

**PIBERRY INSTITUTE ADDENDUM TO CATALOG VOLUME 8, EFFECTIVE JULY 2020**

Effective 08/01/2020

- 1. ADDENDUM to catalog.** The following addendum is regarding the name of the degree specified for the Home Health Aide program which was typed in error in the Piberry Institute school catalog (School Catalog, volume 8, Effective July 2020). The correction is noted for page 47 of the catalog as follows:

From: \*Home Health Aide, **Certificate**

To: \*Home Health Aide, **Diploma**

## Piberry Institute Addendum to Catalog Volume Nine, effective July 2021

### 1. This pertains to PBI Nursing Scholarship, page 16, is revised as follows effective 1/1/2022.

In keeping with PiBerry Institute, Inc.'s (PBI) vision to graduate capable and competent individuals who positively impact their work environments and communities in which they serve, PiBerry Institute, Inc offers one \$2500.00 scholarship in each quarter annually.

The PiBerry Institute, Inc. Scholarship Committee will select the award recipient(s) for each quarter during the month prior to that quarter. Scholarship recipients will be notified by the Committee.

The conditions of the scholarship award are:

- 1) Awarded by the President.
- 2) Scholarships will be credited to student accounts during the last semester of the program. There is no cash value to the scholarship. The scholarship is not refundable which means that it will be applied to the balance of the ledger card as of the last semester of the program.
- 3) Reentry students with transfer hours would not be eligible for the scholarship.
- 4) The decision of the Committee is final.

The due dates are:

- Applications for the 1<sup>st</sup> Quarter scholarship (January 1 – March 30) is due no later than December 1.
- Applications for the 2<sup>nd</sup> Quarter scholarship (April 1 – June 30) is due no later than March 1)
- Applications for the 3<sup>rd</sup> quarter scholarship (July 1 – September 30) is due no later than June 1.
- Applications for the 4th quarter scholarship (October 1 – December 30) is due no later than September 1.

Eligibility requirements are:

1. Must be enrolled in the Practical Nurse program at PiBerry Institute
2. Must complete the scholarship application form
3. Must have a minimum overall G.P.A. of 2.5 or better
4. Must submit an essay of at least 500 words that demonstrate an interest in the nursing field and how the scholarship will help you reach your goal
5. Must not be eligible to receive Title IV Federal Pell Grant funds. Recipient may be eligible and receive Direct Loan funds.
6. Must submit **all** required items to scholarshipcommittee@piberry.edu by midnight of the due dates. Late applications will not be accepted.

### 2. This pertains to Final Program Exit and HESI Exit Examinations, page 27, is revised effective 1/1/2022 as follows:

In order for a student to pass the final course in their program (Capstone), the student must complete the following: 1) Take a Program Exit exam and a minimum passing score of “83

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percentage” grade. If the student fails the first program exit, the student will receive an “Incomplete” grade and allowed to take a version 2 exam within 7 calendar days. This is nonnegotiable. If the student fails the version 2 program exit exam, the incomplete grade changes to an “F” grade and the student must repeat the Capstone course at their own cost and follow the same guidelines as was applied during the first exam sessions. If a student chooses not to repeat the Capstone course at the time indicated, the student will be withdrawn from the program.

**3. This pertains to the Grading System for Practical Nurse, Diploma, page 30, is revised effective 2/1/2022 as follows:**

GRADE	EVALUATION		PERCENTAGE	QUALITY POINT CLOCK HOUR
A	Excellent Achievement		95-100	4
B	Very Good		89-94	3
C	Average		83-88	2
F	Fail		Below 83	0
P	Pass		Not Calculated	Not Calculated
I	Incomplete		Computed as F	Computed as F
L	Leave of Absence		Not Calculated	Not Calculated
W	Withdrawal; not calculated in the CGPA		Not Calculated	Not Calculated
WD	Withdrawal during add/drop; not calculated for CGPA or rate of progress		Not Calculated	Not Calculated
TR	Hours awarded through transfer		Not Calculated	Not Calculated
1	Student must repeat course			
R	Student in progress of repeating course			
2	Student has repeated course; original grade not calculated in CGPA			

**4. This pertains to Vaccination Policy, page 37, the following is included effective 1/1/2022 as follows:**

Immunization and vaccine requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies with whom Piberry Institute have an established affiliation agreement, may have additional health clearance and immunization and vaccine requirements that is beyond current recommendations outlined by the CDC or School

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policy, such as for the COVID-19 vaccination. Failure to meet these immunization requirements may result in failure for a student to progress in the nursing program.

COVID vaccine requirements and COVID Testing are based on the clinical site requirement. There are no exceptions to this clinical curriculum requirement for nursing students, except when approved and directed by federal, accrediting, and state regulatory bodies such as during a national emergency or pandemic.

**5. This pertains to Tuition & Fees, page 40, is revised effective 3/1/2022 as follows:**

Program Costs	Diploma, Practical Nurse	Diploma, Medical Assistant Technician	*Diploma, Nursing Assistant	*Diploma, Home Health Aid
Program Tuition	\$22,500.00	\$15,500.00	\$650.00	\$500.00
Registration Fee	\$50.00	\$50.00	\$50.00	\$50.00
Books	\$1,200.00	\$380.00	\$45.00	
Certifications/Licensure		\$210.00	\$155.00	
Student Kit		\$50.00		
HESI Exams & Resources	\$350.00			
Immunizations	\$600.00			
Drug Testing	\$45.00			
Background Check	\$55.00			
Nurse Kit	\$100.00			
Uniforms	\$120.00	\$60.00		
<b>Total Tuition &amp; Fees</b>	<b>\$25,020.00</b>	<b>\$16,250.00</b>	<b>\$900.00</b>	<b>\$550.00</b>
<b>Total Fees Only</b>	<b>\$2,520.00</b>	<b>\$750.00</b>	<b>\$250.00</b>	<b>\$50.00</b>

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6. This pertains to Academic Calendar, page 42, is revised effective 9/20/2021 as follows:

**Academic Calendar**

<b>Practical Nurse</b>				<b>Medical Assistant Technician</b>			
<b>Module Start Date</b>	<b>Course Add/Drop</b>	<b>Module End Date</b>	<b>Ant. Grad Date</b>	<b>Module Start Date</b>	<b>Course Add/Drop</b>	<b>Module End Date</b>	<b>Ant. Grad Date</b>
9/20/2021	9/24/2021	10/14/2021	2/4/2023	9/20/2021	9/24/2021	10/14/2021	6/23/2022
10/18/2021	10/22/2021	11/11/2021	3/4/2023	10/18/2021	10/22/2021	11/11/2021	7/21/2022
11/15/2021	11/19/2021	12/9/2021	4/1/2023	11/15/2021	11/19/2021	12/9/2021	8/18/2022
12/13/2021	12/17/2021	1/20/2022	4/29/2023	12/13/2021	12/17/2021	1/20/2022	9/15/2022
1/24/2022	1/28/2022	2/17/2022	5/27/2023	1/24/2022	1/28/2022	2/17/2022	10/13/2022
2/21/2022	2/25/2022	3/17/2022	6/24/2023	2/21/2022	2/25/2022	3/17/2022	11/10/2022
3/21/2022	3/25/2022	4/14/2022	7/23/2023	3/21/2022	3/25/2022	4/14/2022	12/8/2022
4/18/2022	4/22/2022	5/12/2022	8/19/2023	4/18/2022	4/22/2022	5/12/2022	1/19/2023
5/16/2022	5/20/2022	6/9/2022	9/16/2023	5/16/2022	5/20/2022	6/9/2022	2/16/2023
6/13/2022	6/17/2022	7/7/2022	10/14/2023	6/13/2022	6/17/2022	7/7/2022	3/16/2023
<b>Home Health Aid</b>				<b>Nursing Assistant</b>			
<b>Start Date</b>	<b>Add/Drop</b>	<b>End Date</b>	<b>Grad Date</b>	<b>Start Date</b>	<b>Add/Drop</b>	<b>End Date</b>	<b>Grad Date</b>
11/11/2021	11/19/2021	12/2/2021	12/2/2021	11/1/2021	11/19/2021	12/9/2021	1/20/2022
1/24/2022	1/28/2022	2/10/2022	2/10/2022	1/24/2022	1/28/2022	2/17/2022	3/17/2022
2/21/2022	2/25/2022	3/10/2022	3/10/2022	2/21/2022	2/25/2022	3/17/2022	4/14/2022
3/21/2022	3/25/2022	4/7/2022	4/7/2022	3/21/2022	3/25/2022	4/14/2022	5/12/2022
4/18/2022	4/22/2022	5/5/2022	5/5/2022	4/18/2022	4/22/2022	5/12/2022	6/9/2022
5/16/2022	5/20/2022	6/2/2022	6/2/2022	5/16/2022	5/20/2022	6/9/2022	7/7/2022
6/13/2022	6/17/2022	6/30/2022	6/30/2022	6/13/2022	6/17/2022	7/7/2022	8/4/2022
*Home Health Aid and Nursing Assistants start on any day during the start week depending on schedule							

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### Effective Immediately

#### Program Objective:

The Medical Assistant program includes distance learning and is a hybrid program that prepares the student to perform administrative and clinical tasks as required in a clinical setting, as required by a Physician to maintain an efficient running office. The Medical Assistant program prepares students to provide allied health services in Physician offices, Ambulatory Health Care Facilities, Clinics, Labs, and other health care facilities. After the completion of this program the student will be eligible to take a Certification Examination to be certified as a Medical Assistant, Phlebotomy Technician, and Electrocardiograph Technician upon successfully passing an Examination administered by a nationally recognized organization.

#### Program Description:

Students will be introduced to Medical Terminology, Anatomy & Physiology, the clerical responsibilities of the Medical Front Office, Phlebotomy - Skills necessary, recognition and observance of all OSHA requirements associated with these procedures and with HIV/AIDS. Electrocardiography - the anatomy and physiology of the cardiovascular system, with emphasis on preparing the patient for the examination, and the proper placement of electrodes in the performance of an electrocardiogram. The principles of first aid and CPR, Urine analysis, and the clinical aspects of the Medical Back office such as obtaining and recording of Vital Signs, Height, Weight, and Visual Acuity.

After the completion of this program the student will be awarded a Diploma as a Medical Assistant Technician and be eligible to take a Certification Examination to be certified as a Medical Assistant, Phlebotomy Technician, and Electrocardiograph Technician upon successfully passing an Examination administered by a nationally recognized organization. The Commission on Independent Education does not oversee the certification of this program.

Course Number	Course Title	Clock Hours	
MT 100	Medical Terminology with Anatomy & Physiology	80	Online
MT 103	Pharmacology	40/40	Hybrid
MT 104	Medical Front Office Procedures	40/40	Hybrid
MT 110	Phlebotomy & Hematology with HIV AIDS	40/40	Residential
MT 112	Electrocardiography	40/40	Residential
MT 114	Medical Back Office Procedures	40/40	Hybrid
MBC1000	Medical Billing & Coding I	40/40	Online
MBC1100	Medical Billing & Coding II	40/40	Online
MT 116	Medical Assistant Certification Review	40/40	Hybrid
MT 200	Medical Assistant Technician Externship	180	Residential
	Total	900	

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### **MT100 – Medical Terminology with Anatomy & Physiology**

This course introduces students to the basic structure of medical terms and abbreviations through examination of prefixes, suffixes, root words, and combining forms. This course also includes pronunciation, spelling, definition of medical terms, and an in-depth introduction to medical abbreviation. This course will also introduce the student to the different body systems, i.e. respiratory system, reproductive system, cardiovascular system, and etcetera, bones and major muscles with an in-depth overview of body structure, and functions of body systems and organs. Clock Hours: 80

### **MT103 – Pharmacology with Mathematics**

Pharmacology and Math Calculations will offer an introduction to the foundational concepts necessary for the safe administration of medication to different individuals across the life spans which are diagnosed with a variety of health conditions that require therapeutic medication administration. Emphasis will also be placed on the integration of the nursing process, patient teaching, cultural considerations, legal aspects affecting medication administration, principles of pharmacology and medication administration, and drug groups and categories. Clock Hours: 80

### **MT104 – Medical Front Office Procedures**

This course is an introduction to the administrative functions of the medical office with emphasis on written and oral communication. In depth processes of telephone techniques, messaging, and scheduling. Also introduced are the areas of medical ethics, confidentiality of medical records, HIPPA, basic billing, office management and correspondence. Clock Hours: 80

### **MT110 – Phlebotomy and Hematology**

This course introduces the students to the anatomy and physiology of the circulatory system, the practice of venipuncture, and other collection techniques to obtain samples on which various hematological tests are performed. The course will also cover various safety issues, equipment maintenance, and personal practices that prevent the contamination of self and specimens. Biohazard Waste Disposal, Personal Protective Equipment. There is also an introduction to training participants to basic information on HIV and AIDS. The difference between HIV and AIDS, how HIV is passed from one person to another, incubation period, responsibility of employers in regard to providing PPEs for workers who may be at risk for contracting the disease, and common myths on how it is spread is also covered. Clock Hours: 80

### **MT112 – Electrocardiography**

Electrocardiography - This course introduces students to the anatomy and physiology of the cardiovascular system, the electrical conduction system of the heart, and proper placement of the electrodes in the performance of the procedure. Emphasis is also placed on preparing the patient for the examination, Basic ECG concepts, Electrical Heart functions, Quality Control, recognition of normal Sinus rhythm, bradycardia, tachycardia, basic interpretation of arrhythmias and blocks, the recognition of Myocardial Infarction, and. The student will be

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exposed to multi- channel machines, and the process of mounting the tracing on appropriate templates. The principles of CPR including the use of AED, and First Aid are also taught and tested on. Clock Hours: 80

### **MT114 – Medical Back Office Procedures**

This course provides the study of routine procedures and equipment used in the medical setting. This includes, but is not limited to, patient triage, interview, history taking, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique. Recognition of normal and abnormal conditions, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique, bandaging of wounds, DEA Regulations, Prescription requirements for all schedules of drugs, use of PDR, Patient Instruction. Students are instructed in the regulations of OSHA and the CDC, CLIA waived Lab Testing and QC. In addition, this course provides the practice of routine procedures and equipment used in the medical setting. This includes, but is not limited to, patient triage, interview, history taking, vital signs, patient positioning for examination, patient safety, collection and analysis of urine specimen, and aseptic technique. Students are instructed in the regulations of OSHA and the CDC. Basic Drug Calculations, Common Drugs and their Classifications/ Indications for use, and Parenteral and other routes of Drug Administration, Assistance in Minor Surgery, Sanitation, Sterilization Disinfection, Therapeutic Modalities, Vision Testing Specialty testing, and Basic Respiratory Testing. Clock Hours: 80

### **MBC1000 – Medical Billing & Coding I**

Students will be introduced to basic concepts related to health insurance and reimbursement. The student will become familiar with the medical health insurance industry, billing practices, processing procedures, and regulatory issues. The differences in reimbursement methodologies will be examined. The student will gain knowledge of insurance processing in the private and governmental sectors. The student will learn principles of medical billing as related to claim form preparation, submission and payment reimbursement. Clock Hours: 80

### **MBC1100 – Medical Billing & Coding II**

This course prepares students in many of procedures of billing for medical services. Students will examine different types of insurance programs, profit and nonprofit third-party payers, HMO/PPO/IPO, Medicare, Medicaid, worker's compensation package, and disability coverage. Clock Hours: 80

### **MT116 – Medical Assistant Certification Review**

The purpose of the course is to help and prepare the student for various Medical Assistant certification examinations. An overall review of theory, administrative, and practical coursework is included. Practice examinations are part of the course. Clock Hours: 80, Prerequisites – MT100, MT103, MT104, MT110, MT112, MT114, MBC1000, MBC1300, MT116



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### **MT200 – Medical Assistant Technician Externship**

This course places the student in the medical setting to gain supervised experience of being a Medical Assistant. The student is given to opportunity to put into practice all skills learned through their previous theoretical and laboratory teachings. This is held in medical offices, clinics, hospitals, or any other health care facility deemed appropriate by the Institute. All students in the Medical Assistant program must successfully pass this course in order to graduate from the program. Within this course, and prior to leaving the classroom facility for externship, students are presented with 20 hours of career planning activities. Clock Hours: 160