ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.8
(Published August 12, 2021)

Addendum Date: November 19, 2021

(This addendum is an integral part of the catalog. Any data stated in the addendum supersedes any contradictory information contained in the catalog.)
### ADDENDUM

**TABLE OF CONTENTS**

*(New addenda indicated in blue font)*

<table>
<thead>
<tr>
<th>Catalog Page Number</th>
<th>Catalog Section</th>
<th>Addendum Effective Date</th>
<th>Addendum Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throughout Catalog</td>
<td>Ultimate Medical Catalog V6.8</td>
<td>10.22.21</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td><strong>General Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>History/Ownership</td>
<td>11.19.21</td>
<td>3</td>
</tr>
<tr>
<td>8 &amp; 9</td>
<td>Mission Purpose and Values</td>
<td>10.22.21</td>
<td>3</td>
</tr>
<tr>
<td>33</td>
<td><strong>Admissions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Admissions Requirements</td>
<td>10.22.21</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Provisional Registration Status</td>
<td>10.22.21</td>
<td>5</td>
</tr>
<tr>
<td>37</td>
<td>Additional Admissions Requirements/Specific Program Information</td>
<td>11.04.21</td>
<td>5</td>
</tr>
<tr>
<td>108</td>
<td><strong>Academic Standards</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Grades</td>
<td>11.19.21</td>
<td>5</td>
</tr>
<tr>
<td>172</td>
<td><strong>Course Descriptions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>172 - 174</td>
<td>HT1350</td>
<td>09.27.21</td>
<td>5</td>
</tr>
<tr>
<td>175 – 176</td>
<td>HT1775, HT2050, HT2700, HT2800, HT3100</td>
<td>10.04.21</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>MC2040</td>
<td>11.19.21</td>
<td>6</td>
</tr>
</tbody>
</table>
Addendum for Ultimate Medical Academy Catalog Volume 6.8  
Effective October 22, 2021

All references to “Associate Vice President, Programs and Academic Affairs” throughout the Ultimate Medical Academy Catalog Volume 6.8 are replaced by “Associate Vice President, Online Programs and Academic Operations.”

All references to “Associate Vice President, Campus Director” throughout the Ultimate Medical Academy Catalog Volume 6.8 are replaced by “Associate Vice President, Workforce Innovation and Campus Administration.”

Addendum for General Information  
(History/Ownership)  
Effective November 19, 2021

Page 8 (Replacement)
HISTORY/OWNERSHIP
Ultimate Medical Academy was founded in 1993 as Ultimate Learning Center, Inc., a non-profit educational institution serving the local Tampa community’s need for training healthcare professionals. In January 2005, the school was acquired by Ultimate Medical Academy, LLC and expanded its program offerings, and launched online programs. In March 2015, Clinical and Patient Educators Association (CPEA), a 501 (c)(3) nonprofit organization, acquired UMA. UMA continues to focus on its mission of serving as a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers. The board of trustees governing UMA consists of: Darlyne Bailey, Ph.D. (Chair), Theodore Polin (Vice Chair), Richard Friedman, Matthew Wootten, Christopher Hawk, M.D., Steve Burghardt, Ph.D., Saundra Wall Williams, Ph.D., Sheila McDevitt, Hugh Campbell, Karen Mincey, and Thomas Rametta (President). Ultimate Medical Academy continues to focus on its mission of serving as a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers.

Addendum for General Information  
(Mission Purpose and Values)  
Effective October 22, 2021

Pages 8 & 9 (Replacement)
MISSION PURPOSE AND VALUES
The mission of Ultimate Medical Academy has been developed to define the purpose of the organization and its commitment to students. It ensures that the institution effectively meets the needs of its students, team members, stakeholders and the employment community that it serves. This mission is the fruit of a collaborative effort between UMA’s team members and management. The tenets of this mission reflect UMA’s history and expectations for its future. The sentiment expressed in Ultimate Medical Academy’s mission is shared by all personnel and reflected in their service and support.

UMA’S MISSION
Ultimate Medical Academy is a dynamic educational institution committed to equipping and empowering students to excel in healthcare careers. We strive to provide a learning experience that maximizes value for our students in a professional, supportive and ethical environment.

UMA’s Values
ACT WITH INTEGRITY
We operate honestly and ethically in a compliant fashion. We are fair and trustworthy in our interactions with all we serve. Our team members, at all levels, lead by example and strive to do the right thing for our students and for each other. We are disciplined professionals who strive to be straightforward and dependable.

CHAMPION STUDENT OUTCOMES
We live by a strong commitment to our students and are passionate about preparing them for meaningful careers. We are deeply dedicated to ensuring students’ educational and career success. We excel at building our students’ confidence and empowering them to reach their full potential.
COMMIT TO TEAM MEMBER SUCCESS
We are committed to our team members’ success. We strive to create an environment that attracts and retains the best talent while offering continuous learning, professional development and career growth opportunities. We recognize and reward our team members for their contributions to the organization and to our students.

PURSUE RESULTS WITH PURPOSE
We pursue results with a sense of purpose reflective of our student-centered mission. We take responsibility for supporting ambitious student outcomes and hold each other accountable to this end. We think strategically and critically, greet new ideas openly, and look for innovative solutions to challenges.

HAVE FUN. BUILD ENERGY
Enjoying what we do is central to achieving our goals. Building energy, having fun, being optimistic, and creating a positive working environment are all critical to our success and that of our students. We strive to be inspired and to inspire others. We consistently show appreciation and celebrate our success, both large and small.

WORK AS ONE
We believe that diverse, inclusive teams produce breakthrough results. We strive to build and maintain positive relationships with team members from all types of backgrounds by showing respect and humility when interacting with each other and resolving conflicts in a constructive manner. By working together, we win together, ensuring that the goals of the institution are the focal point of our efforts.

PURPOSE AND INSTITUTIONAL OBJECTIVES
In keeping with the needs and background of our students and in fulfilling UMA’s mission, Ultimate Medical Academy’s faculty, administration and management’s purpose is to:

• Bring awareness to the local community of the opportunities in the allied health field achievable through completion of UMA’s specialized allied health training programs.
• Provide in-depth programs that prepare students for direct entry into the job market.
• Support students in the successful completion of their programs of study.
• Provide students with opportunities to develop the soft skills necessary to be successful in school and in their careers.
• Assist students in finding relevant externships/practicums and jobs to improve their financial outlook and reach their career objectives.
• Contribute to the community at large by providing well-trained and well-prepared allied health professionals.
• Create a challenging but supportive environment for team members, so that each has learning and growth opportunities, as well as the infrastructure necessary to do his/her job effectively.
• Establish for team members an environment and policies that ensure UMA’s regulatory compliance.
• Guide students to be successful professionals at their places of employment.
• UMA’s online learning combines flexible offerings with a comprehensive set of support services in order to engage, equip and empower our community of learners for academic and long-term career success. Students are provided a multitude of on-demand tools and resources to facilitate and support their learning and development including supplemental reading materials, study tools and tips, instructional webinars and tutorials.

DIVERSITY STATEMENT
At Ultimate Medical Academy, we recognize and value distinct life experiences and perspectives. UMA seeks to inspire our team members, and in turn our students, by creating a culture where diversity, inclusion, and respect for others are championed.
Addendum for Admissions
(General Admissions Requirements)
Effective October 22, 2021

Page 33 (Revision to last paragraph)
In addition to the general admission requirements and procedures, please refer to the UMA Online/Blended Orientation and Technical Requirements and Additional Admissions Requirements/Specific Program Information for sections in this catalog. Students re-entering into the same program at UMA after being cancelled or withdrawn are required to identify a payment method by completing a financial plan with UMA's Student Finance department by the end of the student's first course in the re-entered program. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.

Addendum for Admissions
(Provisional Registration Status)
Effective October 22, 2021

Page 33 (Revision to Second Paragraph)
Those students in provisional status who, as determined by UMA, meet admissions criteria, attendance requirements, sustain sufficient contact with UMA, make sufficient academic progress, complete a financial plan, access resources required for academic success (including any required remediation), and otherwise demonstrate an ability, willingness, and commitment to succeed at UMA and in program-related employment will be officially registered and enrolled after they complete their provisional registration period and accept their official registration. At this point, students will become responsible for tuition and may receive any student aid for which they are eligible (including Federal Student Aid), retroactive to the beginning of the student's program.

Addendum for Admissions
(Additional Admissions Requirements/Specific Program Information)
Effective November 4, 2021

Page 37 (Replacement Chart for Health Sciences – Pharmacy Technician “Skills Assessment” Section)

<table>
<thead>
<tr>
<th>Skills Assessment Score</th>
<th>Math</th>
<th>Reading</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>27 and above</td>
<td>80 and above</td>
<td>59 and above</td>
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<tr>
<td>Level 2</td>
<td>21 - 26</td>
<td>53 - 79</td>
<td>33 - 58</td>
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<tr>
<td>Level 1</td>
<td>20 or below</td>
<td>52 or below</td>
<td>32 or below</td>
</tr>
</tbody>
</table>

Addendum for Academic Standards
(Final Grades)
Effective November 19, 2021

Page 108 (Replacement of Third Paragraph)
Clearwater instructors post final grades within the UMA's Learning Management System (LMS) within three (3) calendar days after the last scheduled day of a course. UMA's Student Information System consumes Clearwater final grades within 24 hours of final grades being posted in the LMS.

Addendum for Course Descriptions
(HT1350)
Effective September 27, 2021

Page 172 (Insertion of Prerequisite)
HT1350 HEALTHCARE LAW, POLICIES, AND ETHICS - 3.0 SEMESTER CREDITS
In this course students will be introduced to the legal and ethical issues commonly encountered by health information professionals. This course highlights the legal principles, procedures, policies, and regulations impacting the control, use, and release of health information. Topics discussed include HIPAA, malpractice, compliance plans, physician credentialing, fraud, and abuse. Prerequisites: HT1300
HT1775 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING - 3.0 SEMESTER CREDITS
This course provides students with an overview of the medical code set that is used to report medical, surgical, and diagnostic procedures and services. Students will gain an understanding of the Current Procedural Terminology (CPT) system as it is used in healthcare settings for medical services and procedures performed by a healthcare provider. Topics discussed include Evaluation and Management (E/M) codes, modifiers, and the Healthcare Common Procedure Coding System (HCPCS). The application of procedural coding principles is explored through simulation activities. Prerequisite: ME1575

HT2050 HEALTHCARE REIMBURSEMENT & THE REVENUE CYCLE - 3.0 SEMESTER CREDITS
This course provides students with an overview of the reimbursement and payment methodologies adopted in various healthcare settings. The forms, processes, and practices of the health information professional will be discussed. Students will also gain a basic understanding of the payment systems for healthcare services. Additional topics discussed include managed care capitation, third party billing, prospective payment systems, policy, regulatory information technology, and data exchange between providers. Prerequisites: HT1725, HT1775

HT2700 HEALTH INFORMATION LEADERSHIP ROLES, THEORIES, AND SKILLS - 3.0 SEMESTER CREDITS
This course focuses on the principles of supervisory management and leadership in the health information environment and provides an overview of general management functions. Staffing, training, performance, principles of ergonomics, and productivity procedures are explored as well as work processes and policies and procedures design. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. Health literacy and consumer engagement will also be explored. Prerequisite: HT2200; Corequisite: HT2800

HT2800 DEVELOPING PPE SKILLS & CERTIFICATION PREPARATION - 2.0 SEMESTER CREDITS
This course is designed to introduce the expectations of a Professional Practice Experience (PPE), the characteristics of working in a health information department or other health care setting and provides students the knowledge and skills to be successful while gaining practical work experience. This course will also strengthen and reinforce competencies needed to become a health information management professional and better prepare you for the RHIT certification exam. Tips and practical suggestions on how best to prepare for the RHIT certification exam will also be provided. Corequisite: HT2700

HT3100 HEALTH INFORMATION PROFESSIONAL PRACTICE EXPERIENCE (PPE) - 2.0 SEMESTER CREDITS
This 90-hour PPE course is designed to allow students to participate in a supervised setting to gain experience in a health information department or other approved health care site. The PPE is designed to provide students with practical work experience in the Health Information Management (HIM) competencies and domains through on-site activities and/or simulations that focus on skill building and practical application of theory. The experience provides meaningful exposure to HIM practice settings while providing support and instruction to the student. Prerequisite: HT2800

MC2040 ADVANCED LABORATORY PROCEDURES & MINOR MEDICAL OFFICE SURGERIES - 5.0 SEMESTER CREDITS
This course includes the various techniques used in primary physical examinations, including patient preparation, and assisting the physician with patient examination and specimen collection. It is designed to introduce the student to a variety of clinical tasks including but not limited to assisting the physician with ear and eye lavage, visual acuity, pediatric growth charting, and pulmonary function testing. Students learn office laboratory protocols such as urinalysis and throat cultures. The course also includes procedures for assisting in minor office surgery, including
patient preparation, setting-up and maintaining the exam/treatment area, asepsis, sterile technique, preparation of sterile surgical trays, and the proper use of medical equipment and instruments. Prerequisites: MC2015 & MC1130