

DATE: July 29, 2010

SUBJECT: Temporary Authorization of New Institutions under the Postsecondary Authorization Act

ACTION RECOMMENDED: Temporary Authorization

BACKGROUND INFORMATION: The Commission, under the Postsecondary Authorization Act, has the “power and duty” to act upon applications for authorization to operate an educational institution in the state. For the institutions listed below, applications have been reviewed, site visits have been performed, and staff has determined that all necessary documentation and bonds have been secured. The Committee on Postsecondary Educational Institutions met on July 8, 2010 and endorsed staff recommendations for Temporary Authorization of these institutions.

A. Genesis Career College of Allied Health Nashville, TN

Genesis Career College of Allied Health is located at 911 Church Street, Nashville, TN 37203. The institution is a for-profit corporation.

The institution will offer four new programs:

1. **The Diploma in Medical Assistant Program** is designed to offer students the knowledge and skill development needed to provide patient care and physician support. Students will be trained to perform such tasks as patient history, vitals signs, patient examination preparation, minor surgeries, medicine administration, and basic laboratory procedures. Additionally, students will be trained in front office management, including scheduling appointments, managing medical records, and processing health insurance claims. Also, courses will be offered in career development, medical terminology, anatomy and physiology, and medical law and ethics. Graduates will be eligible to sit for the National Center for Competency Testing’s National Certified Medical Assistant examination.

Program:	Medical Assistant
Credential Awarded:	Diploma
Length of Program:	720 contact hours (9 months)

2. **The Diploma in Medical Billing and Coding Specialist Program** is designed to offer students the training needed to analyze medical records and assign the proper codes using the coding and classification system. Training will include Common Procedures Terminology (CPT) and International Classification of Diseases, 9th and 10th editions (ICD-9 and ICD-10) coding. Additionally, courses will be offered in career development, medical terminology, anatomy and physiology, and

medical law and ethics. Graduates will be eligible to take the following certification examinations: National Center for Competency Testing's National Certified Insurance and Coding Specialist, American Academy of Professional Coders's Certified Coding Assistant, and American Academy of Professional Coders's Certified Coding Specialist.

Program: **Medical Billing and Coding Specialist**
Credential Awarded: **Diploma**
Length of Program: **960 contact hours (12 months)**

- 3. The Diploma in Medical Office Administrator Program** is designed to provide students with the knowledge and skill development needed to work in the multi-faceted role of an administrative professional. Students will obtain communication and organizational skills required to provide support to the medical team. Training will include practice management of medical and financial records, computer software applications particular to a medical practice, scheduling appointments, transcription and customer service skills. Additionally, courses will be offered in career development, medical terminology, anatomy and physiology, and medical law and ethics. Graduates are eligible to sit for the National Center for Competency Testing's National Certified Medical Assistant examination.

Program: **Medical Office Administrator**
Credential Awarded: **Diploma**
Length of Program: **720 contact hours (9 months)**

- 4. The Diploma in Pharmacy Technician Program** is designed to prepare students to work under the supervision of a licensed pharmacist to provide medication and other healthcare products to patients. Students will be trained to receive written prescriptions or requests for refills and prepare the order by retrieving, counting, pouring, weighing, measuring, and mixing medications. Additionally, students will learn to maintain patient profiles and current inventories of prescription and over-the-counter medications. Also, courses will be offered in career development, medical terminology, anatomy and physiology, and medical law and ethics. Graduates are eligible to take the National Center for Competency Testing's National Pharmacy Technician Certificate examination and/or the Pharmacy Technician Certification Board's Pharmacy Technician Certification Exam to become a CPhT.

Program: **Pharmacy Technician**
Credential Awarded: **Diploma**
Length of Program: **720 contact hours (9 months)**

The institution does not participate in Title IV funding.

B. Porter-Leath CareerPlace

Memphis, TN

Porter-Leath CareerPlace is located at 1100 Brooks Road Memphis, Tennessee. The institution is a not-for-profit corporation.

The institution will offer one new program:

1. **The Certificate of Completion in Early Childhood Training Program** is a 10 week child development course designed to offer students training in providing safe, effective, and appropriate care from birth to 5 years of age with an emphasis on best practices in program management and family partnership. Additionally, students will gain basic knowledge of long range and daily planning, how to maintain a safe and healthy learning environment, child observation, individualized teaching, record keeping, and reporting as they learn about strategies to manage effective program operation. Students enrolled in this program will need 480 hours of experience working with children within the past five years to sit for the Child Development Associate (CDA) exam, independently awarded by the National Council for Professional Recognition.

Program:	Early Childhood Training
Credential Awarded:	Certificate of Completion
Length of Program:	123 contact hours (10 weeks)

The institution does not participate in Title IV funding.