ADDENDUM, effective April 1, 2011. The Tuition and Fees table is updated.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Per Credit Hour</th>
<th>Estimated Books Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree in Nursing</td>
<td>$483</td>
<td>$425</td>
</tr>
<tr>
<td>Associate Degree in Radiologic Technology</td>
<td>$588</td>
<td>$275</td>
</tr>
<tr>
<td>Associate Degree in Surgical Technologist</td>
<td>$510</td>
<td>$425</td>
</tr>
<tr>
<td>Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding, Paralegal, Pharmacy Technician</td>
<td>$452</td>
<td>$425</td>
</tr>
</tbody>
</table>

ADDENDUM, effective December 15, 2010. The following Medical Administrative Assistant program, SAP table, cost and faculty information was added into the catalog.

Medical Administrative Assistant, Diploma Program
8 Months – 720.0 Hours – 47.0 Credit Units
Version: 1.0—(This program is available on-ground only)

The objective of the Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Modular Title</th>
<th>Contact Hours</th>
<th>Quarter Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module A</td>
<td>Office Finance</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Module B</td>
<td>Patient Processing and Assisting</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Module C</td>
<td>Medical Insurance</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Module D</td>
<td>Insurance Plans and Collections</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Module E</td>
<td>Office Procedures</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Module F</td>
<td>Patient Care and Computerized Practice Management</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Module G</td>
<td>Dental Administrative Procedures</td>
<td>80.0</td>
<td>6.0</td>
</tr>
<tr>
<td>Module X</td>
<td>Medical Administrative Assistant Externship</td>
<td>160.0</td>
<td>5.0</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CREDIT HOURS
720.0 47.0
Module A—Office Finance
6.0 Quarter Credit Hours; Total Hours: 80.0
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module B—Patient Processing and Assisting
6.0 Quarter Credit Hours; Total Hours: 80.0
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module C—Medical Insurance
6.0 Quarter Credit Hours; Total Hours: 80.0
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker’s compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module D—Insurance Plans and Collections
6.0 Quarter Credit Hours; Total Hours: 80.0
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module E—Office Procedures
6.0 Quarter Credit Hours; Total Hours: 80.0
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module F—Patient Care and Computerized Practice Management
6.0 Quarter Credit Hours; Total Hours: 80.0
Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assistant Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0
Module G—Dental Administrative Procedures
6.0 Quarter Credit Hours; Total Hours: 80.0
Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success.
Prerequisites: None
Lecture Hours: 40.0; Computer/Keyboarding Hours: 20.0;
Spelling/Skillbuilding Hours: 20.0

Module X – Medical Administrative Assistant Externship
5.0 Quarter Credit Hours; Total Hours: 160.0
Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant.
Prerequisites: Completion of Modules A-G.
Lecture Hours: 00.0; Computer/Keyboarding Hours: 00.0
Spelling/Skillbuilding Hours: 00.0; Other Hours: 160.0

---

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>8 Months</td>
<td>47.0</td>
<td>$15,407</td>
<td>$1,426</td>
</tr>
</tbody>
</table>

Effective for estimated textbook pricing starting January 1, 2011 and after

Department Chair: West, Lena, Massage Therapy and Medical Administrative Assistant
BS, St. Leo University
Diploma, Humanities Center of Massage Therapy

47.0 Quarter Credit Hour Program with letter grades. Total credits that may be attempted: 70 (150% of 47).

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Probation if CGAP is below</th>
<th>Suspension if CGAP is below</th>
<th>Probation if Rate of Progress is Below</th>
<th>Suspension if Rate of Progress is Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-18</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>19-24</td>
<td>2.0</td>
<td>0.5</td>
<td>66.66%</td>
<td>25%</td>
</tr>
<tr>
<td>25-30</td>
<td>2.0</td>
<td>0.75</td>
<td>66.66%</td>
<td>40%</td>
</tr>
<tr>
<td>31-36</td>
<td>2.0</td>
<td>1.0</td>
<td>66.66%</td>
<td>50%</td>
</tr>
<tr>
<td>37-42</td>
<td>2.0</td>
<td>1.4</td>
<td>66.66%</td>
<td>60%</td>
</tr>
<tr>
<td>43-48</td>
<td>2.0</td>
<td>1.7</td>
<td>66.66%</td>
<td>63%</td>
</tr>
<tr>
<td>49-70</td>
<td>N/A</td>
<td>2.0</td>
<td>66.66%</td>
<td></td>
</tr>
</tbody>
</table>

---

**ADDENDUM**, effective December 10, 2010. The following estimated modular textbook prices were updated into the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy</td>
<td>9 Months</td>
<td>55.0</td>
<td>$15,264</td>
<td>$1,372</td>
</tr>
</tbody>
</table>
Medical Assistant | 8 Months | 47.0 | $15,444 | $1,261

Effective for estimated textbook pricing starting January 1, 2011 and after

ADDENDUM, effective November 12, 2010. This MEMBERSHIPS sections was added into the catalog.

NOTE: Copies of accreditation, approval and membership documentation is available for inspection at each campus. Please contact the campus president to review this material.

ADDENDUM, effective November 12, 2010. This replaces the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 section into the catalog.

Notification of Rights under FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access.

   A student should submit to the Registrar’s Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

   A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   The institution discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

   Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

   From time to time the institution publishes communications, such as graduation and honor roll lists, that include students’ names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

ADDENDUM, effective October 18, 2010. This corrects the applicable SAP table.
Applicants must meet entrance requirements for program of study. Applicants must be a US military service member, or a dependant or spouse of a US military service member, and provide proof by submitting a copy of official military documentation prior to the start of the term. Documents include valid military ID card, Leave and Earnings Statement, DD214,
etc. The scholarship may be renewed from quarter-to-quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

<table>
<thead>
<tr>
<th>Member Status</th>
<th>Military Scholarship Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Military Service Member (All Programs) - Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists</td>
<td>50% Military Scholarship</td>
</tr>
<tr>
<td>Military Spouse (On-Ground Only) - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard</td>
<td>10% Military Scholarship</td>
</tr>
<tr>
<td>Military Spouse (Online Only) - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard</td>
<td>50% Military Scholarship</td>
</tr>
<tr>
<td>Veteran (Online Only) - veterans using VA education benefits</td>
<td>15% Military Scholarship</td>
</tr>
<tr>
<td>Veteran (On-Ground Only) - veterans using VA education benefits</td>
<td>10% Military Scholarship</td>
</tr>
<tr>
<td>Military Dependents (On-Ground Only) - military dependents using VA education benefits</td>
<td>10% Military Scholarship</td>
</tr>
</tbody>
</table>

---

■ ADDENDUM, effective October 1, 2010. The following policy is updated for the campus:

Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.

■ ADDENDUM, effective September 23, 2010. The following financial aid information is added in the catalog:

Academic Competitiveness Grant (ACG)
The ACG program is a need-based and merit-based grant intended to encourage rigorous academic study in high school leading to enrollment in college majors in the physical, life, and computer sciences; engineering; technology; mathematics; and certain foreign languages. Eligible students may receive $750 in their first academic year and $1,300 in their second academic year.

National Science and Mathematics Access to Retain Talent (SMART) Grant
The SMART Grant program is a need-based and merit-based grant intended to encourage rigorous academic study in high school leading to enrollment in college majors in the physical, life, and computer sciences; engineering; technology; mathematics; and certain foreign languages. Eligible students may receive $4,000 per year for their third, fourth and fifth (if five-year program) academic year.

■ ADDENDUM, effective August 25, 2010. The phone numbers for Online are updated in the catalog as follows:

Phone: (813) 353-5100
Toll Free: (877) 439-0003
ADDENDUM, effective August 24, 2010. The following financial information is added in the catalog:

FEDERAL FINANCIAL AID PROGRAMS

Federal Stafford Direct Loans (DL)
This low-interest loan is available to qualified students through the U.S. Department of Education and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Direct Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

The Federal Direct Subsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. Student eligibility for a Direct Subsidized Loan is based on “financial need”. The federal government pays the interest while the student is in school at least half-time, during the grace period and during periods of deferment.

The Federal Direct Unsubsidized Stafford Loan is a low-interest loan issued by the U.S. Department of Education. Students do not have to demonstrate “need” in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)
The Federal Direct Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student’s education minus any other aid for which the student is eligible. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

ADDENDUM, effective June 8, 2010. The military scholarship information for online students has been added in the catalog:

Active Duty Military Scholarships (Everest University Online Only)

Payment Schedule:

<table>
<thead>
<tr>
<th>Member Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Military – Army, Navy, Air Force, Marines, Coast Guard, Activated National</td>
<td>50% Tuition credit</td>
</tr>
<tr>
<td>Guard, and Reservists</td>
<td></td>
</tr>
<tr>
<td>Military Spouse- spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard</td>
<td>50% Tuition credit</td>
</tr>
<tr>
<td>Veteran- veterans using VA education benefits</td>
<td>15% tuition credit</td>
</tr>
</tbody>
</table>