the Conduct Administrator, Education, and Compliance, at a minimum. The panel should contain an odd number.
  - b. The committee can choose to include members from other departments dependent on circumstances.
2. The conduct administrator shall develop procedures for administration of the Code of Conduct and for conducting hearings which are consistent with the provisions of this Code of Conduct.
3. Decisions made by a conduct panel and/or conduct administrator shall be final, pending the appeal process.

4. In appropriate situations, the conduct panel and/or conduct administrator may also provide a respondent who is subject to the hearing process with referral information for external counseling or other services available within the greater community that may help the respondent to ameliorate his/her conduct to prevent further violations of the Code of Conduct. The conduct panel and/or conduct administrator may also provide a complainant with referral information for external counseling or other services available within the greater community that may help the complainant to address their experience of the alleged misconduct and to participate fully in the conduct review process where desired.

### **ARTICLE III: PROSCRIBED CONDUCT**

#### **Jurisdiction**

The Code of Conduct applies to behavior that affects the UMA community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities and locations when the actions in question adversely affect the UMA community and/or pursuit of its objectives.

#### **Conduct – Rules and Regulations**

Any respondent found to have committed misconduct, including the following types of misconduct, may be subject to disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty including, but not limited to, the following:
  - a. Furnishing false information to UMA or a governmental or accrediting agency in connection with a student's attendance at UMA.
  - b. Forgery, alteration or misuse of any UMA document, record or instrument of identification.
  - c. Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer access.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other UMA activities, including its public service functions on or off campus, or other authorized non-UMA activities, when the act occurs on UMA sites.
3. Physical abuse, verbal abuse, profanity, threats, intimidation, and harassment including, but not limited to, sexual harassment, gender-based harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off UMA sites or at any UMA-sponsored activity.
4. Bullying and cyberbullying, which is using one's power to control or harm individuals who cannot defend themselves including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, tablet or pager) whether it be a single incident or a series of incidents.
5. Attempted or actual theft of and/or damage to property of UMA or property of a member of the UMA community or other personal or public property.
6. Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the school.
7. Gambling on UMA premises, at UMA functions or through the use of UMA equipment.
8. Failure to comply with directions of UMA officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys, or unauthorized entry to or use of premises.
10. Violation of published UMA policies, procedures, rules or regulations.
11. Violation of any applicable federal, state or local law.
12. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, a valid doctor's order, and UMA, or being under the influence of such substances. Please note in particular that even where otherwise permitted under local law, marijuana use, possession, or influence on UMA premises, at UMA events, or that adversely affects the UMA community, is prohibited.
13. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and UMA; or public intoxication.
14. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.
15. Participation in a demonstration that disrupts normal operations of UMA or infringes on rights of other members of the UMA community; leading or inciting others to disrupt the scheduled and/or normal

- activities within any UMA building or area; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic.
16. Conduct that is disorderly, disruptive, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.
  17. Aiding, abetting or inducing another to engage in behavior prohibited by the Code of Conduct.
  18. Unprofessional conduct that reflects poorly on the student or UMA.
  19. Abuse of computer time, including but not limited to:
    - a. Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
    - b. Unauthorized transfer of a file.
    - c. Unauthorized use of another individual's identification and password.
    - d. Use of computing facilities to interfere with work of another student, faculty member or UMA official.
    - e. Use of computing facilities to send obscene or abusive messages.
    - f. Use of computing facilities to interfere with normal operation of the UMA computing system.
    - g. Introduction, reproduction and/or promulgation of any computer virus.
  20. Abuse of the disciplinary system, including, but not limited to:
    - a. Falsification, distortion or misrepresentation of information before a conduct panel.
    - b. Disruption or interference with orderly conduct of a conduct proceeding.
    - c. Knowingly instituting complaint or conduct proceedings without good cause.
    - d. Attempting to discourage an individual's proper participation in, or use of, the complaint or conduct procedures.
    - e. Attempting to influence the impartiality of a member of a conduct panel prior to, and/or during, the course of the conduct proceeding.
    - f. Harassment (verbal or physical), retaliation and/or intimidation by a student of a participant in the conduct or complaint processes prior to, during and/or after a conduct proceeding.
    - g. Failure to comply with sanction(s) imposed under the Code of Conduct.
    - h. Influencing or attempting to influence another person to commit an abuse of the conduct or complaint procedures.

### **Involvement of Law Enforcement**

Complainants who believe that they are victims of crime or other violation of law (for example, assault, battery, sexual violence) may notify and seek assistance from the local law enforcement and/or other community resources concurrently. The conduct administrator can provide information about how to contact local law enforcement or other local community resources.

UMA is committed to maintaining an environment that is safe for all members of the UMA community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the conduct administrator for evaluation of any appropriate measures to be taken by UMA to promote security. Complainants may also seek protective, restraining, or "no-contact" orders from an external law enforcement or judicial authority; complainants who do so should notify the conduct administrator so that UMA can cooperate as appropriate in the observation of the order.

UMA may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If the alleged violation of law is also the subject of Code of Conduct proceedings, UMA may advise external authorities of the existence and status of the Code of Conduct proceedings. UMA cooperates fully with law enforcement and other agencies in enforcing law on UMA property and in the conditions imposed by criminal courts for the protection of victims and the rehabilitation of violators. Individual students, staff, or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

## PROCEDURES

### ARTICLE IV: CONDUCT PROCEDURES

#### Charges and Hearings

1. Any member of the UMA community may bring conduct to the conduct administrator's attention for potential filing of Code of Conduct charges against any covered person for misconduct. Charges may be filed on behalf of UMA by the conduct administrator whether or not the member of the UMA community who brought the issue forward wishes to proceed.
2. Upon receiving notice of potential charges, the conduct administrator will conduct a preliminary investigation to determine if the alleged conduct potentially violates the Code of Conduct and/or if the situation can be resolved by mutual consent of the complainant and the respondent on a basis acceptable to the conduct administrator (such as mediation). Mediation will not be used for charges involving alleged sexual misconduct.
  - a. The conduct administrator may issue a written conduct warning to a respondent or complainant where the matter is resolved by mutual consent.
  - b. The conduct administrator may determine that the conduct alleged either does not violate the Code of Conduct, or is not of sufficient severity or seriousness to warrant a hearing. In these cases, the conduct administrator may issue a written conduct guidance to the respondent, or take other action as he/she deems appropriate to advise the student regarding the behavior and UMA's expectations for future conduct.
3. All charges shall be presented in writing to the respondent and, when appropriate, to the complainant, along with a date and time for a hearing scheduled within a timeframe reasonable under the circumstances. The timeframe for scheduling of hearings may be extended at the discretion of the conduct administrator.
4. The conduct administrator may choose to hold the hearing him/herself, or may require a hearing by the conduct panel when he/she believes that such a procedure is in the best interest of UMA. If either the complainant or the respondent believes that a member of the conduct panel has a conflict of interest, he or she should bring this concern to the attention of the conduct administrator, or if the alleged conflict is held by the conduct administrator, to the Chief Compliance Officer at [compliance@ultimatemedical.edu](mailto:compliance@ultimatemedical.edu). Conduct members should recuse themselves from the panel prior to the panel if they identify there is a conflict of interest with either the complaint or respondent.
5. Hearings shall be held by a conduct panel according to the following guidelines:
  - a. The conduct administrator should serve as chairperson of the conduct panel, assuming no conflict of interest exists.
  - b. Hearings shall be held in private. Admission of any person to the hearing shall be at the discretion of the conduct administrator/chairperson.
  - c. In advance of the hearing, both the complainant and respondent will be given access to the identified information that is available before the hearing which will be considered by the conduct panel.
  - d. The complainant and respondent have the right to be accompanied throughout the process by any support person they choose. All support person-related expenses are the responsibility of the complainant or respondent. The complainant and respondent are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a conduct panel. The complainant and respondent must provide the names (relationship and title, if applicable) of those attending the hearing with them at least one business day before the hearing.
  - e. UMA, the complainant, the respondent and the conduct panel shall be allowed to present witnesses, subject to the right of cross-examination by the conduct panel.
  - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a conduct panel at the discretion of the conduct administrator/chairperson.
  - g. All procedural questions are subject to the final decision of the conduct administrator/chairperson.
  - h. After the hearing, the conduct panel shall deliberate in private and determine (by majority vote for a multi-person conduct panel) whether the respondent has violated the Code of Conduct.
  - i. The conduct panel's determination shall be made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct.

6. There shall be a single record, such as an audio recording, of all hearings before a conduct panel or conduct administrator. The record shall be the property of UMA. Suspensions and expulsions will be noted in the respondent's academic record.
7. No respondent may be found to have violated the Code of Conduct solely because the respondent failed to appear before a conduct panel. Even if the respondent does not appear, the available evidence shall be presented and considered. Likewise, a respondent may be found to have violated the Code of Conduct even in instances where the complainant has not participated in the conduct proceedings.
8. The conduct administrator shall notify the respondent of the outcome in writing, and in appropriate cases, shall also notify the complainant. In cases of sexual misconduct allegations, the complainant and respondent will be informed simultaneously and in the same manner. Where safety concerns exist, the complainant may be given appropriate notice prior to formal notification.

### **Sanctions**

1. The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline. The sanctions may be used in any order and/or combination that UMA deems appropriate for the conduct in question.
  - a. Warning – A verbal or written notice that the respondent has not met UMA's conduct expectations.
  - b. Training – One or more sessions that the respondent is required to complete to UMA's satisfaction on a required topic.
  - c. Probation – A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent does not comply with UMA policies or otherwise does not meet UMA's conduct expectations during the probationary period.
  - d. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. Suspension – Separation of the respondent from UMA for a defined period of time, after which the respondent may be eligible to return. Conditions for readmission may be specified.
  - f. Suspension of Services – Ineligibility to receive specified services or all UMA services for a specified period of time, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
  - g. Expulsion – Permanent separation of the respondent from all UMA locations and are ineligible to receive specified or all UMA services.
  - h. Ineligibility for Services – Permanent ineligibility to receive specified or all UMA services.
  - i. Limiting Order – Restriction on a respondent's permission to be in the same proximity as the complainant and/or others, with the parameters of the restriction to be defined by UMA (e.g. for use with allegations of sexual misconduct).
2. More than one sanction listed above may be imposed for any single violation. In each case in which a conduct administrator or a conduct panel determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the conduct administrator. In cases in which a multi-person panel is used, the recommendation of all members of the conduct panel shall be considered by the conduct administrator. Following the hearing, the conduct administrator shall advise the respondent in writing of the determination, the sanction(s) imposed, if any, and appeal procedures. In appropriate cases (e.g. allegations involving certain types of sexual misconduct), the conduct administrator will also simultaneously provide the complainant with written notice of the outcome and appeal procedures.
3. Other than suspension and expulsion, disciplinary sanctions shall not be made part of the respondent's permanent academic record, but shall become part of the respondent's disciplinary record. Upon graduation or permanent separation from UMA, a respondent may petition the conduct administrator to have his/her disciplinary record expunged or partially expunged of disciplinary actions. Whether or not to grant the request to expunge or partially expunge shall be at the UMA's discretion.

### **Interim Suspension**

In certain circumstances, UMA may impose an interim suspension prior to the hearing before a conduct panel.

1. Interim suspension may be imposed:

- a. To ensure the safety and well-being of members of the UMA community or preservation of UMA;  
or
  - b. If UMA deems that the respondent poses a threat of disruption of or interference with the normal operation of UMA.
2. During the interim suspension, the respondent may be denied access to UMA premises (including online and ground classes) and/or all other UMA activities or privileges for which the respondent might otherwise be eligible, as UMA may determine to be appropriate. In appropriate cases, UMA may notify the complainant of a respondent's interim suspension status.

## **Appeals**

1. A decision as to a Code of Conduct violation or sanctions reached by the conduct panel or imposed by the conduct administrator may be appealed by the respondent or complainant to the person identified in the determination letter within seven days of the date of the appealing party's receipt of the determination letter. Such appeals shall be in writing. Receipt of the determination letter is presumed to be three days after mailing (for letters sent via US mail), or the date of electronic transmission (for email). When a party appeals, the other party will be notified of that appeal when appropriate, and all interim measures will remain in effect until the outcome of the appeal is determined. The results of the appeal to the person identified in the determination letter shall be final.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the hearing, including documents considered by the conduct administrator or conduct panel for one or more of the following purposes:
  - a. To determine whether the original hearing was administered fairly in light of the charges and evidence presented and in substantial conformity with prescribed procedures, giving the complainant a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the respondent was based on reasonable evidence; that is, without substituting its judgment for that of conduct panel or the conduct administrator, the appellate decision-maker shall consider whether the facts in the case were reasonably sufficient to establish that it was more likely than not that a violation of the Code of Conduct did or did not occur.
  - c. To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Code of Conduct the respondent was found to have committed.
  - d. To consider new evidence sufficient to alter the decision or sanction which was not brought out in the original hearing because such evidence was not known or available to the person appealing at the time of the original hearing.

The person ruling on the appeal shall notify in writing the complainant and respondent of the outcome of the appeal. If the person considering the appeal rules favorably on the appeal, the matter shall be remanded to the conduct panel (either the original panel or a new panel, as determined to be appropriate by the person considering the appeal) and conduct administrator for action to be taken in response to the appeal findings. If the ruling on the appeal is negative, then the decision of the original conduct panel is upheld and finalized.

## **ARTICLE V: CONFIDENTIALITY AND PROHIBITION ON RETALIATION**

### **Confidentiality**

UMA wishes to foster an environment in which individuals feel free to raise and discuss concerns. UMA understands that complainants, respondents, witnesses, and others involved in the investigation process and conduct proceedings may be concerned about the confidentiality of information they are sharing.

In some cases, UMA may be obligated to take action when it becomes aware of information relating to a complaint or issue. Confidentiality will be maintained to the extent possible and consistent with UMA's obligations in investigating complaints and addressing conduct appropriately. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, they will be respected to the extent possible and appropriate. In particular, when possible and

consistent with applicable law, personally identifying information about victims of sexual misconduct will be kept confidential as it appears in UMA's publicly available record-keeping.

### **Retaliation**

UMA prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the student complaint procedures published in the catalog, which call for concerns to be directed to UMA Cares at [umacares@ultimatemedical.edu](mailto:umacares@ultimatemedical.edu). If following the student complaint procedure would result in the student being required to submit his/her complaint to the person whom he/she believes is retaliating against him or her, the student may submit the retaliation complaint to the Campus Director (ground) or the Vice Provost of Programs and Academic Affairs or his/her designee (online), who will determine an appropriate party to address the retaliation complaint.

Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely affect the complainant's future grades, learning, or academic environment. UMA will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a conduct proceeding, investigation or hearing related to such allegations.

### **UMA Site Safety and Security**

Unless otherwise posted, unauthorized use of tobacco products and e-cigarettes on UMA sites or at UMA events is prohibited.

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As members of this academic community, students must report crimes, suspicious activities or other emergencies on campus to UMA.

Students who witness or are victims of a crime affecting the UMA community should immediately report the incident to local law enforcement in the community in which the campus is located, and to the Campus Director (ground) or Vice Provost of Programs and Academic Affairs or his/her designee (online). UMA will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator and other UMA officials such as the Title IX Coordinator.

Given public concern about escalating incidents of school violence, UMA will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the interim suspension provisions of the Code of Conduct. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

Nothing in this policy should be construed as limiting or preventing UMA's discretion to take other action which, in UMA's sole discretion, is necessary or advisable to promote safety and security.

UMA takes seriously any threats made to cause harm to others or to oneself. Threats to harm others will be handled through the Code of Conduct, and may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, UMA may call local law enforcement officials or other persons acquainted with the person making the threat for the purposes of checking on that person's welfare. UMA may also work with the person to determine available resources and appropriate next steps.

#### **CLASSROOM AND LABORATORY CONDUCT – GROUND Campuses**

**Safety** — Because of the health hazards inherent in the field, safety is stressed in every course. Rules and safety procedures are posted in each laboratory.

- **Eating** — No food or beverage (except water) is allowed in classrooms or laboratories.
- **Breakage** — Payment may be charged for any deliberate destruction of equipment.
- **Cleanliness** — Students are observed on how they care for and maintain equipment.
- **Housekeeping** — Duties are required of all students. Students are responsible for keeping campus facilities and equipment clean and neat at all times.
- **Homework** — Required homework assignments must be turned in when due. Each student should be prepared to devote time daily to home study.

In addition to these conduct expectations, students are also required to comply with the behavioral components of the following policies found in this catalog, which are incorporated and considered part of this Student Conduct policy: the Nondiscrimination policy, the Sexual Misconduct Response and Prevention policy, the Drug and Alcohol Abuse Prevention policy, the Withdrawal or Dismissal Procedure, Facility-Related Rules, the Scholastic Honesty policy, the UMA Cyberbullying policy, the Anti-Hazing policy, the Externship/Practicum/Clinical Courses policy, the Dress Code, the Telephone policy, and the Classroom/Laboratory/Externship/Clinical Etiquette for Electronic Devices policy.

#### **Addendum for Student Information (Scholastic Honesty) Effective March 20, 2017**

##### *Pages 58 (Replacement)*

It is assumed that all students are enrolled at UMA to learn. Scholastic honesty is expected and dishonesty is not acceptable. Scholastic honesty is a set of values and behaviors that promotes personal integrity and good practice in learning and assessment. Scholastic honesty includes doing one's own work, giving credit for someone else's ideas or work, abiding by all rules regarding assignments and assessments, and working collaboratively while producing independent work. Scholastic dishonesty includes, but is not limited to, plagiarism, collusion, duplication, and cheating.

- **Plagiarism:** using or attempting to use someone else's ideas or work, in whole or in part, as one's own, without citation or other indication that the content is not one's original ideas or work.
- **Collusion:** allowing someone to copy one's own work to use as his/her own, including but not limited to posting or sharing one's own work on websites outside of the UMA courserooms.
- **Duplication:** submitting the same work as someone else, including but not limited to copying a discussion post written by another student or turning in copies of assignment worksheets posted on websites outside of the UMA courserooms.
- **Cheating:** obtaining or attempting to obtain credit for work by dishonest or deceptive means, including but not limited to obtaining work from websites or other informational devices inconsistent with courseroom expectations as determined in UMA's sole discretion, or allowing someone other than the officially enrolled student to complete course requirements.

Plagiarism, collusion, duplication, and cheating in any form are considered a scholastic honesty violation. Students who violate the Scholastic Honesty policy will be subject to a progressive discipline process, including:

- 1st Scholastic Honesty Violation: Student receives a first notification with an academic coaching opportunity and earns a "0" for the assignment in which the first infraction occurred.
- 2nd Scholastic Honesty Violation: Student receives a second notification with an academic coaching opportunity and earns a "0" for the course in which the second infraction occurred. The course failure results in the student being required to retake the course.
- 3rd Scholastic Honesty Violation: Student is expelled from UMA.

UMA faculty regularly monitor and evaluate students' work to ensure scholastic honesty. UMA faculty also share the responsibility of reinforcing best practices and teaching proper research and citation skills. If a UMA faculty or staff member suspects a student has violated the Scholastic Honesty policy, the faculty or staff member is expected to report the incident to the Director of Education (ground) or email [scholastichonesty@ultimatemedical.edu](mailto:scholastichonesty@ultimatemedical.edu) (online).

The Director of Education or designee (ground)/Vice Provost of Programs and Academic Affairs or designee (online) investigates incidences of suspected plagiarism, collusion, duplication, and other types of cheating which meet the definitions outlined above. Students receive written notification outlining the investigation findings and progressive discipline as/if appropriate.

Students who wish to contest the school's decision should appeal in writing to the Campus Director (ground)/Senior Vice President of Online Programs and Campus Operations (online). The decision of the appeal by the Campus Director or the Senior Vice President will be final.

**Addendum for Student Records  
(Transcripts)  
Effective April 3, 2017**

*Page 62 (Replace First Paragraph)*

**TRANSCRIPTS**

UMA students and alumni wishing to obtain copies of their official transcripts are required to request them online at [UltimateMedical.edu/transcript](http://UltimateMedical.edu/transcript). For unofficial transcripts, students may request either in person or in writing via mail or email to their location's Registrar's office.

**Addendum for Academic Standards  
(Satisfactory Academic Progress)  
Effective March 7, 2017, Beginning with the April 17, 2017, Start Date**

*Page 70 (Insertion)*

Medical Administrative Assistant (Effective April 17, 2017, for New Starts) – Credit Hours Required is 38.0; Maximum Credit Hours Attempted is 57.0

Health Sciences – Medical Administrative Assistant (Effective April 17, 2017, for New Starts) – Credit Hours Required is 62.0; Maximum Credit Hours Attempted is 93.0

**Addendum for Programs  
(Health and Human Services, Healthcare Management, Health Sciences – Healthcare Technology & Systems,  
Medical Billing and Coding (Associate Degree), Health Sciences – Medical Office and Billing Specialist, Health  
Sciences – Pharmacy Technician)  
Effective March 20, 2017**

*Pages 91 - 92 (Replacement)*

**HEALTH AND HUMAN SERVICES**

**(Except Kansas and Minnesota Residents)**

**Program Type: Associate of Science/Associate of Applied Science (Arkansas Residents Only)**

**Location: Online**

## PROGRAM DESCRIPTION

The Health and Human Services program prepares students to assist, support, and advocate for individuals and families. Through theoretical and practical approaches, students learn how to secure community resources, provide assistance and referrals, and support those seeking public and private services. Health and human services assistant graduates may work in entry-level positions in public and private healthcare settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health and Human Services program is to prepare students with the theoretical knowledge and practical skills to secure entry-level positions in support and advocacy roles in healthcare settings. Students learn about the organization, discipline, and ethics of the health and human services field; how to communicate and think critically to resolve needs for those in the community; and various types of public and community policies, services, and programs. Students demonstrate and apply the knowledge and skills learned in a human services capstone. A balance of general education courses is included to enhance the student's education.

Employment in a healthcare setting may require a CPR certification from an American Red Cross or American Heart Association authorized training site. If required for employment, the student/graduate should obtain the certification independently of this program. Upon successful completion of this program, the graduate will be awarded a Health and Human Services Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total program: 960 clock hours/64.0 semester credits.

**Instructional time: 70 weeks**

**Normal time: 74 weeks**

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (46.0 Credits*)</b>		
CI2000**	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
HS1000	Introduction to Health and Human Services	3.0
HS1200	Introduction to Counseling	3.0
HS1300	Public and Community Health	3.0
HS2100	Family Dynamics	3.0
HS2200	Social Welfare	3.0
HS2305	Legal and Ethical Issues in Human Services	2.0
HS2500	Health and Human Services Capstone	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
ME1160	Medical Terminology	4.0
SC2020	Human Growth and Development	3.0
SC2110	Anatomy, Physiology and Pathophysiology I	4.0
SO1100	Human Behavior in the Social Environment	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>General Education Courses (18.0 Credits*)</b>		
EN1150	English Composition	3.0
EN2100***	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SC1040	General Biology	3.0
SO1050****	Sociology	3.0
<b>Total Program</b>		<b>64.0</b>

\*The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.

\*\*CI2000 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. CI2000 is also a core requirement for the Health and Human Services Associate Degree program.

\*\*\*EN2100 satisfies the additional general education English/writing course requirement, Composition II, for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. EN2100 is not a general education requirement for the Health and Human Services Associate Degree program.

\*\*\*\*SO1050 is not included in the Health and Human Services Associate Degree program for Arkansas residents.

**HEALTH AND HUMAN SERVICES  
(Kansas and Minnesota Residents Only)**

**Program Type:** Associate of Applied Science  
**Location:** Online

**PROGRAM DESCRIPTION**

The Health and Human Services program prepares students to assist, support, and advocate for individuals and families. Through theoretical and practical approaches, students learn how to secure community resources, provide assistance and referrals, and support those seeking public and private services. Health and human services assistant graduates may work in entry-level positions in public and private healthcare settings. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health and Human Services program is to prepare students with the theoretical knowledge and practical skills to secure entry-level positions in support and advocacy roles in healthcare settings. Students learn about the organization, discipline, and ethics of the health and human services field; how to communicate and think critically to resolve needs for those in the community; and various types of public and community policies, services, and programs. Students demonstrate and apply the knowledge and skills learned in a human services capstone. A balance of general education courses is included to enhance the student’s education.

Employment in a healthcare setting may require a CPR certification from an American Red Cross or American Heart Association authorized training site. If required for employment, the student/graduate should obtain the certification independently of this program. Upon successful completion of this program, the graduate will be awarded a Health and Human Services Associate of Applied Science degree. Total program: 960 clock hours/64.0 semester credits.

**Instructional Time:** 70 weeks  
**Normal Time:** 74 weeks

**Required Courses**

Course #	Course Title	Semester Credits
<b>Core Courses (40.0 Credits)</b>		
HS1000	Introduction to Health and Human Services	3.0
HS1200	Introduction to Counseling	3.0
HS1300	Public and Community Health	3.0
HS2100	Family Dynamics	3.0
HS2200	Social Welfare	3.0
HS2305	Legal and Ethical Issues in Human Services	2.0
HS2500	Health and Human Services Capstone	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
ME1160	Medical Terminology	4.0
SC2020	Human Growth and Development	3.0
SC2110	Anatomy, Physiology and Pathophysiology I	4.0

SO1100	Human Behavior in the Social Environment	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (Kansas Residents 6.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Minnesota Residents 6.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150*	Interpersonal Professional Communications	3.0
<b>General Education Courses (18.0 Credits)</b>		
EN1150	English Composition	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
PS1000	Psychology	3.0
SC1040	General Biology	3.0
SO1050	Sociology	3.0
<b>Total Program</b>		<b>64.0</b>

\*EN2150 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

Pages 93 - 94 (Replacement)

**HEALTH INFORMATION TECHNOLOGY  
(Except Kansas and Minnesota Residents)**

**Program Type: Associate of Science/Associate of Applied Science (Arkansas Residents Only)**

**Location: Online**

**PROGRAM DESCRIPTION**

The objective of the Health Information Technology program is to prepare students with a foundation in analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students acquire essential entry-level competencies to support the principles and management of health information and technologies. This instruction occurs in a distance learning setting with 180 hours of practicum. Out-of-class work is required.

Health information professionals provide reliable and valid information that drives healthcare. Health information technicians are specialists in managing medical records, coding and reimbursement and possess the skills to think critically and problem solve. These professionals play a key role in preparing, analyzing and maintaining health records and are considered experts in assuring the privacy and security of health data.

Electronic patient records, database management, and information privacy and security are a focus of this profession. Health Information Technicians play a critical role in ensuring the quality of medical records by utilizing systems that manage and store patient data. The Health Information Technician trains future health information professionals in the use of computer information systems used in health care settings as well as reimbursement procedures. In addition to courses focused on these abilities, students develop practical skills in the management and supervision of medical records and healthcare reimbursement processes. Critical thinking and problem solving abilities are a critical component of this profession. A combination of general education and core curriculum provides students with the opportunity to become proficient in demonstrating these skills. Upon successful completion of this program, the graduate will be awarded a Health Information Technology Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1140 clock hours/63.5 semester credits (1185 clock hours/66.5 semester credits for Arkansas residents)\*

The Health Information Technology – Associate of Science program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), [cahiim.org](http://cahiim.org). Please refer to the School Licensure, Accreditation and Approvals section of this catalog for more information.

**Instruction Time: 70 weeks/75 weeks for Arkansas residents\***

**Normal Time: 73 weeks**

**Required Courses**

Course #	Course Title	Semester Credits
<b>Core Courses (48.5 Credits)</b>		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1100	Introduction to Health Information Management and Medical Law & Ethics	5.5
HT2125	International Classifications of Disease (ICD) Coding	4.0
HT2135	Current Procedural Terminology (CPT) Coding	3.0
HT2245	Health Information Systems and Data Quality & Management	6.0
HT2400	Healthcare Reimbursement and Management & Supervision	5.0
HT2500	Health Information Technology Practicum	4.0
ME1150	Medical Terminology	3.0
ME2515	Pathophysiology & Pharmacology	6.0
<b>General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)</b>		
EN1150	English Composition	3.0
EN2100**	English Composition II	3.0
HU2000	Critical Thinking and Problem Solving	3.0
MA1015	College Math	3.0
SC1225	Essentials of Anatomy & Physiology	3.0
SO1050	Sociology	3.0
<b>Total Program</b>		<b>63.5</b>
<b>Total Program for Arkansas Residents*</b>		<b>66.5</b>

\***Arkansas Residents** - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different. These courses are required for residents of Arkansas.

\*\***Required course for Arkansas residents**

**HEALTH INFORMATION TECHNOLOGY  
(Kansas and Minnesota Residents Only)**

**Program Type: Associate of Applied Science**

**Location: Online**

**PROGRAM DESCRIPTION**

The objective of the Health Information Technology program is to prepare students with a foundation in analytical, technical and management skills associated with health information. Through practical approaches and professional domains, students acquire essential entry-level competencies to support the principles and management of health information and technologies. This instruction occurs in a distance learning setting with 45 hours of practicum. Out-of-class work is required.

Health information professionals provide reliable and valid information that drives healthcare. Health information technicians are specialists in managing medical records, coding and reimbursement and possess the skills to think

critically and problem solve. These professionals play a key role in preparing, analyzing and maintaining health records and are considered experts in assuring the privacy and security of health data.

Electronic patient records, database management, and information privacy and security are a focus of this profession. Health Information Technicians play a critical role in ensuring the quality of medical records by utilizing systems that manage and store patient data. The Health Information Technician trains future health information professionals in the use of computer information systems used in health care settings as well as reimbursement procedures. In addition to courses focused on these abilities, students develop practical skills in the management and supervision of medical records and healthcare reimbursement processes. Critical thinking and problem solving abilities are a critical component of this profession. A combination of general education and core curriculum provides students with the opportunity to become proficient in demonstrating these skills. Upon successful completion of this program, the graduate will be awarded a Health Information Technology Associate of Applied Science degree. Total Program: 1140 clock hours/63.5 semester credits.

The Associate of Applied Science in Health Information Technology program is accredited by the Commission on accreditation for Health Informatics and Information Management Education (CAHIIM), [cahiim.org](http://cahiim.org). Please refer to the School Licensure, Accreditation and Approvals section of this catalog for more information.

**Instructional Time: 70 weeks**

**Normal Time: 74 weeks**

#### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (39.5 Credits)</b>		
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1100	Introduction to Health Information Management and Medical Law & Ethics	5.5
HT2125	International Classifications of Disease (ICD) Coding	4.0
HT2135	Current Procedural Terminology (CPT) Coding	3.0
HT2245	Health Information Systems and Data Quality & Management	6.0
HT2400	Healthcare Reimbursement and Management & Supervision	5.0
HT2500	Health Information Technology Practicum	4.0
ME1150	Medical Terminology	3.0
ME2515	Pathophysiology & Pharmacology	6.0
<b>Additional Degree Requirements (Kansas Residents 9.0 Credits)</b>		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Minnesota Residents 9.0 Credits)</b>		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150*	Interpersonal Professional Communications	3.0
EN2100**	English Composition II	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
SC1225	Essentials of Anatomy and Physiology	3.0
SO1050	Sociology	3.0
<b>Total Program</b>		<b>63.5</b>

\*EN2150 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*EN2100 satisfies general education requirements for the Minnesota Office of Higher Education.

Pages 95 - 96 (Replacement)

**HEALTHCARE MANAGEMENT**

(Except Kansas and Minnesota Residents)

**Program Type: Associate of Science/Associate of Applied Science (Arkansas Residents Only)**

**Location: Online**

**PROGRAM DESCRIPTION**

The objective of the Healthcare Management program is to prepare students with sufficient knowledge and skills needed for entry-level allied health administrative positions in physicians’ offices, medical clinics and other types of allied health organizations. Graduates of this program may become generalists and/or administrators in an allied healthcare setting where they are advisors to physicians, nurses, and other office staff. Duties may include medical billing, collections, supervision of direct care and other general allied health office duties. This instruction occurs in a distance learning setting. Out-of-class work is required.

The Healthcare Management program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records. Students who pursue a degree in this area may begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses offered in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. General education curriculum further provides students the opportunity to become proficient in interpersonal communication, English composition, and mathematics. Upon successful completion of this program, the graduate will be awarded a Healthcare Management Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/66.0 semester credits (1125 clock hours/69.0 semester credits for Arkansas residents)\*

**Instructional Time: 70 weeks/75 weeks for Arkansas residents\***

**Normal Time: 73 weeks**

**Required Courses**

Course #	Course Title	Semester Credits
<b>Core Courses (51.0 Credits)</b>		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HM1015	Medical Terminology & the Healthcare Claim Cycle I	5.0
HM1020	Medical Terminology & the Healthcare Claim Cycle II	5.0
HM1025	Medical Practice Management Systems	4.5
HM1030	Accounting, Payroll, Banking & Accounting Systems	5.0
HM2010	Business Office Operations for the Manager	5.0
HM2015	Healthcare Law, Compliance, Ethics & Medical Record Management	6.0
HM2020	Human Resource Management	6.0
HM2030	Practice Structure and Enhancement	5.5
MG2150	Introduction to Leadership & Management	3.0
<b>General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)</b>		
EN1150	English Composition	3.0
EN2100**	English Composition II	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>66.0</b>
<b>Total Program for Arkansas Residents*</b>		<b>69.0</b>

\*Arkansas Residents - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different. These courses are required for residents of Arkansas.

\*\*Required course for Arkansas residents

## HEALTHCARE MANAGEMENT (Kansas and Minnesota Residents Only)

**Program Type: Associate of Applied Science**

**Location: Online**

### PROGRAM DESCRIPTION

The objective of the Healthcare Management program is to prepare students with sufficient knowledge and skills needed for entry-level allied health administrative positions in physicians' offices, medical clinics and other types of allied health organizations. Graduates of this program may become generalists and/or administrators in an allied healthcare setting where they are advisors to physicians, nurses, and other office staff. Duties may include medical billing, collections, supervision of direct care and other general allied health office duties. This instruction occurs in a distance learning setting. Out-of-class work is required.

The Healthcare Management program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records. Students who pursue a degree in this area may begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses offered in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. General education curriculum further provides students the opportunity to become proficient in interpersonal communication, English composition, and mathematics. Upon successful completion of this program, the graduate will be awarded a Healthcare Management Associate of Applied Science degree. Total Program: 1080 clock hours/66.0 semester credits

**Instructional Time: 70 weeks**

**Normal Time: 74 weeks**

### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (45.0 Credits)</b>		
HM1015	Medical Terminology & the Healthcare Claim Cycle I	5.0
HM1020	Medical Terminology & the Healthcare Claim Cycle II	5.0
HM1025	Medical Practice Management Systems	4.5
HM1030	Accounting, Payroll, Banking & Accounting Systems	5.0
HM2010	Business Office Operations for the Manager	5.0
HM2015	Healthcare Law, Compliance, Ethics & Medical Record Management	6.0
HM2020	Human Resource Management	6.0
HM2030	Practice Structure and Enhancement	5.5
MG2150	Introduction to Leadership & Management	3.0
<b>Additional Degree Requirements (Kansas Residents 6.0 Credits)</b>		
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0

<b>Additional Degree Requirements (Minnesota Residents 6.0 Credits)</b>		
EN2100*	English Composition II	3.0
EN2150**	Interpersonal Professional Communications	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>66.0</b>

\*EN2100 satisfies general education requirements for the Minnesota Office of Higher Education.

\*\*EN2150 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

*Pages 98 - 99 (Replacement)*

**HEALTH SCIENCES - HEALTHCARE TECHNOLOGY & SYSTEMS  
(Except Kansas and Minnesota)**

**Program Type: Associate of Science/Associate of Applied Science (Arkansas Residents Only)**

**Location: Online**

**PROGRAM DESCRIPTION**

The Health Sciences - Healthcare Technology & Systems program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records plus general education and elective courses to enhance their knowledge base. Students who pursue an Associate Degree in this area will begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. A base of general education courses in English, mathematics, critical thinking, and natural and applied sciences as well elective courses complement and complete their education. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health Sciences - Healthcare Technology & Systems program is to introduce the application of concepts and provide the knowledge required to work with healthcare technology and systems. This includes effective communications skills attained by using Standard English (written and oral) in a professional environment; employing computational strategies and quantitative analytical skills to evaluate and process numerical data through the application of mathematical concepts to real world situations; examining how natural and human systems function and recognizing the impact of humans on the environment by applying logical reasoning and the scientific method; and, how to apply technology skills and adopt emerging technologies and software to improve productivity and service in a professional environment. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Healthcare Technology & Systems Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total program: 1050 clock hours/61.0 semester credits.

**Instruction Time: 70 weeks**

**Normal Time: 74 weeks**

**Required Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b>Core Courses (46.0 Credits*)</b>		
CI1165	Introduction to Information Technology	4.0

CI1170**	Introduction to Computer Office Applications	3.0
CI1200	Desktop Support	4.0
CS1100	Customer Service and Communications in Healthcare Settings	3.0
EN1000	Introduction to Communication	3.0
EN2150	Interpersonal Professional Communications	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1155	Health Records Management	3.0
HT1200	Configuring EHR	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics and Records Management	4.0
PS2100****	Working with People	3.0
SO2100	Diversity in the Workplace	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>General Education Courses (15.0 Credits*)</b>		
EN1150	English Composition	3.0
EN2100***	English Composition II	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>61.0</b>

\*The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different.

\*\*CI1170 satisfies the general education computer applications/fundamentals course requirement for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. CI1170 is also a core requirement of the Health Sciences – Healthcare Technology & Systems Associate Degree program.

\*\*\*EN2100 satisfies the additional general education English/writing course requirement, Composition II, for Arkansas residents as indicated by the Arkansas Higher Education Coordinating Board. EN2100 is not a general education requirement for the Health Sciences – Healthcare Technology & Systems Associate Degree program.

\*\*\*\*PS2100 is not included in the Health Sciences – Healthcare Technology & Systems Associate Degree program for Arkansas residents.

## **HEALTH SCIENCES - HEALTHCARE TECHNOLOGY & SYSTEMS (Kansas and Minnesota Residents Only)**

**Program Type: Associate of Applied Science**

**Location: Online**

### **PROGRAM DESCRIPTION**

The Health Sciences - Healthcare Technology & Systems program provides students with an overview of concepts and issues related to the management and security of electronic medical and health records plus general education and elective courses to enhance their knowledge base. Students who pursue an Associate Degree in this area will begin their career in entry-level positions as application support specialists, health information technicians, medical records technicians, or software support specialists. Through the various courses in this program, students are offered a varied learning experience that focuses on information technology, computer office applications, healthcare delivery systems, and health records management. A base of general education courses in English, mathematics, critical thinking, and natural and applied sciences as well elective courses complement and complete their education. The development of proficient skills in customer service and communication is emphasized as well as the ability to use critical thinking skills in efforts to succeed in working in a diverse environment. This instruction occurs in a distance learning setting. Out-of-class work is required.

The objective of the Health Sciences - Healthcare Technology & Systems program is to introduce the application of concepts and provide the knowledge required to work with healthcare technology and systems. This includes effective communications skills attained by using Standard English (written and oral) in a professional environment; employing computational strategies and quantitative analytical skills to evaluate and process numerical data through the application of mathematical concepts to real world situations; examining how natural and human systems function and recognizing the impact of humans on the environment by applying logical reasoning and the scientific method; and, how to apply technology skills and adopt emerging technologies and software to improve productivity and service in a professional environment. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Healthcare Technology & Systems Associate of Applied Science degree. Total program: 1050 clock hours/61.0 semester credits.

**Instruction Time: 70 weeks**

**Normal Time: 74 weeks**

**Required Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b>Core Courses (34.0 Credits)</b>		
CI1165	Introduction to Information Technology	4.0
CI1200	Desktop Support	4.0
CS1100	Customer Service and Communications in Healthcare Settings	3.0
HT1000	Introduction to U.S. Healthcare Delivery	3.0
HT1155	Health Records Management	3.0
HT1200	Configuring EHR	3.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics and Records Management	4.0
SO2100	Diversity in the Workplace	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (Kansas Residents 12.0 Credits)</b>		
CI1170	Introduction to Computer Office Applications	3.0
PS2100	Working with People	3.0
EN1000	Introduction to Communication	3.0
EN2150	Interpersonal Professional Communications	3.0
<b>Additional Degree Requirements (Minnesota Residents 12.0 Credits)</b>		
CI1170	Introduction to Computer Office Applications	3.0
PS2100	Working with People	3.0
EN1000*	Introduction to Communication	3.0
EN2150**	Interpersonal Professional Communications	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>61.0</b>

\*EN1000 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*EN2150 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

**MEDICAL BILLING AND CODING  
(EFFECTIVE AUGUST 1, 2016, FOR NEW STARTS)  
(Except Arkansas, Kansas and Minnesota)**

**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**

**Normal Time: 73 weeks**

**Required Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
<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>

**MEDICAL BILLING AND CODING**  
**(Kansas and Minnesota Residents Only)**

**Program Type: Associate of Applied Science**

**Location: Online**

**PROGRAM DESCRIPTION**

The Associate of Applied 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 Applied 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**

**Normal Time: 74 weeks**

**Required Courses**

Course #	Course Title	Semester Credits
<b>Core Course (35.0 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
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (Kansas Residents 13.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
<b>Additional Degree Requirements (Minnesota Residents 13.0 Credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150*	Interpersonal Professional Communications	3.0
PS2100	Working with People	3.0
SC2110**	Anatomy, Physiology, and Pathophysiology I	4.0
<b>General Education Course Requirements (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>

\*EN2150 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

*Pages 114 - 115 (Replacement)*

**HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST  
(Effective August 1, 2016, FOR NEW STARTS)  
(Except Arkansas, Kansas and Minnesota)**

**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 Healthcareer 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>

#### **HEALTH SCIENCES - MEDICAL OFFICE AND BILLING SPECIALIST (Kansas and Minnesota Residents Only)**

**Program Type: Associate of Applied 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 Applied 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 Healthcareer Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time: 70 weeks**

**Normal Time: 74 weeks**

#### Required Courses

Course #	Course Title	Semester Credits
<b>Core Courses (34.0 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
SO2050	Diversity in Healthcare Settings	3.0
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (Kansas Residents 13.0 credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
<b>Additional Degree Requirements (Minnesota Residents 13.0 credits)</b>		
CI2000	Computer Fundamentals	3.0
EN2150*	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110**	Anatomy, Physiology, and Pathophysiology I	4.0
<b>General Education Courses</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
Total Program		62.0

\*EN2150 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

**HEALTH SCIENCES - PHARMACY TECHNICIAN  
(Except Kansas and Minnesota)**

**Program Type: Associate of Science/Associate of Applied Science (Arkansas residents only)**

**Location: Online**

**PROGRAM DESCRIPTION**

The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction is offered in a distance learning setting with externship conducted in a health care setting. Out-of-class work is required.

A well-qualified Pharmacy Technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associates degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complementary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Science/Associate of Applied Science (Arkansas residents only) degree. Total Program: 1080 clock hours/61.5 semester credits.

The State of Florida requires all Pharmacy Technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Graduates must meet eligibility requirements to sit for the examination.

**Additional Information:** The Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* section in this catalog for a listing of states in which UMA is currently enrolling or speak with an Admissions Representative to ensure that all applicable state requirements are met.

**Instructional Time: 72 weeks**

**Normal Time: 76 weeks**

**Required Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b>Core Courses (37.5 Credits)</b>		
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
<b>General Education Courses (15.0 Credits/Arkansas Residents 18.0 Credits*)</b>		
EN1150	English Composition	3.0
EN2100**	English Composition II	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>Elective Courses (9.0 Credits/Arkansas Residents 6.0 Credits)</b>		
AC2760	Accounting for Managers	3.0
CI1154**	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
<b>Total Program</b>		<b>61.5</b>

\*Arkansas Residents - The Arkansas Higher Education Coordinating Board has requirements for coursework that are not contained in UMA programs for other states. Therefore, Arkansas residents must meet program requirements that are slightly different. These courses are required for residents of Arkansas.

\*\*Required course for Arkansas residents

### **HEALTH SCIENCES - PHARMACY TECHNICIAN (Kansas Residents Only)**

**Program Type:** Associate of Applied Science

**Location:** Online

#### **PROGRAM DESCRIPTION**

The objective of the Health Sciences - Pharmacy Technician program is to prepare students for entry-level employment as pharmacy technicians through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position. Instruction occurs at our residential campus in a combination of lecture and lab settings. Externship is conducted in a health care setting. Instruction is also offered in a distance learning setting with externship conducted in a health care setting. Out-of-class work is required.

A well-qualified Pharmacy Technician must be proficient in assisting the pharmacist in medication dispensing operations and prescription preparation. In the pharmacy technician associates degree program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Students in this program will also receive a complementary curriculum of general education courses. Special emphasis is placed on the development of critical thinking and problem solving skills required of pharmacy technicians. Upon successful completion of this program, the graduate will be awarded a Health Sciences - Pharmacy Technician Associate of Applied Science degree. Total Program: 1080 clock hours/61.5 semester credits.

The State of Florida requires all Pharmacy Technicians to register with the State Board of Pharmacy. In some states, professional certification examinations must be taken and passed to be eligible to work as a Pharmacy Technician. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Graduates must meet eligibility requirements to sit for the examination.

**Additional Information:** The Pharmacy Technician program has multiple state-specific requirements. Refer to the *Enrollment Classifications and State Disclosures for Pharmacy Technician Programs* section in this catalog for a listing of states in which UMA is currently enrolling or speak with an Admissions Representative to ensure that all applicable state requirements are met.

**Instructional Time: 72 weeks**

**Normal Time: 76 weeks**

**Required Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b>Core Courses (37.5 Credits)</b>		
RX1010	Pharmacy Technician Fundamentals & Computer Applications	5.5
RX1020	Pharmacology and Sterile Products & HIV/AIDS	5.0
RX1030	Anatomy & Physiology and Pathophysiology I	6.0
RX2010	Pharmaceutical Calculations and Pathophysiology II	6.0
RX2020	Drug/Dosage Interaction and Pharmacy Law & Ethics	6.0
RX2030	Community & Institutional Pharmacy	3.0
RX2999	Certification Review	2.0
RX3400	Pharmacy Technician Externship	4.0
<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>Elective Courses (9.0 Credits)</b>		
AC2760	Accounting for Managers	3.0
CI1154	Introduction to Healthcare Computer Information Systems	3.0
EN2150	Interpersonal Professional Communications	3.0
HI1050	Local, National & International Events	3.0
PS1000	Psychology	3.0
PS2100	Working with People	3.0
PS2150	Patient Relations	3.0
SC1050	Ecology	3.0
SO2100	Diversity in the Workplace	3.0
<b>Total Program</b>		<b>61.5</b>

**Addendum for Programs**

**(Medical Administrative Assistant and Health Sciences – Medical Administrative Assistant)**

**Effective March 7, 2017, Beginning with the April 17, 2017, Start Date**

*Pages 100 – 102 (Insertions)*

**MEDICAL ADMINISTRATIVE ASSISTANT**

**(EFFECTIVE APRIL 17, 2017, FOR NEW STARTS)**

**Program Type: Diploma**

**Location: Online**

**PROGRAM DESCRIPTION**

The objective of the Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. 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 Administrative Assistant diploma. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 720 clock hours/38.0 semester credits.

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) 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**

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
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
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/student-information/#ge> and includes information on tuition, loan debt, completion, placement and occupations.

**HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT  
(Except Arkansas, Kansas and Minnesota Residents)  
(EFFECTIVE APRIL 17, 2017, FOR NEW STARTS)**

**Program Type: Associate of Science  
Location: Online**

**PROGRAM DESCRIPTION**

The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. 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 Health

Sciences-Medical Administrative Assistant Associate of Science degree. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/62.0 semester credits.

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcare Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time: 70 weeks**

**Normal Time: 74 weeks**

**Required Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b>Core Courses (38.0 Credits)</b>		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
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
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>

**HEALTH SCIENCES - MEDICAL ADMINISTRATIVE ASSISTANT**

**(Kansas and Minnesota Residents Only)**

**(EFFECTIVE APRIL 17, 2017, FOR NEW STARTS)**

**Program Type: Associate of Applied Science**

**Location: Online**

**PROGRAM DESCRIPTION**

The objective of the Health Sciences – Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations

related to the privacy and security of patient information. 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 Health Sciences-Medical Administrative Assistant Associate of Applied Science degree. Instruction occurs within a distance learning setting. Out-of-class work is required. Total Program: 1080 clock hours/62.0 semester credits.

Students will receive course preparation to sit for the Certified Medical Administrative Assistant (CMAA) examination offered through the National Healthcare Association (NHA). Graduates must meet eligibility requirements to sit for the examination.

**Instructional Time: 70 weeks**

**Normal Time: 74 weeks**

**Required Courses**

<b>Course #</b>	<b>Course Title</b>	<b>Semester Credits</b>
<b>Core Courses (34.0 Credits)</b>		
CI1000	Introduction to Computers	2.5
ME1000	Introduction to Healthcare Communication	3.0
ME1120	Introduction to Medical Administrative Assisting	4.0
ME1160	Medical Terminology	4.0
ME1410	Medical Law, Ethics, and Records Management	4.0
ME1750	Medical Transcription	3.0
ME2530	Diagnostic Coding for MAA/MOBS	4.0
ME2535	Procedural Coding for MAA/MOBS	4.0
ME2540	Healthcare Reimbursement and Claim Cycle	2.5
SS1000	Student Success	1.0
SS2000	Career Success	2.0
<b>Additional Degree Requirements (13.0 Credits - Kansas Residents Only)</b>		
CI2000	Computer Fundamentals	3.0
EN2150	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110	Anatomy, Physiology, and Pathophysiology I	4.0
<b>Additional Degree Requirements (13.0 Credits - Minnesota Residents Only)</b>		
CI2000	Computer Fundamentals	3.0
EN2150*	Interpersonal Professional Communications	3.0
PS2150	Patient Relations	3.0
SC2110**	Anatomy, Physiology, and Pathophysiology I	4.0
<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>

\*EN2150 satisfies the general education communications requirement as indicated by the Minnesota Office of Higher Education.

\*\*SC2110 satisfies general education requirements for the Minnesota Office of Higher Education.

**Addendum for Course Descriptions**

**Effective March 7, 2017, Beginning with the April 17, 2017, Start Date**

*Pages 139 - 140 (Insertion)*

**ME1120 INTRODUCTION TO MEDICAL ADMINISTRATIVE ASSISTING – 4.0 SEMESTER CREDITS**

This course gives the student an introduction to the profession of medical administrative assisting, its scope of practice, and career opportunities available for the medical administrative assistant. An orientation to the healthcare environment, receptionist duties, telephone techniques, appointment scheduling, and office maintenance are emphasized. Interpersonal professional communication is also covered and provides the student with information and practice in professional communication skills. Pre-requisites: None

**ME1750 MEDICAL TRANSCRIPTION – 3.0 SEMESTER CREDITS**

This course introduces the student to the use of word processing and transcribing equipment in order to produce a variety of medical reports. Medical terminology and English language skills, report formats, and medical references are emphasized. Students will learn to transcribe inpatient and outpatient medical documentation in a secure and ethical manner in accordance with HIPAA guidelines. Pre-requisites: ME1120