



SCHOOL FOR ALLIED HEALTH PROFESSIONALS

www.sfahp.com • 817-394-2600



SCHOOL FOR ALLIED HEALTH PROFESSIONALS

Programs

Our goal is to ensure our students an education that will be directed to the needs and expectations of today's medical workforce.

Inside Front Cover



Medical Assistant

ADMISSION REQUIREMENTS

Applicants may be admitted if they satisfy the following:

- They are a high school graduate or have certification of high school equivalency (GED).
- They are at least 17 years of age (applicants under the age of 18 require the written permission from a parent or legal guardian in order to enroll).
- They achieve a passing score of 12 on the Entrance Assessment Test. The test utilized by School for Allied Health Professionals is the Wonderlic Scholastic Level Exam. Wonderlic has been in business since 1937 and is a nationally recognized exam used in schools to accurately select students and predict training success.

OBJECTIVE

The Medical Assistant plays an important role as a member of the Health Care team in a physician's office or clinic. Theory and practical application in the fundamentals of medical diagnostic laboratory techniques are taught. Students are introduced to the anatomy and physiology of the body system and become CPR certified. In addition, students will have hands-on training with regard to venipuncture, injections, urinalysis, and electrocardiography, measurement of vital signs, and preparation for physical and specialty exams. Students will learn basic medical office administrative duties.

This program will enable the student to assume a responsible entry-level position as a Medical Assistant. Laboratory skills and administrative procedures are taught for use in a physician's office/clinic. This Certification Program also emphasizes communication skills that give graduates a competitive edge. The knowledge gained in this program, combined with work experience will provide opportunities in managing an office. Graduates of this program may secure specific positions as: Clinical Medical Assistant, Administrative Medical Assistant, Medical Receptionist, and Laboratory Assistant.



Medical Assistant

CLASSROOM PROCEDURES

Each course is a unique study allowing the student to have hands-on training in the classroom and lab. The classroom is setup for the combination of class and lab (simulating a physician's office). Computers are available for computer classes. During the classroom and lab training, students will learn the internal organs and cavities, the systems and structures of the body, the various uses of a microscope, electrocardiography and diagnostic imaging, pathological urine specimens with emphasis on the correct way to collect record and report laboratory results, as well as, taking patient vital signs and draping patients for specific examinations. Students will also learn the technique of venipuncture with vacutainer and syringes. Students will learn how to obtain accurate medical information from patients and document this information.

CAREER OPPORTUNITIES

Job prospects are expected to be very good for Medical Assistants. Employment is expected to grow much faster than average for the next eight to ten years because of increasing demands for qualified office personnel. Thousands of new jobs will be created. About six out of ten Medical Assistants will work in physician offices. Medical Assistant positions are expected to be one fastest growing occupations over the 2004 through 2014 period. Job prospects should be best for Medical Assistants with certification. About fourteen percent work in public and private hospitals, including inpatient and outpatient facilities; and eleven percent work in offices of other health practitioners, such as chiropractors and podiatrists. Employment growth will be driven by the increase in the number of group practices, clinics, and other health care facilities that need a high proportion of support personnel, particularly the flexible Medical Assistant who can handle both administrative and clinical duties. Medical Assistants primarily work in an outpatient setting.



Medical Assistant

CLASS SCHEDULES

Students will attend class Monday through Friday. Two classes are available to students each lasting four hours in duration. Session I will be held from 9:00 a.m. through 1:00 p.m. Session II will be held from Session II will be held from 6:00 p.m. through 10:00 p.m. There will be a ten-minute break every hour beginning at ten-minutes until the hour.

EXTERNSHIP

The externship is a crucial part of the students overall training to become a Medical Assistant. The externship is undertaken following the successful completion of all classroom training and consists of 160 unpaid hours. Students will attend externship Monday through Friday for eight (8) hours each day, for a total of (4) weeks. Students will attend externship in a School for Allied Health Professionals approved facility.



Medical Assistant Modules

MA101- Introduction to Medical Assisting

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this course students will be able to perform the basic office procedures typical in a doctor's office. Students will learn to schedule appointments, work with patients, telephone etiquette, and mail handling and maintaining patient medical records. In this course students also learn the ethical and legal responsibilities of the physician and the medical assistant. Students will demonstrate proper management of office records, and filing using color coding and indexing techniques.

Prerequisites: None

MA102- Anatomy and Physiology

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this course students will have a working and practical knowledge of Anatomical structure and the skeletal system, endocrine system, reproductive system, obstetric and pediatrics. Students will also focus on key elements of anatomy and physiology, which is necessary in venipuncture techniques and blood pressure.

Prerequisites: None

MA103- Pharmacology

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this course, students will have the practical knowledge of human disease process and rational pharmacotherapeutics relating to drugs utilized for the body system, which involves the Nervous System, Endocrine, Skeletal, Muscular, Gastrointestinal, Reproduction and Immune System. Students will learn the drugs indication and contraindication, mechanism of action, side effects, dosages and methods of administering medication

Prerequisites: None

MA104- Clinical Procedures I

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon the completion of this course students will have a practical knowledge of the theory and practice in medical diagnostic and laboratory techniques. Students will learn the renal system in conjunction with the study of urinalysis. Hematology, including venipuncture, hemoglobin, hematocrit, and blood chemistry procedures is taught. Students will also learn inventory control and management.

Prerequisites: None

Medical Assistant Modules

MA105- Administrative Procedures

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

Upon completion of this course students will have a practical knowledge of advanced studies of general office procedures. The student will learn additional information on basic office procedures, with particular emphasis on filing insurance claims, maintaining facilities supplies and medical billing and coding with emphasis on medical records.

Prerequisites: None

MA106- Laboratory Procedures

Clock Hours: 48 Lecture / 32 Lab / 0 Extern

Semester Credit Hours: 4.0

This course includes orientation to clinical laboratory and their organization procedures. Students will learn electrocardiograph and diagnostic imaging. Practice with general microscope technology in a comprehensive study of chemical and microscopic aspect of urinalysis. The students are introduced to routine basic hematology procedure, equipment and terminology.

Prerequisites: None

MA199- Externship

Clock Hours: 0 Lecture / 0 Lab / 160 Extern

Semester Credit Hours: 5.5

The externship is undertaken following the successful completion of all classroom training and consists of 160 hours (eight hours a day, five days a week). The student will spend 160 hours under the direct supervision of a preceptor (office employee) in a medical office or other health care setting. While at the extern-site the student will practice all skills taught during the classroom/lab course. Front and back office patient management procedures are vital part of their clinical.

Prerequisites: MA101, MA102, MA103, MA104, MA105, MA106



Medical Assistant Career Opportunities

Graduates are able to secure employment in a Physician's Office, Hospital, Nursing Homes, Specialty Clinics and Mobile Clinics.

PROFESSIONAL DUTIES:

- Assist Physician with Exams
- Assist Physician with Minor Surgery
- Administer Medication
- Perform EKG's
- Phlebotomy
- Minor Laboratory Procedures
- Vital Signs
- Interviewing Patients
- Insurance Processing
- Front Office Assistant
- Billing
- Procedure Coding
- Diagnostic Coding
- Instrument Sterilization
- Charting

OCCUPATIONAL OUTCOMES:

- Medical Assistant
- Back Office Assistant
- Back Office Lab
- Front Office Assistant
- Phlebotomist
- EKG Tech

POTENTIAL EARNINGS

Average starting salaries range from \$21,930.00 to \$27,490.00. These salaries could vary depending on previous work experience, continuing education and location. *These numbers are derived from area-specific government survey data.*

Medical Assistant Course Schedules

2009 COURSE SCHEDULE

START DATE	EXTERN START DATE	GRADUATION DATE
1/12/2009	6/29/2009	7/24/2009
2/9/2009	7/27/2009	8/21/2009
3/9/2009	8/24/2009	9/18/2009
4/6/2009	9/21/2009	10/16/2009
5/4/2009	10/19/2009	11/13/2009
6/1/2009	11/16/2009	12/18/2009
6/29/2009	1/4/2010	1/29/2010
7/27/2009	2/1/2010	2/26/2010
8/24/2009	3/1/2010	3/26/2010
9/21/2009	3/29/2010	4/23/2010
10/19/2009	4/26/2010	5/21/2010
11/16/2009	5/25/2010	6/18/2010

**The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.*

HOLIDAY SCHEDULE

January 19, 2009 Martin Luther King Day
May 25, 2009 Memorial Day
July 3, 2009..... Independence Day
September 7, 2009 Labor Day
November 25-27, 2009 Thanksgiving Break
December 21-January 1, 2010 Winter Break

TUITION FEES

Registration Fee..... \$50.00
Tuition..... \$8500.00
Books/ Tools.....\$250.00
Uniforms / Fees.....\$160.00
Total Cost \$8960.00

**Registration fee is required when making application to the School. Items such as books, uniforms and other fees are included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$50). Financing available for those who qualify.*

Medical Insurance & Coding Specialist

ADMISSION REQUIREMENTS

Applicants may be admitted if they satisfy the following:

- They are a high school graduate or have certification of high school equivalency (GED).
- They are at least 17 years of age (applicants under the age of 18 require the written permission from a parent or legal guardian in order to enroll).
- They achieve a passing score of 12 on the Entrance Assessment Test. The test utilized by the School for Allied Health Professionals is the Wonderlic Scholastic Level Exam. Wonderlic has been business since 1937 and is a nationally recognized exam used in schools to help accurately select students and predict training success.

OBJECTIVE

The Medical Insurance and Coding Specialist is trained to work with health-related information and the systems used to collect, process, store, retrieve, and communicate information for the support operations, managements, and decision making in a medical facility or related industry. As computerization of information advances the Medical Insurance and Coding Specialist is vital to the processing and patient care data analysis. Students receive instructional and hands-on training in medical terminology, law and ethics, anatomy, and physiology, insurance billing and coding, insurance claims and reports, medical office procedures, records management software, accounts receivable, posting accounts and Internet.

CLASSROOM PROCEDURES

Each course is a unique study allowing the student to have hands-on training in the classroom and lab. The classroom is set up for the combination of class and lab (simulating a business office). Each course will allow the student to learn the fundamentals and the structure of a Medical Coding Specialist. The Classroom lecture/lab is designed to help the students understand and utilize the importance of Medical Insurance, Insurance Management, Office Procedures/Billing, Principles of Health Insurance, ICD-9, CPT-4 Coding, Professional Development and Professional Coding Certification.

Medical Insurance & Coding Specialist

CAREER OPPORTUNITIES

Job prospects should be very good. Employment of Medical Insurance and Coding Specialist is expected to grow much faster than the average for all occupations due to rapid growth in the number of medical tests, treatments, and procedures that will be increasingly scrutinized by third party payers, regulators, courts, and consumers. The fastest employment growth and a majority of the new jobs are expected in offices of physicians, due to increasing demand for detailed records, especially in large group practices. Rapid growth also is expected in nursing care facilities, home healthcare services, mental healthcare facilities, rehabilitation centers, insurance companies, consulting firms and outpatient care centers.

CLASS SCHEDULES

Students will attend class Monday through Friday. Two classes are available to students each lasting four hours in duration. Session I will be held from 9:00 am. through 1:00 p.m. Session II will be held from 6:00 pm through 10:00 pm. There will be a ten-minute break every hour beginning at ten-minutes until the hour.

EXTERNSHIP

The externship is a crucial part of the students overall training to become a Medical Insurance Coding Specialist. The externship is undertaken following the successful completion of all classroom training and consists of 160 unpaid hours. Students will attend externship Monday through Friday for eight (8) hours each day, for a total of four (4) weeks. Students will attend externship in either a medical office or hospital setting where they will perform administrative tasks such as, writing communications, processing mail, bookkeeping, machine transcriptions, record keeping and filing, and completing and processing medical insurance claim forms.

Medical Insurance & Coding Specialist Modules

MICS101- Medical Insurance & Coding and Medical Terminology

Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern/ **Semester Credit Hours:** 4.0

Upon completion of this course students will understand and be able to demonstrate the duties and responsibilities of an insurance and coding specialist and the fundamentals of filing insurance claims. Students will also be able to demonstrate basic knowledge of breaking down medical terms to understand them for the purpose of coding and introduces the different body systems.

Prerequisites: None

MICS102- Principles of Health Insurance and Insurance Management

Clock Hours: 50 Lecture/ 30 Lab/ 0 Extern/ **Semester Credit Hours:** 4.0

Upon completion of this course students will be able to describe and demonstrate the principles of health insurance and explains how to manage insurance accounts. They will also be able to explain the differences in health insurance plans. The student will also explore office procedures applicable to the medical office environment.

MICS103- Medisoft and Introduction to Office Billing & Coding

Clock Hours: 48 Lecture/ 32 Lab/ 0 Extern/ **Semester Credit Hours:** 4.0

Upon completion of this course students will have a basic working knowledge of how to use the NDC Medisoft billing software system. This course also identifies the fundamentals of physician office billing and explains the concepts of ICD-9 and CPT-4 coding as it relates to office billing. This course also explains the HIPPA privacy rules.

Prerequisites: None

MA104- ICD9 AND CPT4 Billing & Coding & Reimbursement

Clock Hours: 48 Lecture/ 32 Lab/ 0 Extern/ **Semester Credit Hours:** 4.0

Upon completion of this course the student will demonstrate how to code different procedures and diagnoses related to various body systems. The student will also review and demonstrate proper procedures for reimbursements methodologies, coding for medical necessity and cms-1500 claim instructions.

MICS199- Externship

Clock Hours: 0 Lecture/ 0 Lab/ 160 Extern/ **Semester Credit Hours:** 4.0

Externship follows the successful completion of all the classroom training. The externship program will consist of a total of 160 hours (8 hours a day, 5 days a week). Students will be directly supervised by appropriate medical coding staff on site. Upon completion of the externship, students will have demonstrated competency in the various areas of medical billing, coding and related medical office administration responsibilities.



Medical Insurance & Coding Specialist Career Opportunities

Graduates are able to secure employment in Medical Offices, Dental Offices, Hospitals, and Insurance Processing Centers, Specialty Clinics and be Independent Transcriptionist.

PROFESSIONAL DUTIES:

- Billing Private and Third Party
- Insurance Filing/Processing/Forms
- Transcription
- Referrals to Specialty Clinics
- Diagnostic Coding
- Office Accounting
- Front Office Procedures
- Scheduling Surgeries
- Office Management
- Posting Fees and Charges/Payments
- H.I.P.A.A.

OCCUPATIONAL OUTCOMES:

- Transcriptionist
- Dental/Medical Billing Specialist
- Medical Records Specialist
- Medical/Dental Accounting
- Medical/Dental Insurance Specialist

POTENTIAL EARNINGS

Average starting salaries range from \$32,012.00 to \$48,659.00. These salaries could vary depending on previous work experience, continuing education and location. *These numbers are derived from area-specific government survey data.*

Medical Insurance & Coding Specialist Course Schedule

2009 COURSE SCHEDULE

START DATE	EXTERN START DATE	GRADUATION DATE
1/12/2009	5/4/2009	5/29/2009
2/9/2009	6/1/2009	6/26/2009
3/9/2009	6/29/2009	7/24/2009
4/6/2009	7/27/2009	8/21/2009
5/4/2009	8/24/2009	9/18/2009
6/1/2009	9/21/2009	10/16/2009
6/29/2009	10/19/2009	11/13/2009
7/27/2009	11/16/2009	12/18/2009
8/24/2009	1/4/2010	1/29/2010
9/21/2009	2/1/2010	2/26/2010
10/19/2009	3/1/2010	3/26/2010
11/16/2009	3/29/2010	4/23/2010

**The above dates are projected. Actual dates will vary depending on attendance. Scheduled Holidays were calculated into the projected dates.*

HOLIDAY SCHEDULE

January 19, 2009 Martin Luther King Day
 May 25, 2009 Memorial Day
 July 3, 2009..... Independence Day
 September 7, 2009 Labor Day
 November 25-27, 2009 Thanksgiving Break
 December 21-January 1, 2010 Winter Break

TUITION FEES

Registration Fee..... \$50.00
 Tuition..... \$8000.00
 Books/ Tools.....\$225.00
 Uniforms / Fees.....\$120.00
Total Cost \$8395.00

**Registration fee is required when making application to the School. Items such as books, uniforms and other fees are included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$50). Financing available for those who qualify.*

Advanced Surgical Assistant

ADMISSION REQUIREMENTS

- Documentation of successful completion of an Associate Degree program or higher. Also, college transcripts documenting the completion of ALL of the following college level courses, with a grade of "C" or better:
 - 1 year, *English Composition (English Literature is not acceptable)*
 - 1 year, *Human Anatomy & Physiology*
 - 1 semester, *General Chemistry*
 - 1 semester, *General Biology*
 - 1 semester, *Microbiology*
 - 1 semester, *Pathophysiology*
 - 1 semester, *Pharmacology*
 - 1 semester, *General Psychology*
 - 1 semester, *Ethics*
 - 1 semester, *Public Speaking*
 - 1 semester, *College Algebra or higher*
- They achieve a passing score of 17 on the Entrance Assessment Test. The test utilized by the School for Allied Health Professionals is the Wonderlic Scholastic Level Exam. Wonderlic has been in business since 1937 and is nationally recognized exam used in schools to help accurately select students and predict training success.

OBJECTIVE

As defined by the American College of Surgeons, the Surgical Assistant provides aid in exposure, homeostasis, and other technical functions that will help the surgeon to carry out a safe operation with optimal results for the patient. This role will vary considerably with surgical operation, specialty area, and type of facility. Clinical skills performed under direct supervision of the surgeon may include the following: positioning the patient, preparing the skin, providing, visualization of the operative site, utilizing appropriate techniques to assist with homeostasis, participating in volume replacement or auto transfusion techniques, utilizing appropriate technique to assist with closure of the body planes, selecting and applying wound dressing and providing assistance in securing drainage system to tissue. Through classroom lecture and lab training, students will have hands-on training in our Surgical Training Labs that will be equipped with state of the art equipment. Surgeons, Licensed Surgical Assistant and Sales Representatives will conduct training. Students will learn suturing, and the use of various equipments used in the operating room.

Advanced Surgical Assistant

CAREER OPPORTUNITIES

The field of Surgical Assistants is now undergoing some of the biggest changes in the history of the profession. The field is experiencing tremendous growth due to the increased number of surgical procedures needed by our growing and aging population. These changes will have a dramatic effect on your career and your Surgical Assistant business. With growing public interest in health care, insurance, and the qualifications of the individuals who care for patients, there has been an increased call for regulation of all individuals who provide direct patient care, and the operating room is certainly no exception. Upon completion of the School for Allied Health Professionals' program you will enter surgical assisting field with confidence, knowing you are among an elite group of highly trained professionals.

CLASS SCHEDULES

Weeks 1-8	Monday thru Friday	6:00pm to 10:00pm	<i>(20 hours per week)</i>
Weeks 9-12	Monday	6:00pm to 10:00pm	
	Tuesday	6:00pm to 10:00pm	
	Wednesday	6:45am to 6:45pm	<i>(On/Off Campus LAB)</i>
	Thursday	6:00pm to 10:00pm	
Weeks 13-24	<i>(Externship)</i>	Times vary due to surgical rotation.	

EXTERNSHIP

Students will attend externship at a school approved Hospital or Surgical Facility. The externship consists of a student actually assisting on a 135 cases. The student will complete a total of 480 clock hours. Externship schedule varies due to surgical rotation schedules.

Advanced Surgical Assistant Modules

SA101-Advanced Surgical Anatomy and Physiology

Clock Hours: 81 Lecture/ 39 Lab/ 0 Extern/

Semester Credit Hours: 6.5

Upon completion of this course students will have a strong base knowledge of anatomy related to surgical procedures. Students will learn the anatomy and physiology of human cells, tissues and membranes; followed by a comprehensive study of the nervous, skeletal, muscular, circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems. Fluid, electrolyte and acid-base balance are also included.

Prerequisites: See Admissions Requirements

SA102- Advanced Principles of Surgical Assistant

Clock Hours: 32 Lecture/ 118 Lab/ 0 Extern/

Semester Credit Hours: 6.5

This course is a study of various fundamentals associated with Surgical Assisting. Students will learn the basic principles of medical microbiology, the common terms used in pharmacology that apply to drugs, drug classes and drug administration, the use and characteristics of anesthetics, the classifications of disease, basic ethical concepts, and computer use to include billing and coding. Upon completion of the course students will be able to demonstrate understanding of the practical applications of medical microbiology in the operating room, in the process of patient care administration, as well as identify terms and classifications of pharmacology as it relates to surgical sciences.

SA199- Externship

Clock Hours: 0 Lecture/ 0 Lab/ 480 Extern/

Semester Credit Hours: 10.5

The externship is undertaken following the successful completion of all classroom training. At completion of the course students will have completed 135 surgical cases in various specialties. Students will work under the direct supervision of a preceptor in a hospital or other health care setting. While at the clinical site the student will practice the skills taught during the classroom and laboratory portion of the course. Students shall demonstrate competency in all areas studied. Students will spend eight hours a day / five days a week until they have completed the required number cases. The amount of time to complete these cases will vary depending on availability and locations. The externship will last for 480 hours (12 weeks).



Advanced Surgical Assistant Career Opportunities

Graduates are able to secure employment in surgical centers and hospitals.

PROFESSIONAL DUTIES:

- Assist surgeons in urological and general surgical cases within a hospital setting.
- Perform vascular studies within an outpatient setting.
- Select and apply wound dressings
- Insert drainage tubes per surgeon's directive
- Determine specific equipment needed per procedure
- Review permit to confirm procedure and special needs

OCCUPATIONAL OUTCOMES:

Certified surgical assistants assist in a variety of surgery specialties:

- General surgery
- Orthopedic surgery
- Neurosurgery
- Spinal surgery
- Obstetrical surgery
- Gynecological surgery
- Craniofacial surgery
- Radial neck surgery
- Genitourinary surgery
- Cardiac surgery
- Vascular surgery
- Trauma surgery
- Plastic surgery

POTENTIAL EARNINGS

Average starting salaries range from \$79,153.00 to \$121,231.00. These salaries could vary depending on previous work experience, continuing education and location. *These numbers are derived from area-specific government survey data.*

Advanced Surgical Assistant Course Schedules

2009 COURSE SCHEDULE

START DATE	EXTERN START DATE	GRADUATION DATE
2/9/2009	5/4/2009	7/24/2009
5/4/2009	7/27/2009	10/16/2009
7/27/2009	10/19/2009	1/29/2010
10/19/2009	2/1/2010	4/23/2010

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HOLIDAY SCHEDULE

January 19, 2009 Martin Luther King Day
May 25, 2009 Memorial Day
July 3, 2009..... Independence Day
September 7, 2009 Labor Day
November 25-27, 2009 Thanksgiving Break
December 21-January 1, 2010 Winter Break

TUITION FEES

Registration Fee..... \$50.00
Tuition.....\$12,500.00
Books/ Tools.....\$625.00
Uniforms / Fees.....\$550.00
Total Cost\$13,725.00

**Registration fee is required when making application to the School. Items such as books, uniforms and other fees are included in the total cost. Uniform shoes and consumable supplies such as notebooks, pens and pencils are supplied by the student (estimated cost \$50). Financing available for those who qualify.*



Financial Options

Option 1: *Scholarship*

- Financial Need based
- up to 2000.00
- Can be combined with other financial options

Option 2: *Student Loans*

- Can be combined with other financial options
- Various lenders
- Various interest rates and loan terms

Option 3: *No interest payment plan*

- Payment based on length of course
- Must be paid in full before graduation
- Can be combined with other financial options

Option 4: *SLM Loan*

- Credit based
- Covers full tuition, books and supplies
- Up to 15 years to repay (\$30 min. payment)
- Offers deferred repayment

**Financial programs are available to those who qualify. Students must complete applications to see what options they are eligible for. A Financial Plan will be developed individually based on eligibility.*

Student Enrollment Checklist



SCHOOL FOR ALLIED HEALTH PROFESSIONALS

MEDICAL ASSISTANT/MEDICAL INSURANCE AND CODING SPECIALIST

Dear Student:

Please bring the following items to your next appointment, which is scheduled on

_____.

_____ Valid Drivers License or ID and Social Security Card

_____ Proof of Education (Diploma, Certified Transcripts or GED)

_____ Immunization Records

_____ 50.00 Registration Fee (Check, Money Order or Credit Card)

*Please Make Checks and Money Orders out to:

School for Allied Health Professionals

If you have any questions or concerns please feel free to contact me at
817-394-2600.

Thank you,

Chanda D. Darling
School for Allied Health Professionals
Director of Student Services

Student Enrollment Checklist



SCHOOL FOR ALLIED HEALTH PROFESSIONALS

ADVANCED SURGICAL ASSISTANT

Dear Student:

Please bring the following items to your next appointment, which is scheduled on

_____.

_____ Valid Drivers License or ID and Social Security Card

_____ Proof of Education (Certified Transcripts)

_____ CPR Certification

_____ Immunization Records

_____ Professional Recommendation Letter

_____ 50.00 Registration Fee (Check, Money Order or Credit Card)

*Please Make Checks and Money Orders out to:

School for Allied Health Professionals

If you have any questions or concerns please feel free to contact me at
817-394-2600.

Thank you,

Chanda D. Darling
School for Allied Health Professionals
Director of Student Services

HOUSING

School for Allied Health Professionals staff assists students in obtaining housing. Affordable apartments are available, many within easy commuting distance to the school. The school works with a local apartment locator. This service is free of charge.

The school does not provide dormitory housing. The student is responsible for the signing of his lease, payment of all deposits, monthly lease payment and all utilities. The school does not assume responsibility for student housing.

STUDENT EMPLOYMENT

The school assists students in locating part-time employment. Therefore, many students are able to defray a part of their expenses by working while pursuing their studies. The school does not guarantee employment but will simply assist the student in obtaining employment by producing job leads.

GRADUATE PLACEMENT ASSISTANCE

Graduates are advised regarding opportunities for job interviews. While no ethical school can guarantee employment, School for Allied Health Professionals makes a sincere effort toward the successful placement of all of its graduates. The school believes that assisting graduating students in obtaining employment is one of its most important responsibilities.

Each student participates in instruction regarding proper interview techniques, preparation of resumes, and letters of introduction prior to being given directions on how to conduct a job search. Student referrals for job placement result from direct contact between the school's Graduate Placement Department and prospective employers.