



ACADEMIC  
INSTITUTE



# 2024 COURSE CATALOG

 1230 Park Avenue, Amherst, OH 44001

 419.626.6161 ext 4020  
Fax 419.502.3627

*Registered Career School with the Ohio State Board of Career Colleges and School.  
Registration Number 2253.*



ACADEMIC INSTITUTE

Medical Assistant Program



## Recognized by the American Medical Technologist

### Mission Statement

The mission of the NOMS Academic Institute is to provide our community with qualified, professional, and competent medical professionals to coincide with the NOMS Healthcare Mission Statement.

The Medical Assisting Program at NOMS will help you to care for patients of all ages. The goal of the NOMS Medical Assisting Program is to educate individuals to become self-directed, responsible, contributing members of the Allied Health Community. Program is 800-Hours long including a 200 hour practicum

### Tuition and Fees for Current Term:

Registration Fee.....	\$100.00
Book Fee.....	\$500.00
Supplies Fee.....	\$650.00
Tuition.....	\$6,550.00
Total Cost.....	\$7,800.00

### Payment:

All tuition and fees are payable for one quarter, semester or school term only. Payment is due prior to the start of classes each term.

### Admission Requirements

Admission criteria regarding secondary education must meet one of the following:

- High School diploma and/or transcript
- G.E.D Certificate

### Admission Procedure:

Acceptance into the program is based on completion of the criteria below, culminating into a review by program director and/or faculty. A possible individual interview may also be required. Applicants will be notified if accepted (by letter or email) or be notified if further information /submissions are needed.

For acceptance consideration the following must be completed and on file:

- Application
- High School Transcript and/or post-high school transcript (if applicable)
- Results of BCI criminal records check
- Completed Drug Screen from an Industrial Health Center
- Completed physical examination clearance form from either PCP or Industrial Health Center

### Program Accreditation and WIET

Program recognized by American Medical Technologists.

Approved WIET Workforce Development Program through Ohio Dept of Job and Family Services.

For more information or to start the enrollment process, contact:  
Glenn Hickman, AAS, CPPM, CMA (AAMA) Director - NOMS Academic Institute: 419.626.6161 ext 4020  
Email: ghickman@nomshealthcare.com

# Course Outline

Course	Course Hours	Requirements
MAC-001: Laws and Ethics	60 hours	Core Requisite class for program
MAC-002: Medical Terminology and Basic Science	80 hours	Pre-Requisite: Completion of MAC-001
MAC-003: Medical Assisting Administrative Procedures	80 hours	Pre-Requisite: Completion of MAC-001, MAC-002
MAC-004: Medical Billing, Coding and Finance	80 hours	Pre-requisite: Completion of MAC-001, MAC-002, MAC-003
MAC-005: Advanced Anatomy and Physiology	100 hours	Pre-Requisite: Completion of MAC-001, MAC-002, MAC-003, MAC-004
MAC-006: Medical Assisting Clinical Procedures	192 hours	Pre-Requisite: Completion of MAC-001, MAC-002, MAC-003, MAC-004, MAC-005
MAC-007: Employability	2 days - 8 hours	Pre-Requisite: Enrolled in MAC-006
MAC-008: Medical Assisting Practicum	200 hours	Pre-Requisite: Completion of all prior courses MAC-001 through MAC-007

Term and Courses Found Therein	Course Hours	Total Tuition Amount for Term
<b>Term 1:</b> • Legal Issues • Medical Terminology • Medical Assisting Administrative Procedures • Medical Billing, Coding and Finance	300 Clock Hours	\$2,457.00
<b>Term 2:</b> • Anatomy and Physiology • Medical Assisting Clinical Procedures	300 Clock Hours	\$2,457.00
<b>Term 3:</b> • Practicum	200 Clock Hours	\$1,636.00

Next Cohort Starts February 9th, 2024  
Enrollment open until January 12th, 2024

For more information or to start the enrollment process, contact:  
Glenn Hickman, AAS, CPPM, CMA (AAMA) Director - NOMS Academic Institute: 419.626.6161 ext 4020  
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# 2024 MA Cohort Academic Calendar

### JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### MARCH

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL

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21	22	23	24	25	26	27
28	29	30				

### MAY

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### JULY

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21	22	23	24	25	26	27
28	29	30	31			

### AUGUST

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24	25	26	27	28	29	30
31						

### SEPTEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### OCTOBER

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Federal Holidays 2024

Jan 1, 2024	New Year's Day
Jan 15, 2024	Martin Luther King Day
Feb 19, 2024	President's Day
May 27, 2024	Memorial Day
Jun 19, 2024	Juneteenth
Jul 4, 2024	Independence Day
Sept 2, 2024	Labor Day
Oct 14, 2024	Columbus Day
Nov 11, 2024	Veterans Day
Nov 28, 2024	Thanksgiving Day
Dec 25, 2024	Christmas Day

### Legend:

	Holiday Break
	Laws and Ethics
	Med Term / Basic Science
	MA Admin Procedures
	Billing, Coding, Finance
	Advanced A&P
	Clinical Procedures
	Employability
	Practicum
	Graduation
	Orientation
	Dates with *
	In-person class



ACADEMIC INSTITUTE

Professional Medical Coding Program

## Recognized by the American Association of Professional Coders (AAPC)

### Mission Statement

The mission of the m NOMS Academic Institute is to provide our community with qualified, professional, and competent medical professionals to coincide with the NOMS Healthcare Mission Statement.

The Professional Medical Coder Program at NOMS will help you to provide professional services various coding skills and ensure medical practices are compliant and coding at the highest level possible. The goal of the NOMS Professional Medical Coder Program is to educate individuals to become self-directed, responsible, contributing members of the Allied Health Community.



**TUITION: \$5,500\***

Includes enrollment fees, books, tuition, Practicode Practicum, certification exam fees and first year AAPC membership.

*Tuition cost doesn't include Medical Terminology and A&P for coders.*

### Tuition and Fees for Current Term:

Registration Fee.....	\$100.00
Book Fee.....	\$400.00
Supplies Fee.....	\$500.00
Tuition.....	\$4,500.00
Total Cost.....	\$5,500.00

### Admission Requirements

Admission criteria regarding secondary education.

Meet one of the following:

- High School diploma and/or transcript
- G.E.D Certificate

### Admission Procedure:

Acceptance into the program is based on completion of the criteria below, culminating into a review by program director and/or faculty. A possible individual interview may also be required. Applicants will be notified if accepted (by letter or email) or be notified if further information /submissions are needed.

For acceptance consideration the following must be completed and on file:

- Application
- High School Transcript and/or post-high school transcript (if applicable)
- Results of BCI criminal records check
- Completed Drug Screen from an Industrial Health Center

### Program Accreditation and WIET

Approved WIET Workforce Development Program through Ohio Dept of Job and Family Services

Next Cohort Starts March 1st, 2024

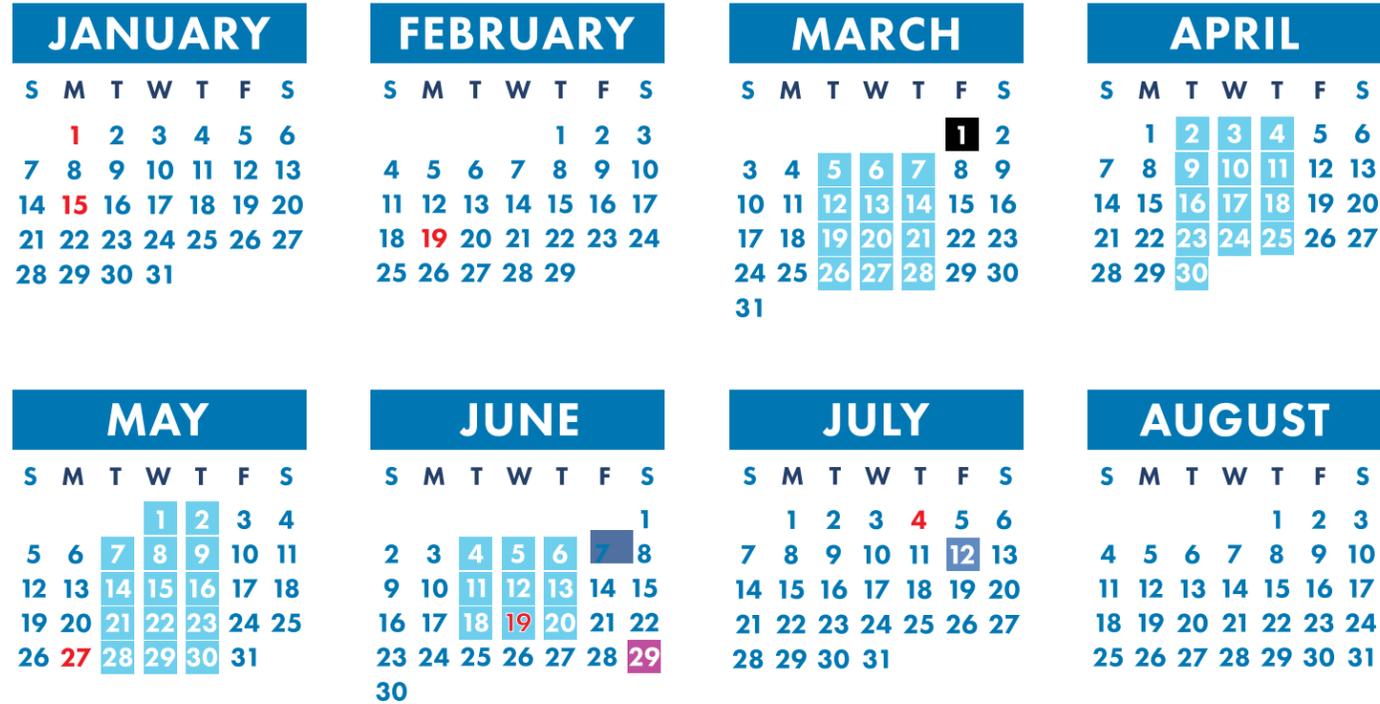
Enrollment open until February 1st, 2024

For more information or to start the enrollment process, contact:

Glenn Hickman, AAS, CPPM, CMA (AAMA) Director - NOMS Academic Institute: 419.626.6161 ext 4020

Email: ghickman@nomshealthcare.com

# 2024 Academic Calendar - Professional Medical Coding Program



**Federal Holidays 2024**

Jan 1, 2024	New Year's Day
Jan 15, 2024	Martin Luther King Day
Feb 19, 2024	President's Day
May 27, 2024	Memorial Day
Jun 19, 2024	Juneteenth
Jul 4, 2024	Independence Day
Sept 2, 2024	Labor Day
Oct 14, 2024	Columbus Day
Nov 11, 2024	Veterans Day
Nov 28, 2024	Thanksgiving Day
Dec 25, 2024	Christmas Day

**Legend:**

<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 20px; height: 10px;"></span>	Class
<span style="background-color: #800080; border: 1px solid black; display: inline-block; width: 20px; height: 10px;"></span>	Mock Certification Exam
<span style="background-color: #191970; border: 1px solid black; display: inline-block; width: 20px; height: 10px;"></span>	Graduation
<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 20px; height: 10px;"></span>	Certification Exam
<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 20px; height: 10px;"></span>	Holiday Break
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## Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Each program will list the academic terms to which the refund policy will apply.

Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee and any book fees whereby the student has redeemed the access codes associated with said book.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.
6. Book fees may only be refunded if the student has not redeemed their access codes

For additional information regarding withdraw policies, program policies, etc please see the handbook for the interested program



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