



SCHOOL CATALOG

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Louisville, Kentucky 40243

www.medquestcollege.edu

502.245.6177



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We welcome you to MedQuest College where our goal is to see each one of our students succeed in their chosen field. By enrolling at MedQuest College, you are setting yourself up for a lifetime of success in growing industries. We provide you with modern classrooms, relevant clinical experience and professional clinical externships to ensure you have a professional and motivational experience.

We take pride in the quality of the facility, the equipment and the professionalism of our faculty and staff. Each student receives hands-on expert assistance in pursuing the knowledge and technical skills necessary for employment in their chosen career field. We want you to enjoy the challenges of learning at MedQuest College, where you will have the opportunity to become career ready.

On behalf of the faculty and administration of MedQuest College, I wish you the best in your career studies during this important time in your life.

Cindi B. Thomas
Executive Director

History and Ownership

Operations of the Academy of Dental Assisting began in Frankfort, Kentucky in 1999. The Louisville campus opened in 2001 and became our main campus. Subsequently, the Frankfort campus became our non-main campus (sometimes known as a branch campus). In 2010 the Academy of Dental Assisting expanded our Frankfort campus by opening a satellite classroom in Lawrenceburg, Kentucky. We formed a d/b/a as MedQuest College in April 2010 and the college continues to operate as such.

The college has been owned and operated by Dr. Robin Cropper since August 23, 2005. Her husband, Tom, joined her managing the school in 2009. In April 2012, Bruce Kepley, L.J. Zielke, Mike Howell and Brian Graham bought cumulatively 67% of the school from Dr. Cropper and began to diversify the program offerings.

Administrative offices, as well as student classrooms, labs and clinic areas are located at 400 Blankenbaker Parkway, Louisville, Kentucky 40243; 315 Leonardwood Drive, Frankfort, Kentucky 40601; and 720 West Broadway, Lawrenceburg, Kentucky 40243.

Administration and Legal Structure

The following is a list of the Administrative Staff and their respective titles:

Bruce Kepley, Chief Executive Officer
Cindi B. Thomas, Executive Director
Dr. Robin M. Cropper, Director of Education
Carolyn Manley, Lead Dental Instructor
Julie Pope, Medical Programs Director
Nanette Mosser, Lead Medical Instructor
Tom Cropper, Director of Placement
Brian D. Graham, Director of Admissions
Robin Boughey, Financial Aid Director
Larisa Crawley, Registrar/Bursar

MedQuest College is owned by Dental Assisting Academy of Louisville, LLC, a Kentucky entity.

Program Chairs

Dr. Robin M. Cropper, DMD – Director of Education and Dental Programs Chair

Born in Flemingsburg, Kentucky and reared in Lawrenceburg, Kentucky, Dr. Cropper completed her undergraduate studies at the University of Kentucky. She graduated from the University of Kentucky College of Dentistry in 1994. Dr. Cropper is a member of the American Dental Association, Kentucky Dental Association, American Orthodontic Society, and The Bluegrass Dental Society. She received advanced training in cosmetic dentistry from the Las Vegas Institute for Advanced Dental Studies, is a trained Invisalign provider as well as studied many specialties in dentistry outside of her college work, including advanced training in orthodontics, bringing additional skills to her patients in her general dentistry practice.

Dr. Robin Cropper began her dental practice in Lawrenceburg, Kentucky in 1994 and continues her private practice to this day. Finding it difficult to hire well trained Dental Assistants, in 1999 she developed the dental assisting curriculum for the Academy of Dental Assisting. Through her continuous training in dentistry specialties and continuous review of the curriculum, Dr. Cropper ensures our curriculum remains, up-to-date, relevant and incorporates up-coming changes in the dental profession before they occur. This ensures our graduates the highest level of technical training in the ever changing world of dentistry. The Academy of Dental Assisting changed our name to MedQuest College in 2012.

Julie Pope, CMA (AAMA), CPMA, CPC, CPC-H, CPC-I – Medical Programs Chair

Julie has over 30 years of experience working in the medical field holding such positions as Certified Medical Assistant, Certified Medical Biller/Coder, and Practice Manager. For 7 years, she was also a Program Director at a local Allied Health school for the Medical Office Assistant, Medical Assistant and Medical Coding programs. She currently holds certifications in medical assisting, coding/billing, medical record auditing and practice management. She received her Medical Assisting education from Indiana Vocation College and Jefferson Community College.

Faculty Members

Ann Donoho – Dental Clinical Course Instructor

Ann has over 23 years of experience as an Expanded Duties Dental Assistant. She has worked in General Dentistry and Endodontics. She received her Expanded Duty Certification from the University of Louisville in 1994.

Dawn Fugate – Dental Business Course Instructor

Dawn has worked in the dental field for over 12 years. She has experience in oral surgery, general dentistry, and office management. She received her Bachelor's Degree in Business Management from Ottawa University. She is currently a member of the American Association of Dental Office Managers (AADOM).

Melinda Hostettler – Lead Instructor Dental Business Office Courses

Melinda brings with her over 21 years of experience as a Clinical Dental Assistant, Practice Manager, and Dental Consultant. She is also a current member of the American Academy of Dental Office Managers.

Patti Landberg – Dental Business Course Instructor

Patti has over 10 years' experience in the dental field as a dental assistant and business office manager. She graduated the Academy of Dental Assisting with her Basic Dental Assisting Certificate.

Carolyn Manley – Lead Instructor Dental Clinical Courses

Carolyn has worked in the dental field for over 14 years as a Dental Assistant and 6 years as an Expanded Duties Dental Assistant. She received her Expanded Duties Dental Assistant certification from the University of Louisville and attended Dental Boot Camp in North Carolina. She also received her Coronal Polishing certification and Radiation Safety & Technique certification from the University of Louisville. Carolyn has experience in general dentistry, orthodontics, periodontics, and oral surgery.

Jessica Mortenson – Dental Business Course Instructor

Jessica has a bachelor's degree from Brigham Young University and 10 years of experience working in a group practice setting as an administrative assistant, office manager and Team Leader. She received her Master's Certificate from Dental Boot Kamp. Jessica has several years teaching experience and has been an educator and developer for Mortenson Family Dental.

Nanette Mosser – Medical Clinical Lead Instructor

Nanette has worked in the medical and education fields for over 22 years. She received her Diploma in Practical Nursing from Spencerian College. She also has an Associate's Degree in Computer Science from National College and her Bachelors of Science in Healthcare Administration from Ottawa University. She is currently a licensee in good standing with the Kentucky Board of Nursing.

Candace Owens – Dental Clinical Course Instructor

Candice has several years of experience as a dental assistant. She received her Expanded Duties Dental Assistant training through the University of Louisville.

Margaret Schmidt, BSN, M.A.Ed – Medical Clinical Course Instructor

Margaret brings with her 37 years of medical experience. She has worked as a Critical Care Nurse, Legal Nurse Consultant and has taught as a faculty member at several colleges. She received her Bachelor's of Science in Nursing from Spalding College and then received her Master's in Postsecondary and Higher Education from Argosy University.

Lynette Sosby – Dental Business Course Instructor

Lynette has worked in the dental field for over 18 years. She has worked in general and pediatric dentistry. She received her Dental Assisting Certificate from Dental Careers, Inc. in Marietta, Georgia and then received her Expanded Duties Dental Assistant Certificate from the Georgia Dental Association.

Heather Williams – Dental Clinical Course Instructor

Heather has nearly 18 years of experience in the dental field. She has worked 6 years in Oral Surgery and over 11 years in General Dentistry. She received her Dental Assistant and Expanded Duties Dental Assistant education at Kentucky Tech/Jefferson Campus. She also received her Coronal Polishing certification from the University of Louisville. Heather has attended the American Academy of Implant Dentistry's Maxi Course at the College of Dental Medicine at Georgia Health Sciences University.

Accreditation, License and Approvals

MedQuest College is licensed by the Kentucky Commission on Proprietary Education. In addition, we are institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), a national accreditation commission recognized by the United States Department of Education, Washington D.C.

The institution is approved by the following:

- Workforce Investment Act (WIA)
- Vocational Rehabilitation
- Trade Adjustment Act (TAA)
- Kentucky State Board of Dentistry
- Kentucky Commission on Proprietary Education
- Indiana State Department of Health Medical Radiology Services
- Better Business Bureau of Louisville, KY
- Greater Louisville, Inc.



The programs are approved by the following:

- Department of Veterans Affairs - Veterans Administration (VA)

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a **Student Protection Fund** which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at www.kcpe.ky.gov.

Facilities

The main campus for MedQuest College is located in the heart of the Bluegrass State in Louisville, Kentucky. Located at 400 Blankenbaker Parkway, the campus is easily accessible from I-64, I-71 and the Louisville International Airport.

We offer a comfortable smoke-free environment for both lecture and lab activities in our approximate 6,000 square feet facility. Equipment used is appropriate for professional training and consists of six dental operatories, dental labs, digital X-ray as well as film X-ray equipment and processors, a twelve station computer laboratory with EagleSoft dental software, digital projectors, flat screen televisions/DVD's, four classrooms, and a business office area. The Resource Center hosts a variety of topic specific reference books, periodicals and journals. We maintain dental supplies, equipment, instruments adequate dental supplies, hand pieces, tools and other dental equipment are always available for student's use.

The Business Office utilizes laptops loaded with the dental software, EagleSoft. The practice office is available to students during their Business Office classes. The facility provides a realistic atmosphere to enhance the learning experience.

Just eleven miles from our Non-Main campus is a separate classroom which is located in Lawrenceburg, Kentucky. This campus is also a professional dental office equipped to offer students a realistic environment to enhance the learning experience. The separate classroom is available to accommodate students on an as needed basis.

The non-main campus (sometimes known as a branch campus) is located in Frankfort, Kentucky, the State Capital of Kentucky. It is a short thirty-eight miles from our main campus and easily accessible by I-64 at Exit 53B. MedQuest College is located at 315 Leonardwood Road, in the Popular Creek Center, Frankfort, Kentucky.

The Frankfort campus is located inside an operating, professional dental practice. It consists of four fully functional operatories, dental labs, utilizes digital X-ray and teaches film X-ray, as well as hand pieces to sufficiently train our students in all areas of their program.

MedQuest College utilizes a residential delivery mode for all of our training.

Philosophy

MedQuest College recognizes that skillful healthcare will have a positive influence on one's overall well-being. Our goal, therefore, is to assist students achieve their potential in these career paths. The college, with modern classrooms and clinical practicum areas, provides students with a professional environment for learning theory and techniques taught by faculty who have years of experience working in their career.

MedQuest College is committed to offering comprehensive programs that integrates with the personal maturation and intuitive development of its students. To achieve this, students have access to experienced and dedicated faculty, a knowledgeable administrative staff and equipment and supplies found in a professional setting. We provide quality training, which relates to the individual needs of students, thereby enhancing their ability to comprehend and gain proficiency in their field of study.

Mission Statement

Our mission is to:

- Promote excellence in teaching and learning;
- Increase student's access to learning through the use of technology;
- Provide repetitions through hands on instruction;
- Graduate highly skilled professionals who have the ability to obtain gainful employment

MedQuest College Holidays Observed

2013

Easter

March 31, 2013

Kentucky Oaks Day

May 3, 2013

Memorial Day

May 27, 2013

Independence Day

July 4, 2013

Labor Day

Sept. 2, 2013

Thanksgiving

Nov. 28 and 29, 2013

Christmas Eve

Dec. 24, 2013

Christmas Day

Dec. 25, 2013

New Year's Eve

Dec. 31, 2013

New Year's Day

Jan. 1, 2014

2014

Easter

April 20, 2014

Kentucky Oaks Day

May 2, 2014

Memorial Day

May 26, 2014

Independence Day

July 4, 2014

Labor Day

September 1, 2014

Thanksgiving

Nov. 27 and 28, 2014

Christmas Eve

December 24, 2014

Christmas Day

December 25, 2014

New Year's Eve

December 31, 2014

New Year's Day

January 1, 2015

The school will close on Monday, December 23, 2013 and reopen on Monday, January 6, 2014.

Admission Requirements

MedQuest College continually strives to maintain a student body that is committed to higher learning and career development. We actively search for students who have a yearning for postsecondary education within the healthcare fields. Applicants who have attended another postsecondary institution must submit copies of all academic transcripts for consideration of previous credit prior to enrolling.

Admission to our career training programs is limited to ensure the quality of training. Our admission process also takes into consideration the professionalism required in the field of study the student is seeking to enter.

MedQuest College provides equal admissions opportunity to all applicants. Qualified persons are selected without prejudice or discrimination by reason of race, age, sex, sexual orientation, color, religious belief, national or ethnic origin, or disability. Our institution follows the tenets and spirit of the Americans with Disabilities Act. Otherwise qualified individuals with physical or mental disabilities are eligible for admission on an equal basis with non-disabled applicants, considering reasonable accommodations for their limitations.

All successful applicants are required to have a personal interview with the Admissions Advisor and have a tour of the facility prior to applying for admission into any program. Applicants are required to be in good health, free of communicable disease and have the ability to fully participate in the discipline they seek acceptance without risking injury to themselves or others. All applicants must be at least eighteen years old prior to the start of class. Admission to MedQuest College is at the discretion of the Executive Director.

Based on previous experiences, MedQuest College believes that a high school diploma or GED certificate indicates a reasonable expectation for academic success. The belief is based on our years of successful completion rates and placement rates. Therefore, all applicants must have earned either a high school diploma or a General Education Development (GED) Certificate prior to enrollment. As part of the admissions process, all applicants must complete an enrollment agreement. If acceptance cannot be determined while the student is on campus, notification will promptly be made by phone, email or mail. If additional information is required for the admission decision, the student will be promptly notified.

MedQuest College encourages early enrollment due to the limited space in our career training programs. Late enrollment requires permission from the Executive Director.

An Application Fee of \$100 is payable upon signing a Student Enrollment Agreement. **MEDQUEST COLLEGE DOES NOT ACCEPT CASH.** We gladly accept checks, credit cards, or money orders made payable to MedQuest College. Should the institution cancel an applicant's start date, all fees will be cancelled and a refund will be made of all fees paid within 45 days of cancellation.

Re-Admission

The Executive Director will determine re-admission eligibility for any student having been suspended for attendance, grades or disciplinary problems. The decision regarding re-admission will be based upon factors such as grades, attendance, conduct and student account balance and the evidence presented by the student who seeks to be re-admitted on how the previous problem has been solved. It is not our desire to have a student leave school and return to only to have the same problem cause interference with their academic success. The Executive Director must be convinced of the student's commitment to complete the program.

Dismissed students who are re-admitted must sign a new Enrollment Agreement and will be charged current tuition and fees. Dismissed students may not reapply for six months from the date of their dismissal. Their application will be considered for acceptance along with other applicants.

Students who have left their program of study for any reason prior to completion must see the Executive Director for re-admission. All successful applicants applying for re-entry must complete the Enrollment Agreement process and will be considered along with other applicants. There is no guarantee that a student that drops or is suspended during their training will be re-admitted.

MedQuest College students who return to complete their program more than one year after attending must perform and pass a hands-on demonstrative skill assessment before being placed in the remaining portion of their original attendance. The testing is designed to ensure the applicant has retained the skills required to be successful in their career path. There is a \$50 fee for the testing.

Leave of Absence

MedQuest College permits students to request a leave of absence (LOA) for up to 180 days in any twelve month period provided students have legitimate extenuating circumstances that require the students to interrupt their education.

Prior to a leave of absence being granted, students must request the LOA in writing. The written request should be given to the Program Director or Executive Director. The request must fully explain the reasons for the leave of absence and the date of the expected return to school.

In a case of an emergency, the LOA may be granted by the school official by speaking with the student over the phone. Documentation will be maintained by the school. An approved leave of absence will prolong the student's program of study. However, no additional institutional charges are assessed for an approved leave of absence. Students on an approved leave of

absence can receive their Pell Grant disbursement while on LOA, if they are eligible to receive the funds.

Students on an approved leave of absence are not considered to be withdrawn and will not be subject to any increase in tuition or change in graduation requirements that may have occurred during their LOA. At the point the student is scheduled to return to class, the student must contact the Program Director or Executive Director to establish the exact date the student may return to class and pick up where their education dropped off prior to the leave. During the period of time the student is waiting to be placed back in their course, the school continues the LOA.

However, if a student does not return from an approved LOA on the date agreed upon, the student will be withdrawn. If the student later returns to MedQuest College after being withdrawn, they will be considered a re-entering student and will be subject to increases in tuition or changes in their program of student as well as the policies for all re-entering students.

The student may request an extension of their original return date. The written request must be submitted to the Program Director or Executive Director prior to the original return date. Sufficient evidence of legitimate extenuating circumstances preventing the return by the original date must be supplied with the written extension request. A LOA may not exceed a maximum of 180 days in any twelve month period.

Transfer Students

Students transferring from other schools are required to earn at least 75% of the hours required for completion of a program through instruction at MedQuest College. For all of our programs, a transcript from the former school and a personal interview with the Admissions Advisor are required. An unofficial transcript may be used only for evaluation purposes. An official transcript must be sent directly to MedQuest College by the previous school for previous credit to be awarded. MedQuest will only accept previous credit from another institution accredited by an agency recognized by the Secretary of Education or the Council for Higher Education Accreditation (CHEA). For credit from another institution be considered for acceptance by MedQuest College, a minimum grade of "C" must be achieved.

A copy of the school's catalog should also be submitted so that the program content can be compared as part of the transcript evaluation. Syllabi and course outlines are also helpful. A determination will be made by MedQuest College as to the number of credits which can be transferred as credit toward our program requirements. This determination will be made in view of the course material previously taken and the length of time since the training was received. The applicant may be asked to take written examinations, over prior course material, to insure competency in cognitive areas of study, or to demonstrate hands-on proficiency. There is a \$50 examination fee that applies to each test.

After transfer hours have been established and a personal interview with the Admissions Advisor has been successfully completed, the applicant will be charged for only the hours needed to complete MedQuest College training requirements, plus the Application Fee. The same refund policy that applies to program students also applies to transfer students. Students may make application to take individual classes rather than a program, in special circumstances, and based on the availability of space.

Hours completed at this institution may or may not be accepted by transfer to another institution. Students planning to transfer out of this institution should verify, with the receiving institution, that hours will be accepted.

Transfer of Credit to a Different Institution

Educational institutions vary greatly in their practice of accepting transfer credit for courses completed at other institutions. The acceptance of transfer credits is always at the discretion of the institution to which a student transfers. Students planning to transfer out of MedQuest College should verify with the receiving institution that hours will be accepted.

Experiential Learning

MedQuest College does not accept experiential learning for previous training. However, Dental Assistants with a minimum one year experience may be admitted to take DA-204, Expanded Duties Dental Assistant. For consideration of admittance into the course, the Dental Assistant must have one year of experience working as a Dental Assistant. A letter of recommendation from their employer (Dentist) must be submitted stating that the applicant has one year of experience as a Dental Assistant and recommend the applicant for expanded duties training.

Dental Assistants not currently employed may contact the school for evaluation of competency to take the course. However, the applicant must be able to document one year of dental assistant experience.

Transcripts from Foreign Schools

Candidates whose transcripts are issued from schools located outside of the United States do not qualify for transfer of credit. Consequently, the candidate must attend their entire program of study.

School Calendar

Dental Assisting*

Louisville Campus

June 3, 2013 through September 23, 2013 (day class)
June 24, 2013 through December 12, 2013 (night class)
August 12, 2013 through December 4, 2013 (day class)
September 23, 2013 through March 25, 2014 (night class)
September 30, 2013 through January 31, 2014 (day class)
December 9, 2013 through April 11, 2014 (day class)
February 10, 2014 through May 30, 2014 (day class)
March 3, 2014 through June 21, 2014 (day class)
March 24, 2014 through July 11, 2014 (day class)
March 31, 2014 through September 21, 2014 (night class)
April 21, 2014 through August 8, 2014 (day class)
May 26, 2014 through November 7, 2014 (night class)
June 9, 2014 through September 26, 2014 (day class)
June 30, 2014 through October 18, 2014 (day class)

Frankfort Campus

June 3, 2013 through November 20, 2013 (night class)
June 17, 2013 through October 7, 2013 (day class)
August 19, 2013 through December 11, 2013 (day class)
September 3, 2013 through March 14, 2014 (night class)
October 14, 2013 through February 14, 2014 (day class)
December 2, 2013 through June 2, 2014 (night class)
March 17, 2014 through July 3, 2014 (day class)
April 28, 2014 through October 10, 2014 (night class)
May 12, 2014 through August 30, 2014 (day class)
June 9, 2014 through September 26, 2014 (day class)

**All dental assisting programs require a 300 hour externship after their on-campus portion of training has concluded*

Medical Assisting

Louisville Campus

October 14, 2013 through August 29, 2014 (day class)
May 5, 2014 through February 20, 2014 (afternoon class)

Policy for Change of Programs

MedQuest College recognizes that from time-to-time students enroll in a program and later decide they would prefer to change to a different program offered by the College. The student must have a personal interview with the Executive Director and request a Change of Program form.

Upon approval, the student must take the approved Change of Program form to the Admissions Department to sign appropriate enrollment papers for the new program. After the appropriate paperwork is completed, the student will be transferred from one program to the other.

All grades earned in the original course will transfer to the new program for the courses that are a part of the new program of study. Financial credit is given for the course hours that are accepted toward the new program of study.

Attendance Policy

Our programs are accelerated programs which allow students to receive training and be career ready in the least amount of time possible. Regular class attendance is essential to student success. Failure to maintain regular attendance can lead to a variety of negative consequences up to and including termination from the school. The college recognizes unforeseen circumstances occasionally arise that may result in a student being absent from class.

We expect students to be on time for and attend all classes in our programs. MedQuest College offers professional training programs and they are designed to help students develop a strong work ethic and mirror the expectations of future employers. Faculty closely monitors student attendance and conference with students when a pattern of absences develops.

Students must complete their program of study in a maximum 150% timeframe. Therefore, excessive absences are a precursor to probation, suspension or termination.

Students may make-up missed classwork for an excused absence or at the discretion of their faculty. Excused absence is considered a legitimate reason accepted by most employers, i.e., sickness of student or dependent (documented by a healthcare professional), court appearance (documented by court), jury duty (documented by court clerk), death of immediate family (documented by note from funeral home), or such type of situation. Students must contact their faculty before the class begins to let faculty know they will not be in attendance for that class period. An unexcused absence results in 20% reduction in all grades for that day.

Tardiness or early departure is excused only for mitigating reasons. If either is taken advantage of, it can count as an unexcused absence.

Dismissal/Termination

Since career preparation is the objective of MedQuest College programs, student conduct should be that which is normally required in the healthcare profession. MedQuest College reserves the right to dismiss or terminate any student prior to completion of their program, for any of the following reasons: failure to show academic progress, failure to fulfill financial agreements, failure to attend class for ten (10) consecutive scheduled days without prior authorization from administration, having a weapon on campus without written permission, the unlawful possession, use or distribution of illicit drugs and/or alcohol on school property or as part of any school activity, tampering with attendance sheets, quiz/exam answer sheets or administrative records, not wearing official uniform in classroom or any behavior which may be detrimental to the reputation of MedQuest College. Harming one's self or another, displaying any inappropriate behavior in the classroom, displaying inappropriate behavior to any student, staff or faculty member, being disruptive to the learning environment, or being found in violation of local, state or federal law may also result in dismissal. In extreme cases, it may be necessary to take immediate disciplinary action. A dismissed student's tuition refund is calculated in accordance with the refund policy.

Withdrawal

Official withdrawal from any program must be communicated in person, by email, or by certified mail to the Executive Director. The official withdrawal date is the date of receipt of notice. Tuition will be adjusted according to the refund policy dictated in this Catalog. If the student has already begun the program and an official withdrawal notice has not been received, MedQuest College has selected ten (10) consecutive scheduled class absences, without prior administration approval, from the last date of actual class attendance or official College activity as the unofficial date which a student is deemed to have withdrawn.

Students withdrawing during the last week of class will receive the grade the student has earned at the point of withdrawal. This grade will impact both the student's GPA and the student's rate of completion.

The date of withdrawal will be considered to have occurred the earliest of the following:

- The last date of attendance or academic activity, if the student is terminated by the school; or,
- The date of receipt of written notice is given by certified or registered mail from the student if the withdrawal is not made in person; or,
- The day after the 10th consecutive scheduled class absence from the school without prior consent from administration.

Proper Attire

Students must wear appropriate personal protective equipment during clinical and externship hours. This includes a lab coat, safety glasses, mask, gloves, and closed toe shoes. **Students will be sent home** if they come to class without their safety glasses or if they are not wearing closed toed shoes. The student may return to class and finish their clinical assignments provided there is enough time and there is teacher availability. Any work not made up will result in a grade of a zero for the missed assignments.

Students may wear no more than two earrings in each year. Gauges in the ears are not permitted. No nose rings, only basic nose piercing with a simple stud will be allowed. Tattoos must be covered.

Personal hygiene is expected to be exceptional. Disciplinary actions will be taken against students who do not follow appropriate personal hygiene up to and including termination.

Student Safety

We take safety very seriously and want to provide the safest environment for our students and faculty to operate in. Please report any unsafe condition or practice immediately to your instructor or director (i.e. broken instruments, equipment etc.). It is the responsibility of the student to have **long hair pulled back** during clinical activities as it may interfere with proper usage of the dental equipment (i.e. operating handpieces, model trimmers etc.) It is also the **responsibility of the student to wear appropriate personal protective equipment during all clinical and externship activities (safety glasses, gloves, masks, lab coats, closed toe shoes).**

Accident / Incident Policy

All accidents are to be reported immediately to your instructor or supervisor. You should also fill out an accident report as soon as possible.

Knowledge of Rules and Regulations

MedQuest College reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to dismiss a student from the school for just cause, defined, as any cause deemed detrimental to the school or other students, as determined by the Executive Director.

The Executive Director may suspend students violating the conduct standards. A suspended student may apply for reinstatement after a one-month separation. The decision of the director will be final.

Code of Conduct

Code of Conduct for Faculty, Staff and Students:

- Student, faculty and staff behavior must be professional and courteous at all times.
- Faculty and student cell phones are to remain off (not on vibrate) during all instructional and laboratory classes. They are only permitted to be on during class breaks or between classes.
- Obscene or foul language will not be tolerated.
- All firearms and deadly weapons of all types are prohibited on the College's premises and parking areas.
- Drugs/alcohol is not permitted in any area of the facility, including parking lots. College sponsored activities are considered as part of the facility. Anyone under the influence of any controlled substance, without benefit of a doctor's prescription, will not be allowed to enter the facility. We will refer anyone with a suspected substance abuse problem to the appropriate local mental health agency for counseling.
- Faculty, staff and students are expected to uphold high standards of personal integrity. Any form of cheating or academic dishonesty is unacceptable and cause for immediate expulsion.
- Regular attendance and active participation in every class is essential.
- Faculty and students must be willing to explore different points of view.
- High standards of personal hygiene are essential.
- No fraternization between faculty, staff and students while enrolled in MedQuest College.
- Professional boundaries must be maintained with students, faculty and staff.
- Satisfactory progress must be maintained in class and lab.
- Financial obligation to the College must be met.

Anyone not in compliance with the Code of Conduct may be placed on warning, probation, dismissed or terminated from MedQuest College. Management makes the final decision regarding which action will be taken.

Student Complaints/Grievance Policy and Procedure

MedQuest College offers a learning and working environment that is professional, safe and supportive of both students and staff in their respective endeavors. To help preserve this atmosphere, there is a specific, well-defined and effective process in place for handling and resolving complaints.

If a student has an academically related grievance regarding a faculty member, if possible, the student is asked to speak with the faculty member regarding the issue. If that step does not resolve the issue, the student is to see the Program Director or Executive Director in the absence of the Program Director, to discuss the grievance or file a formal complaint. If the

complaint is regarding the Program Director and the student is unable to resolve the concern, the student is to bring the concern to the Executive Director.

If a student has a concern or grievance regarding anything other than academic, the issue should be addressed with the Executive Director.

A formal complaint/grievance must be put in writing to assure that the school official fully understands the complaint in its entirety. If the student believes help is needed in writing the complaint, the school official will help the student draft the complaint.

Within ten business days of the school's receipt of a written complaint, the Executive Director will appoint a review board consisting of the Executive Director, one instructor, and one student. The review board will meet within five business days of its appointment to review the written complaint as well as meet with the complainant. The review board will investigate the complaint and issue a decision within ten business days of the final hearing on a particular complaint. The decision of the review board will be final.

If a grievance is not settled to the student's satisfaction, as a final resort, the student may contact the following school governing bodies: The Kentucky Commission for Proprietary Education or the Accrediting Bureau of Health Education Schools. Contact information for both entities is found in this Catalog on page 6.

To file a complaint you should write a formal complaint including the following information:

- The nature of the complaint.
- The date(s) of the occurrence of the problem(s).
- The name(s) of the individual(s) involved in the problem(s), not hearsay.
- Evidence that the Institution's complaint procedure was followed prior to contacting the agency and the complaint should be signed and return address and telephone number provided.

To file a complaint with the **Kentucky Commission on Proprietary Education**, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at www.kcpe.ky.gov.

Student to Teacher Ratio

MedQuest College offers an intimate educational environment that provides a professional, safe and supportive structure for its students. We would anticipate a student to teacher ratio for laboratory would not exceed 10:1.

Records and the Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, MedQuest College gives notice that the following types of information will be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance
- Major fields of study, awards, and diploma or certificate received
- Most recent previous institution attended
- Company name where student is placed in employment.

Students currently enrolled may request that all or part of the above information be withheld from the public by filing a written request with the Executive Director. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing, except as authorized under the law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, school officials with legitimate educational interest, financial aid to a student, and accrediting organizations. Students have a right to inspect, review, and request copies of and challenge the contents of their educational records by making a written request to the Executive Director. However, no student file may leave the school building nor are documents to be taken from the file.

MedQuest College permits a student to examine such requested records within 30 days of receipt of a written request. Students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the College does not agree with the student and decides not to amend the record, then the student has a right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to put a written statement with the record setting forth their view about the contested information.

Unless otherwise noted, students grant MedQuest College the right to use their names, pictures, and placement information in advertising/marketing materials and on the school's web site.

Student Services & Activities

Our students range from age 18 on up and they have come from a wide range of backgrounds. A partial list of occupations held by those who have attended our school include: registered nurses, nail technicians, business administrators, emergency medical technicians, engineers, educators, professional dancers, waiters and waitresses, retail clerks, construction workers and

people newly entering the working world fresh out of high school. Despite their difference in age, experience, education, etc., the students bond together – often forming long-lasting friendships. Our students experience not only an academic growth, but also a personal one. The people in these programs develop substantial additional confidence in themselves as they learn to connect through others. Specific services are as follows:

Student Advising

Occasionally, students may encounter difficulty with their personal lives, academic or financial affairs. Students experiencing problems should contact their Instructor or the Program Director for direction. The College has the ability to make arrangements for student tutoring at no additional cost if needed. In the event financial impediments arise, students are asked to schedule an appointment with the Executive Director for a confidential referral to a professional in the local area. The Administration will also make available to students the names of local practitioners who offer counseling and other professional services for those needing occasional or on-going therapy and/or counseling. MedQuest College does not have any trained counselors on staff and only provides academic advising to students.

Academic Advising

MedQuest College provides academic advising as a part of the admission process by fully explaining the programs offered, type of activities and academic studies required as a part of the program, and the outcomes anticipated upon graduation. Once accepted in a program, additional academic advising may be obtained from the Program Director.

Students Records

Permanent student educational records are filed and maintained at the administrative office of MedQuest College for each individual student. Students are permitted to view their records, by appointment during regular school hours. Student records are considered confidential and for the sole use of the College staff.

Housing

MedQuest College does not provide student housing. We will provide, upon request, extended stay hotel options, apartment information, publications and introductions to qualified local realtors. The school will also post requests for shared accommodations of “wanted to rent” notices.

Community Service

The College is committed to the community and expresses this through its on-going community involvement and participation. We participate in health related events. Our Instructors are

found speaking to community service groups and others in an effort to establish liaisons between the community and the school.

Insurance

All students of MedQuest College are covered by the school's liability policy. The coverage is paid for by students in their fees. Students, however, are responsible for their health insurance.

Placement

MedQuest College employs a full-time Director of Placement, commonly referred to as a Job Placement Director. This position's primary responsibility is to provide career assistance services to graduating students and alumni. These services include instruction in resume writing, preparation of cover letters, interviewing techniques and networking skills. Special attention is given to developing professionalism in our graduates.

The Placement Office continually works with potential employers attempting to match their specific employment needs to the appropriate graduate. MedQuest College networks with a variety of healthcare practices and facilities. As a result of these well-tended lines of communication, we receive notices of a variety of available positions.

The College provides placement assistance for its graduates, but makes no promise or guarantee of employment. Graduates in good standing may continue to use any and all of our placement resources indefinitely at no charge.

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

Grading Policy

Definition of Grades:

- An "F" means the student has not satisfactorily met course requirements and must repeat the course.
- An "I" is assigned only when a small amount of work is not completed due to mitigating circumstances satisfactory to the instructor under the authorization of the Program Director. The student must complete all work within 10 days following the last class date. For purposes of grade point and satisfactory progress, the "I" will be converted to a final grade and the GPA recalculated.
- An "L" is assigned when a student has been granted a Leave of Absence and does not affect the grade point average (GPA).

- A “W” is assigned for withdrawals. A grade of “W” will not be calculated in the cumulative grade point average (GPA).
- A “TR” is assigned when a student transfers credits from another institution. The transfer of credits does not affect the grade point average earned at MedQuest College. However, accepted transfer credit does affect the maximum timeframe a student must complete their program of study to remain in Satisfactory Academic Progress.

The grading scale follows:

- A..... 100 - 93**
- B..... 92 - 85**
- C..... 84 - 75**
- D..... 74 - 61**
- F..... 60 or Below**

Grade Reports

Students are apprised of their grades throughout each course. Final grades are issued to students at the end of each course. Faculty meets with students that are not achieving satisfactory grades throughout the term to promote a successful completion.

Academic Units of Credits

Completed academic units of credits are issued in quarter credit hours. Ten clock hours of lecture or theory equal one quarter credit hour; twenty clock hours of laboratory equal one quarter credit hour; and thirty clock hours of externship equal one quarter credit hour. A clock hour is between 50 and 60 minutes of instruction.

Grade Appeal

If a student has reason to believe that a grade received is incorrect, the student must first contact the instructor to resolve it. If satisfactory resolution is not reached, the student must contact the Executive Director to Petition the Grade Appeal. The appeal must be filed within the first week of the subsequent term. The appeal will be forwarded to the Director of Education for determination and reported back to the Executive Director.

Should the student not be satisfied, a letter must be written to the Executive Director asking for a review of the grade by an Academic Review Committee (ARC). The committee will convene and make a determination within seven (7) business days. The student has the right to be heard by the committee. The ARC determination is final and the student will be notified of the decision in writing within two (2) business days following the meeting.

Graduation Requirements

A minimum overall grade point average of 2.0 is required for graduation from MedQuest College. Academic Honor awards will be presented to all graduates that maintain an A average in each of their program courses. Students with perfect attendance will be recognized as such upon graduation.

Transcripts

Transcripts are provided to graduates in good standing. No transcript of grades will be released to a third party without the student's prior written approval. Graduates are provided with one official transcript. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$10 service fee. Two weeks' notice is required.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The MedQuest College measures satisfactory academic progress (SAP) by considering student's quantitative (time) and qualitative (grades) components. The institution will measure both components at specified time periods. It is imperative to realize that all students must complete their training within **150% maximum timeframe** of the expected time to complete their program of study.

All students in all programs must meet the following academic requirements to meet SAP:

1. Complete the program of study prior to attempting 1 ½ times the credit hours required for graduation from the program. The first official SAP report will be completed after the second term of study. At this time, students must successfully complete 66.6% of the credit hours attempted and achieve a cumulative grade point average of 1.5. After the first report, SAP will be completed after each additional term of study.
2. Achieve a cumulative grade point average of 1.75 upon completion of third term of study.
3. Achieve a cumulative grade point average of 2.0 and successfully complete all courses in the program to qualify for graduation.
4. Students who have failed to complete the program successfully and have attempted 150% of the program credit hours will be dismissed from the institution.

The institution does not offer remedial courses. Non-punitive grades such as pass/fail do not affect the student GPA. However, a fail must be re-taken and the retake does affect the maximum timeframe for completion. Incompletes, grades of "I", are only given for a temporary grade. Outstanding work must be completed and submitted within 1 calendar week from the end of the term at which time the grade will be changed to the grade earned. If the work is not finalized within the 1 calendar week, all outstanding work will convert to a zero "0" and will be averaged with all other coursework. The final grade is submitted to the Registrar and counts in the academic progress calculation.

The standards used to judge satisfactory academic progress includes all periods of a student's enrollment. However, MedQuest College has a policy for a student who changes program of study. It does not include in the calculation of a student's academic standing the credits and grades that do not count toward the student's new program of study. Similarly, we do count those transfer credits that apply toward the student's program of study.

Warning and Probation Status

At the end of each term, the student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements.

- Students will be placed on Warning immediately after the first term in which a course is failed or minimum SAP is not met. Students eligible for financial aid can still receive benefits while on Warning. The student will be required to meet with the Lead Instructor to complete advising regarding satisfactory academic progress. Students who fail to comply with these requirements may be subject to dismissal even through their CGPA or rate of progress may be above the dismissal levels. At the end of the next term, the student will be removed from Warning and returned to regular status if they meet or exceed the minimum standards, or will be placed on Probation if they continue to fall below the specified values.
- Students on Probation will be evaluated at the end of their second consecutive term of monitoring. Students eligible for financial aid will not receive benefits during the Probationary period. The student will be required to meet with the Program Director to complete advising regarding satisfactory academic progress. Students who fail to comply with these requirements may be subject to dismissal even through their CGPA or rate of progress may be above the dismissal levels. A student who raises their CGPA and rate of progress at or above the minimums will be removed from Probation, financial aid re-instated for subsequent terms and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be dismissed from school.

Appeals of Probation or Academic Withdrawal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Mitigating circumstances that may lead to a successful appeal may include: student illness or injury, death of a student's relative or other reason resulting in extreme hardship to the student.

Any appeal must be in writing and must be received by the Executive Director no later than five (5) business days after receiving notification of his/her Probation status/dismissal from the school. The letter must include reasons why minimum academic requirements were not achieved and what corrections will be made to achieve minimum satisfactory academic progress standards the following term. Documentation to support the appeal letter is highly recommended. The student will be notified of the outcome of the appeal within five (5)

business days of the receipt of the appeal letter. The decision of the Executive Director is final and may not be further appealed.

Cancellation and Refund Policy

Cancellation by School

The institution may cancel the start date of a program due to the insufficient number of student's enrolled, emergency situation or act of god. All funds collected by the school in advance of a start date of a program and the school cancels the class will be 100% refunded. The refund will be made within 45 days of the planned start date.

Any student who violates the school's rules and regulations as set forth in the school catalog, including attendance policies, or who fails to meet all financial obligations to the school may be terminated by the Executive Director. Should the student be terminated, any refund due, will be made according to the Refund Policy.

Cancellation by the Student

Any student wishing to terminate their training should notify the school in writing. Withdrawal or cancellation must be made in person or by Certified Mail.

Refunds

If a student terminates or cancels for any reason, refunds will be made as follows:

- 1.** Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided.
- 2.** All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days of signing the enrollment agreement and making initial payment. Subsequent to this three-day cancellation period, an applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less an Application Fee of \$100.
- 3.** Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro-Rata refund. This refund is computed by subtracting the \$100.00 Application Fee and the cost of any books/fees from the total paid. The remaining balance is prorated based on the number of credit hours scheduled in relation to the total program credit hours, and the difference is refunded to the student.
 - a.** After the first day of the program class start through 10% of the program credit hours, MedQuest College will refund 90% of the tuition.
 - b.** After 10% of the program credit hours through 25% of the program credit hours, MedQuest College will refund 50% of the tuition.

- c. After 25% of the program credit hours through 40% of the program credit hours, MedQuest College will refund 25% of the tuition.
 - d. Cancellation after completing 40% of the program credit hours will result in no tuition refund.
- 4. The termination date, for refund computation purposes, is the last date of actual attendance or academic activity if the termination is initiated by the student. If the school determines the student is terminated, the refund calculation utilizes the date of determination made by the school.
- 5. Refunds will be made in 45 days of termination, notification of cancellation, withdrawal or dismissal.

Institutional Refund Policy

The school shall refund tuition, based on the percentage of the program remaining after the date of withdraw, up until the student has attended 40% of the term. The percentage will be calculated based on the number of credit hours scheduled in relation to the total program credit hours and the difference is refunded to the student. After 40% of the program has passed, there will be no refund. Please refer to #3 section D above.

Return to Title IV, Title IV Students Only

Students who receive financial assistance from Title IV Programs (Federal Pell Grant, Direct Loans) and withdraw from school prior to completing more than 60% of the scheduled hours in the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

The Return of Title IV Funds procedure is as follows:

1. Determine the percentage of the payment period or period of enrollment completed. To determine the percentage, divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment by the total clock hours in the payment period or period of enrollment.
 - If this percentage is greater than 60%, 100% is used in Step 3 below.
 - If this percentage is less than or equal to 60%, multiply the percentage of the Title IV aid disbursed plus the title IV aid that could have been disbursed for the payment period or period of enrollment as of the date the student withdrew.
2. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference.

If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.

3. Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by 50%.
4. Distribute the unearned aid of the payment period back to the Title IV Programs:
Refunds will be returned in the following order:
 1. Unsubsidized William Ford Direct Loans
 2. Subsidized William Ford Direct Loans
 3. Direct PLUS Loans
 4. Federal Pell Grant Program
 5. Other Federal, State, private or institutional assistance.
 6. The Student

Be advised that this is only the Return to Title IV refund. Once MedQuest College determines the amount of Title IV aid that we may retain, the institution will then calculate the institutional refund policy. It is possible that a student may owe a balance to the school once the Title IV refund policy has been applied.

Objective

The career training programs offered by MedQuest College are designed to prepare students for successful careers in the healthcare fields. It is our goal that students develop strong study skills and a strong work ethic that prepares them for gainful employment.

Comprehensive Dental Assistant Diploma

Program Objective

The Comprehensive Dental Assisting diploma program is designed to prepare the student to become a multi-skilled Dental Assistant in the front office or working with the dentist. Students completing the programs are expected to display diverse skills allowing them to work in any dental office or specialty office including General Dentistry, Endodontic, Orthodontics, Oral Surgery, Pedodontics, Periodontics, Prosthodontics, or in a Dental Lab. The program includes a balance of classroom, clinical, and laboratory experiences.

Course Requirements

DA201	Clinical Procedure	48 clock hours	4.0 qtr. credit hours
DA202	Dental Radiography	48 clock hours	3.5 qtr. credit hours
DA203	Dental Specialties	48 clock hours	4.0 qtr. credit hours
DA204	Expanded Duties Dental Assistant	48 clock hours	4.0 qtr. credit hours
DA205	Dental Basic Sciences	48 clock hours	4.5 qtr. credit hours
DA206	Communications and Scheduling	48 clock hours	4.0 qtr. credit hours
DA207	Insurance Billing and Coding	48 clock hours	4.0 qtr. credit hours
DA208	Recall Systems and Treatment Plans	48 clock hours	4.0 qtr. credit hours
DA209	Externship	300 clock hours	10.0 qtr. credit hours
Program Totals		684 Clock Hours	42 Qtr. Credit Hours

The Diploma program is offered at our Louisville and Frankfort locations.

Your externship can be completed full-time up to 40 hours per week or part-time, however best suits your schedule and the practice schedule. If you have any questions, our Externship Site Coordinator will be glad to help you. We anticipate you to complete your externship over 20 weeks, which is about 15 hours per week.

Tuition and Fees

Comprehensive Dental Assistant Diploma Program	\$13,500 Tuition
16 weeks on campus plus externship	\$895 Books
	\$605 Supplies/Fees

Fees include typodonts, dental lab materials, safety equipment, three sets of uniforms, lab jacket,, student liability policy, dental supplies and CPR certification.

Comprehensive Medical Assisting

Program Objective

The Comprehensive Medical Assisting Program is designed to prepare students for successful careers as Medical Assistants with knowledge in pertinent aspects of the healthcare field. Students will learn skills that prepare them to perform administrative and clinical duties required in the daily operation of a healthcare facility. Upon completion of the program and meeting all of the course requirements, students will be prepared and eligible to submit their diploma in Medical Assisting and transcript from MedQuest College to apply to take the national certification examination through The American Association of Medical Assistants (AAMA). Upon successful completion of the national examination, students will obtain the credential CMA (AAMA).

Course Requirements

MED100	Medical Terminology	40 clock hours	4.0 qtr. credit hours
A&P125	Anatomy & Physiology with Pathology	40 clock hours	4.0 qtr. credit hours
BUS110	Keyboarding	70 clock hours	4.0 qtr. credit hours
BUS115	Career Development	40 clock hours	4.0 qtr. credit hours
BUS130	College Success Skills	30 clock hours	3.0 qtr. credit hours
BUS212	Computer Concepts	60 clock hours	4.0 qtr. credit hours
MED202	Medical Billing & Insurance Procedures	60 clock hours	4.0 qtr. credit hours
MED215	Medical Records Management	40 clock hours	4.0 qtr. credit hours
MED220	Medical Administrative Procedures	60 clock hours	4.0 qtr. credit hours
MED230	Clinical Procedures I	60 clock hours	4.0 qtr. credit hours
MED235	Clinical Procedures II	60 clock hours	4.0 qtr. credit hours
MED240	Laboratory Procedures	60 clock hours	4.0 qtr. credit hours
MED250	Pharmacology	40 clock hours	4.0 qtr. credit hours
MED260	Healthcare Law & Ethics	40 clock hours	4.0 qtr. credit hours
MED270	Medical Assistant Certification Review	40 clock hours	4.0 qtr. credit hours
MED295	Externship	160 clock hours	5.0 qtr. credit hours
Program Totals		900 clock hours	64 qtr. credit hours

The Diploma Program is only offered at our Louisville Campus.

Tuition and Fees

Medical Assistant Diploma Program
40 weeks on campus including externship

\$10,500 Tuition
\$1,000 Books
\$1,000 Supplies/Fees

Fees include Hepatitis B series immunizations, TB testing, background check, one-year AAMA membership, CMA certification exam, medical lab materials, safety equipment, three sets of uniforms, lab jacket, student liability policy, and CPR certification.

Course Descriptions

A&P125 ANATOMY & PHYSIOLOGY 4 quarter credits 40 Clock Hours

The course covers the study of the organization, structure and function of the human body. Cells, tissues, organs and an overview of all body systems are included with emphasis on the interaction of the body systems in maintaining homeostasis. Pathological conditions, causes, and treatments that affect the body are discussed. **Students should anticipate 25 or more hours of outside preparation for this class.**

BUS110 KEYBOARDING 3 quarter credits 30 Clock Hours

This course is laboratory in nature. Student complete lessons that allow practice on keyboarding skills and basic word processing. **Students should anticipate 20 or more hours of outside preparation for this class.**

BUS115 CAREER DEVELOPMENT 4 quarter credits 40 Clock Hours

This course teaches students to design and produce an individual career action plan through self-assessment, career planning and academic work. Emphasis is placed on assisting students on identifying their individual marketable skills, venues on locating available job positions, writing resumes, correspondence, and interviewing skills. **Students should anticipate 20 or more hours of outside preparation for this class.**

BUS130 COLLEGE SUCCESS SKILLS 3 quarter credits 30 Clock Hours

This course teaches the student how to develop a mission statement and tolls that will form the cornerstone of their personal foundation for college success. Students will identify both the positive and challenging changes that come with the transition to college and learn how to manage these changes. Methods will be discussed on how to be better equipped to incorporate school responsibilities into a busy life. **Students should anticipate 30 or more hours of outside preparation for this class.**

BUS212 COMPUTER CONCEPTS 4 quarter credits 40 clock hours

Prerequisites: BUS110

This course teaches introductory Microsoft Word 2007 skills and how to apply them in a healthcare facility. Students will be trained on basic computer concepts that relate to functions of hardware and software. Emphasis is placed on learning how to properly format and edit documents. **Students should anticipate 15 or more hours of outside preparation for this class.**

DA 201 CLINICAL PROCEDURES 4 quarter credits 48 Clock Hours

This course covers infection control, management of hazardous materials, and preparation for patient care, emergency management, introduction to the dental office, basic chair side assisting, instrument transfer, maintaining the operating field, anesthesia and sedation, dental cements, bases, liners and bonding agents, restorative materials, dental dam, matrix and wedges. **Students should anticipate 36 or more hours of outside preparation for this class.**

DA 202 RADIOGRAPHY 3.5 quarter credits 48 Clock Hours

This course will cover Introduction to Dental Radiography and Equipment, Production and Evaluation of Dental Radiographs, Extraoral and Digital Radiography and Laboratory Material &Techniques. **Students should anticipate 36 hours or more outside preparation for this class.**

DA 203 DENTAL SPECIALTIES 4 quarter credits 48 Clock Hours

This course will cover dental specialties that students may encounter in their careers. Some topics covered are: Endodontic, Oral and Maxillofacial Surgery, Oral Pathology, Orthodontics, Pediatric Dentistry, Periodontics, and Fixed Prosthodontics. **Students should anticipate 36 hours or more outside preparation for this class.**

DA 204 EDDA 4 quarter credits 48 Clock Hours

The EDDA course involves four weeks of “hands on” instruction where students have an opportunity to practice the various procedures of the Expanded Duties Dental Assistant. Topics included are as follows: Principles of Bonding, Occlusion, Placement of Composite Restorations, Dental Amalgam, Finishing and Polishing, and Provisional Restorations. A minimum grade of a C is required to successfully complete this course. **Students should expect 10 hours or more outside preparation time for this course.**

DA 205 DENTAL BASIC SCIENCES 4.5 quarter credits 48 Clock Hours

This course will cover the History of Dentistry and Progress of Dentistry in the U.S., Education, the ADA, the Dental Team, Preventative Dentistry, Oral Hygiene Aids, Tooth brushing Techniques, Dental Flossing, Oral Hygiene for Patients with Special Needs, Fluoride, The Dental Arches and Quadrants, Types of Teeth and their Functions, Eruption Schedule, Divisions of the Tooth, Tooth Surfaces, Anatomical Structures, Permanent Teeth Descriptions, Deciduous Teeth, Dental Charts, Numbering Systems, Cavity Classifications, Abbreviations of Tooth Surfaces, Basic Charting Terms, Charting Color Indications and Symbols, Drug Names, Prescriptions, Drug Laws, Drug Administration Routes, Drugs, Herbal and other Alternative Medications, Electronic Business Equipment, Telecommunication, Intraoffice Communications, Office Machines, Dental Practice Management Software (Eaglesoft), Basic Operation of a Software Package, Daily Procedures with a Computerized System, Letter Writing Styles, Types of Correspondence used in Dentistry, Mail, Filing Methods, Types of Information, Filing Equipment, Filing Supplies, Preparing a Clinical Record, Preparing Business Documents, Career Opportunities For

Administrative Dental Assistants, Steps for Developing Employment Strategies, and Developing a Resume. **Students should expect 48 hours of outside preparation.**

DA 206 COMMUNICATIONS AND SCHEDULING 4 quarter credits 48 Clock Hours

This course will cover the different types and your role as a Administrative Dental Assistant, Members of the Dental Healthcare Team, HIPAA, OSHA, Professional Ethics, Legal Standards, Patient's Rights, Professional Organizations, Elements of the Communication Process, Interpersonal Communications, Barriers of Effective Communication and Improving Communication, Telephone Techniques, Basic Office Designs, Dental Procedures, Components of a Clinical Record, Collecting Patient Information, Clinical Records Risk Management, Computerized Management of Clinical Records, Mechanics of Scheduling, Making Appointments, Time-Saving Techniques. **Students should expect 48 hours or more of outside preparation time.**

DA 207 INSURANCE BILLING AND CODING 4.0 quarter credits 48 Clock Hours

This course will cover Types of Dental Insurance, Insurance Coding, Organizing Insurance Coverage for Each Patient, Types of Insurance Information Required, Methods of Filing Insurance Claims, Insurance Payments, Insurance Tracking Systems, Other Types of Insurance Coverage, Completing a Dental Claim Form, Sections of the ADA Claim Form, What is a Financial Policy and Designing One, Financial Policy Communications, Managing Accounts Receivable, Components of Financial Records Organization, Billing, Daily Routine for Managing Patient Transactions, Account Receivable Reports, Completing a Deposit Slip. **Students can expect 24 hours of outside preparation time for this course.**

DA 208 RECALL SYSTEMS AND TREATMENT PLANNING 4 quarter credits 48 Clock Hours

This course will cover Preventative Dentistry and Why it is important, Periodontal Disease, Different Types of Recall Appointments, Preventative and Diagnostic CDT Coding, Recall Scheduling, Recall Reports, Overdue Patients, Customer Service, Review Communication Skills, Business Etiquette, Enhancing Customer Service Skills, Restorative and Endodontic CDT Coding, Restorative and Endodontic Treatment Planning and Scheduling, Restorative and Endodontic Billing Procedures, Prosthetic CDT Coding, Prosthetic Treatment Planning and Scheduling, Prosthetic Billing Procedures, Lab cases, Preparing and Explaining a Detailed Treatment Plan for Different Dental Procedures. **Students can expect 24 hours of outside preparation time for this course.**

DA 209- EXTERNSHIP 10 quarter credits 300 Clock Hours
Prerequisites: DA201, DA202, DA203, DA204, DA205, DA206, DA207, DA208

The externship experience allows students to practice the skills learned in class in a dental practice. The training will vary day by day according to patient needs and the needs of the dental practice. There may be some training provided in the externship that the students was not exposed to on campus. This will give the students first-hand knowledge working with

dental patients and gaining experience in the real job world.

MED100 MEDICAL TERMINOLOGY 4 quarter credits 40 clock Hours

This course provides the student with the study and practical application of the medical language in the healthcare files while incorporating body structure and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive, genitourinary, and integumentary systems. **Students should anticipate 25 or more hours of outside preparation for this class.**

MED202 MEDICAL BILLING & INSURANCE PROCEDURES 4 quarter credits 40 clock hours

This course introduces students to the fundamentals of billing, insurance and coding in an outpatient healthcare facility. The role and responsibilities of a medical biller will be discussed. Students will be taught the basics of health insurance, including patient and third-party payer billing. Emphasis is placed on learning accounts receivable management techniques and collection strategies. Students will be introduced to coding sets including ICD-9-CM, ICD-10-CM, CPT-4 and HCPCS. **Students should anticipate 30 or more hours of outside preparation for this class.**

MED215 MEDICAL RECORDS MANAGEMENT 4 quarter credits 40 clock hours
Prerequisites: MED100, A&P125, BUS130

This course will introduce students to the administrative and clinical electronic health record using MedTrak Systems Software. Transitioning from paper charts to electronic health records will be covered. Emphasis will be placed on privacy, confidentiality, and security of the electronic record. **Students should anticipate 40 or more hours of outside preparation for this class.**

MED220 MEDICAL ADMINISTRATIVE PROCEDURES 4 quarter credits 40 clock hours

This course covers the study of administrative procedures involved in the operational flow of a healthcare facility. Students will be taught key factors on maintaining electronic and manual patient records. Emphasis is placed on interacting with patients, multiline telephone management, scheduling appointments, maintaining office equipment/supplies and managing office administrative records. **Students should anticipate 25 or more hours of outside preparation for this class.**

MED230 CLINICAL PROCEDURES I 4 quarter credits 40 clock hours
Prerequisites: MED100, A&P125, BUS130

This course introduces students to the clinical procedures performed in the healthcare facility. Principles of asepsis, infection control and blood borne pathogen training will be covered. Students will learn how to obtain vitals, patient history, and assist with exams. A minimum grade of a C is required to successfully complete this course. **Students should anticipate 20 or more hours of outside preparation for this class.**

MED235 CLINICAL PROCEDURES II 4 quarter credits 40 clock hours
Prerequisites: MED100, A&P125, BUS130, MED230

This course is a continuation of MED230 in teaching additional clinical procedures that are performed in the healthcare facility. Students will be trained on the Needlestick Safety Act and learn how to administer injections. Diagnostic testing such as EKG & Pulmonary Function Tests will be covered. Assisting with minor surgery, application of cold and heat therapy, ambulation, emergency preparedness and first aid will be taught in this course. Students will obtain training and certification in CPR. A minimum grade of a C is required to successfully complete this course. **Students should anticipate 20 or more hours of outside preparation for this class.**

MED240 LABORATORY PROCEDURES 4 quarter credits 40 clock hours
Prerequisites: MED100, A&P125, BUS130

This course introduces students to basic laboratory procedures performed in a physician's office or other healthcare facilities. Students will be taught how to properly collect, process, and test specimens. Phlebotomy techniques are taught, including venipuncture and capillary puncture. Students will learn how to use a microscope in performing a urinalysis, as well as the use of other laboratory machines. Microbiology and hematology are covered in this course. CLIA requirements, quality control and laboratory safety are reviewed. A minimum grade of a C is required to successfully complete this course. **Students should anticipate 20 or more hours of outside preparation for this class.**

MED250 PHARMACOLOGY 4 quarter credits 40 clock hours
Prerequisites: MED100, A&P125, BUS130

This course is designed to teach the students basic information in regards to drug names, classifications, and effects on the human body. Responsibilities and principles of medication preparation, administration, and safety will be covered. **Students should anticipate 15 or more hours of outside preparation for this class.**

MED260 HEALTHCARE LAW AND ETHICS 4 quarter credits 40 clock hours
Prerequisites: BUS130

This course introduces students to the foundations of law & ethics in a healthcare setting. Topics covered include medical records, informed consent, HIPAA, professional liability, and medical malpractice. Students will review workplace legalities, death and dying, and healthcare trends and forecasts. **Students should anticipate 30 or more hours of outside preparation for this class**

MED270 MA CERTIFICATION REVIEW 4 quarter credits 40 clock hours
Prerequisites: MED100, A&P125, MED230, MED235, MED240

This course is designed to review all aspects of the medical assistant curriculum. Emphasis is given to preparing the student to perform well on the Medical Assistant Certification Exam. The principle guidelines for this course are based on the American Association of Medical Assistants (AAMA) Certification Examination Content outline. There are four major areas of comprehensive review: General Information, Administrative Procedures, Clinical Procedures and a Practice Exam. **Students should anticipate 30 or more hours of outside preparation for this class**

MED295 EXTERNSHIP 5 quarter credits 160 clock hours
Prerequisites: BUS110, BUS212, MED215, MED220, MED230, MED235, MED240, MED250, MED260

Externship will be at a practicing healthcare facility. Student will need to demonstrate thorough understanding of skills that have been taught throughout the curriculum. Additionally, student will be required to participate in business office duties under supervision by physician and/or appointed qualified staff. Specific duties will be based on patient and practice needs. This will give students firsthand knowledge working with medical patients and gaining experience in a real world job.

MedQuest College is approved by the Kentucky Commission on Proprietary Education to offer several more programs. We are currently in the process of seeking accreditation of these programs from ABHES. Once programs are accredited by ABHES, our catalog will be updated to include the new programs and faculty.