



School Catalog

MEDICAL CAREERS INSTITUTE

116 South Michigan Avenue
Chicago, IL 60603
Tel: (312)-782-9804 Fax: (312)-782-9804
www.mcimedicalcareers.com

Revised April 10, 2006

Accreditation and Approvals

Medical Careers Institute is approved by the Illinois State Board of Education (ISBE).

"Certificate of Approval to Operate Issued by the Illinois State Superintendent of Education. 100 N. First Street, Springfield Illinois 62777."

Medical Careers Institute is accredited by the Indiana Commission on Proprietary Education.

This institution is regulated by:

The Indiana Commission on Proprietary Education
302 West Washington Street, Room E201
Indianapolis, IN 46204-2767

Toll Free Indiana Number 1-800-227-5695
or
(317) 232-1320

Memberships

The Better Business Bureau of Chicago & Northern Illinois

Admission Procedures & Requirements

A personal interview is required prior to enrollment. The Admissions Representative will clearly outline all program benefits and schedules after an application for enrollment form is completed. The effective date of acceptance is based on the signature of the School Director or Assignee on the Student Enrollment Agreement.

To meet the requirements of the Illinois State Board of Education, all students must submit the following documents on or before the first day of class:

- Statement of General Health, including TB skin test or chest x-ray.
- High School or College transcripts or GED scores.

No student will be allowed to start without these required documents on file.

History

William and Thalia Zane, owners and Directors founded Medical Careers Institute as a private vocational school in 1977. Their objective was to help meet the increasing need for skilled Allied Health Personnel.

Philosophy and Objectives

Medical Careers Institute provides a quality approach to technical education by:

- ◇ Offering individuals the opportunity to prepare for important careers in Diagnostic Medical Technology.
- ◇ Motivating the student and instilling the desire to strive for excellence through study effort.
- ◇ Preparing students to earn a diploma and graduate with pride as a professional with the ability to benefit themselves and other by seeking employment in the field of Allied Health Care.

Facility

The school occupies approximately 6,000 square feet of classrooms, reception area, and admissions offices. Classrooms include the equipment essential to provide effective technical education.

Administration

Directors.....*William G. Zane*
Thalia G. Zane

Assistant Director.....*Taquia Mehdi-Razvi*

The school is open Monday through Saturday. Class schedules are as follows:

| Class | Days per week | Days | Times | Weeks |
|--|---------------|-----------|----------|----------|
| Cardiology Technician | 1 | Mon | AM & AFT | 29 Weeks |
| | 1 | Tues | AM & AFT | 29 Weeks |
| | 1 | Thur | AM & AFT | 29 Weeks |
| | 1 | Fri | AM & AFT | 29 Weeks |
| | 1 | Sat | AM & AFT | 29 Weeks |
| Electroneurodiagnostic Technician | 1 | Sat | AM & AFT | 43 weeks |
| | 1 | Tues | AM & AFT | 43 weeks |
| | 1 | Thur | AM & AFT | 43 weeks |
| | 2 | Tue/Thur | Evening | 43 weeks |
| Ultrasound Technician | 1 | Mon | AM & AFT | 43 weeks |
| | 1 | Wed | AM & AFT | 43 weeks |
| Medical Billing & Coding Specialist | 1 | Sat | AM & AFT | 15 weeks |
| | 2 | Mon/Thurs | Evening | 15 weeks |
| | 2 | Tues/Wed | Evening | 15 weeks |
| Echocardiography / Vascular Sonography | 1 | Thur | AM & AFT | 43 weeks |
| | 1 | Fri | AM & AFT | 43 weeks |
| | 1 | Tues | AM & AFT | 43 weeks |

Class schedules vary on the length of the program and are subject to change. Class start dates depend on the optimum number of enrollments and class start dates are subject to change.

Academic Calendar

Classes meet continuously throughout the year except for the following holidays:

New Year's Day

Independence Day

Thanksgiving Day

Memorial Day

Labor Day

Christmas Day

Student Progress

If a student falls below a "C" average, a written warning by the instructor is given to the administration. The student will then be placed on a 30-day academic probation. During the probationary period, the student will have an opportunity to improve performance through quizzes and exams.

Should a student not achieve a "C" average after the 30-day probation, a consultation with the instructor and administration is required. A student that has been dropped for academic performance could re-enter a different class at a later date following consultation with the Department head. The re-entry date will approximate the point in the course where the student encountered academic difficulty.

Grading System

| | |
|------------------|------------|
| A – Excellent | 100 – 92 |
| B – Good | 91 – 80 |
| C – Satisfactory | 79 – 70 |
| F – Failure | 69 – below |

Clock Hours

One clock hour is defined as 45 minutes of instructional time.

Attendance

Students must attend at least 80% of all scheduled classes. Warnings will be issued and extenuating circumstances will be evaluated on an individual basis before a student is dropped from a class. Three consecutive absences will be considered cause for dismissal. Those students not attending scheduled classes will receive verbal and written notice from the instructor.

Tardiness

Students that are chronically late cause a disturbance in the classroom. The instructor will issue a warning to the student. If the student continues to be late, the instructor will inform the Directors and a decision will be made regarding termination from the course.

Code of Conduct

Students must adhere to generally accepted social standards forbidding the use of drugs, alcohol, cheating, dishonesty, theft, defacement of property, use of foul language and physical and mental abuse of other students and staff. Violators are subject to dismissal from MCI.

Withdrawals

Students who choose to withdraw from school must do so in writing to the administration. Notice of withdrawal must be received at the school postmarked within the 5 business day cancellation period and addressed to the Director of the school or Assignee of the Director, at 116 S. Michigan. For all other withdrawals, students still need to notify the Director in writing. If a refund to the student is applicable, the school has up to 30 days from receipt of the withdrawal letter to disburse a check.

Leave of absence

In the event of a personal, financial, or medical emergency, a student may request a leave of absence. A written request must be submitted to the front office in order to arrange a date for re-entry. The student *must* resume classes within 6 months of the last day of attendance. If a student does not make arrangements to re-enter within the 6-month period, the file will be closed and the student will be considered a withdrawal.

Tuition and Fees

| | |
|---|------------|
| Registration fee..... | \$95.00 |
| Cardiology Technician..... | \$3,720.00 |
| Electroneurodiagnostic Technician..... | \$6,420.00 |
| Ultrasound Technician..... | \$7,420.00 |
| Echocardiography / Vascular Sonography..... | \$6,920.00 |
| Medical Billing & Coding Specialist | \$2,220.00 |

Refund Policy

- When notice of cancellation is given within 5 business days after the date of acceptance, but prior to the first day of class, all monies will be refunded to the buyer.
- When notice of cancellation is given after 5 business days following the acceptance of the student enrollment agreement, but prior to the close of business of the student's first day of class, the seller will retain the registration fee of \$95.
- When notice of cancellation is given after the buyer's first day of class and before completion of 5% of the program the registration fee of \$95, plus 10% of the total tuition will be retained by the seller, a total sum not to exceed \$300. Books returned unmarked and in good condition will be credited, if withdrawing before completing 5% of program.
- If the buyer withdraws after completion of 5% but before 60% of the program, the seller shall retain the registration fee and an amount calculated pro-rata by days up to and including the last date of attendance plus 10% of the tuition, and other instructional charges.
- If the buyer withdraws after completion of 60% of the program, the seller will retain the registration fee of \$95 plus 100% of the total tuition.

Graduation Requirements

In order to graduate students must complete the program with at least a "C" average and all financial obligations have been resolved, and files are complete with all required paperwork.

Transcripts

Graduates will receive two copies of their transcripts approximately two weeks after completion of the program. No student having an incomplete file or a financial obligation to the school will receive a diploma or transcript.

Cardiology Technician

29 Weeks 200 Clock Hours

Requirements

High School Diploma and Transcripts, or G.E.D. with scores, or College Transcripts.

Objectives

To instruct the student in the latest non-invasive diagnostic techniques in cardiovascular technology, including theory and practice.

To prepare the student to meet the requirements for Certification with Cardiovascular Credentialing International (CCI). Certification examination is given at computerized testing centers throughout the Chicagoland area.

General occupational entrance requirements include:

Basic Cardiovascular Anatomy and Physiology

Vital Signs

Knowledge of EKG instrumentation, recording and interpretation

Knowledge of Holter Monitoring and Scanning

Treadmill Stress Testing

| <u>Course of Study</u> | <u>Clock Hours</u> |
|------------------------------|--------------------|
| Anatomy and Physiology | 35 |
| Electrophysiology | 7 |
| Arrhythmia Recognition | 70 |
| Pharmacology | 14 |
| Treadmill Stress Testing | 21 |
| Holter Monitoring & Scanning | 21 |
| Practice (Laboratory) | 28 |
| Review, final exam | <u>4</u> |
| Total | 200 |

Echocardiography/Vascular Sonography

43 Weeks 301 Clock Hours

Requirements

A trained Cardiology Technician with Certification eligibility, a trained Ultrasound Technician.

Minimum Educational Requirements

High School Diploma with Transcripts or G.E.D. with Scores.

Objectives

To instruct the student in diagnostic imaging of the heart and its abnormalities.

General occupational entrance requirements include:

Knowledge and skills performing an Echocardiogram examination including:

Vascular Ultrasound Imaging

Carotid Artery and color Doppler Ultrasonography

| <u>Course of Study</u> | <u>Clock Hours</u> |
|---|---------------------------|
| Anatomy and Physiology of the Cardiovascular System | 49 |
| Introduction of Diagnostic procedures in Cardiology | 21 |
| Elementary principles of Ultrasound Physics, Ultrasound Transducers, and Pulse Echo Instruments | 49 |
| Basic principles of Doppler Echocardiography, Doppler equations, Spectral analysis, Doppler Instrumentation | 28 |
| Principles of M-Mode, 2-D and Doppler Echocardiography Recognition and Evaluation of the normal patterns | 35 |
| Recognition and evaluation of various heart diseases | 35 |
| Introduction to Vascular Ultrasound Imaging: Carotid Duplex and color Doppler Ultrasonography | 28 |
| Lower extremity: Peripheral Venous Duplex Ultrasonography | 28 |
| Lower extremity: Peripheral Arterial Duplex Ultrasonography | 28 |
| Total | 301 |

Ultrasound Technician

43 Weeks 301 Clock Hours

Requirements

Two-year allied health education program that is patient-care related, or a Bachelor's Degree in any major.

Objectives

To instruct the student in the basic techniques of Ultrasound physics and diagnostic imaging instrumentation which can provide information concerning internal body structures and motion.

General occupational entrance requirements include knowledge and skills in performing an Ultrasound exam of the abdomen, pelvic area and reproductive system with the ability to interpret the results.

| <u>Course of Study</u> | <u>Clock Hours</u> |
|--|---------------------------|
| Medical Terminology & Basic Math | 12 |
| History Diagnostic Ultrasonography Application in Medical Diagnosis Ultrasound Physics and Instrumentation | 72 |
| Ultrasound of the Abdominal Organs Anatomy, Physiology and Pathophysiology Technique, Instrumentation and Practice | 72 |
| Small Parts Ultrasonography Anatomy, Physiology and Pathophysiology of the Breasts, Prostate, Adrenal glands, Thyroid and Parathyroid Technique, Instrumentation and Practice | 42 |
| Ultrasound of the Female Reproductive System; Anatomy, Physiology and Pathophysiology Gynecological and Obstetrical Ultrasonic Evaluation Technique, Instrumentation and Practice | 72 |
| Introduction to Echocardiography M-Mode, 2-Dimensional and Doppler | 24 |
| Review and Final Exam | <u>7</u> |
| Total | 301 |

Electroneurodiagnostic Technician

43 Weeks 301 Clock Hours

Requirements

High School Diploma and Transcripts, or G.E.D. with Scores; or College Transcripts.

Objectives

To instruct the student in diagnostic EEG recording, Evoked Potential, and Nerve Conduction Velocity studies including theory and practice. To instruct the student in Polysomnography, and Intraoperative Monitoring techniques including theory.

General occupational entrance requirements include:

Knowledge of electronics

Basic Neuroanatomy and Physiology and related terminology

Knowledge of theory, technique and application of EEG, EP, and NCV.

Theoretical knowledge of PSG and Intraoperative Monitoring.

| <u>Course of Study</u> | <u>Clock Hours</u> |
|--|---------------------------|
| Introduction to Electroencephalography / Communication skills / Patient History / 10-20 System | 12 |
| Electronics and Electrical Safety | 12 |
| Localization and Polarity | 12 |
| Basic Neuroanatomy and Physiology | 12 |
| Terminology | 12 |
| Medications and Drug Effects | 12 |
| Normal EEG and Activation | 24 |
| Abnormal EEG and Clinical Correlation | 24 |
| Sleep Studies and Psychiatry | 24 |
| Neonatal EEG | 12 |
| Evoked Potential | 52 |
| NCV (Nerve Conduction Velocities) | 48 |
| Intraoperative Monitoring | 32 |
| Review, Practicals, Final Exam | <u>13</u> |
| Total | 301 |

Medical Billing & Coding Specialist

15 Weeks 105 Clock Hours

Requirements

High School Diploma and Transcripts, or G.E.D. with scores, or College Transcripts.

Objectives

To instruct the student in the use of CPT (Current Procedural Terminology) Coding.

To instruct the student in listing descriptive terms and five-digit identifying codes and modifiers for reporting medical services and procedures.

To instruct the student in the ICD9-CM (International Classification of Diseases, and Clinical Modifications) as required for Medical Billing.

To instruct the student in Medical Terminology in relation to diagnosis and procedures.

To instruct the student in HIPAA Compliance training in relation to coding.

To instruct the student in the preparation of medical billing documents (e.g. HCFA/CMS 1500, UB-92) for outpatient and inpatient medical services.

To instruct the student on policies and procedures for billing Medical Insurance including Medicare, Medicaid, and Commercial Insurance with emphasis on problem-solving and follow-up procedures.

As a Medical Billing and Coding specialist, the student has excellent career opportunities.

Course of Study

Clock Hours

Introduction and lecture – career roles and responsibilities of the Insurance Processing Specialist. 3

Introduction and lecture – Insurance Plans and Claim Procedures 24

Introduction and lecture – Electronic Data Interchange 6

Unit Review of Medical Billing and Insurance Processing. 6

Introduction and lecture on Current Procedural Terminology (CPT) and HCPCS (Common Procedural Coding System); Overview of Medical Terminology in relation to Medical Procedures/ computer lab. 27

Introduction and lecture on International Classification of Disease (ICD); Overview of Medical Terminology in relation to Medical Diagnosis/computer lab 30

HIPAA Compliance 6

Unit Review of CPT, ICD-9 coding, and final exam 3

Total **105**