



BRYAN UNIVERSITY

2013 Catalog Supplement

Version 30
Effective: 2/6/2014

www.bryanu.edu

EFFECTIVE 2/6/2014, The following pages in the catalog have been updated:

- Page 63 (Medical Assistant Diploma - 40): Program is offered at **Topeka** only.
Page 64 (Medical Office Assistant Diploma – 60): Program is offered at **Columbia, Rogers, and Springfield** campuses.
Page 65 (Medical Office Assistant Diploma – 30): Program is offered at **Topeka** only.
Page 79 (Medical Administrative Specialist AAS – 70): Program is offered at **Columbia, Rogers, and Springfield** campuses.
Page 80 (Medical Administrative Specialist AAS – 70): Program is offered at **Topeka** only.
Page 81 (Medical Assistant AAS – 70): Program is offered at **Columbia, Rogers, and Springfield** campuses.
Page 82 (Medical Assistant AAS – 70): Program is offered at **Topeka** only.

EFFECTIVE 1/22/2014, The following courses have been updated in the catalog:

MA150 Basic Insurance - 4.5 Credit Hours

This course is designed to teach the student how to complete forms for various types of medical health insurance. The course will familiarize the student with the history of health insurance in America, the importance of accurate completion of claims, and the terminology that is common to all insurance carriers. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology**

MA212 Coding & Billing - 4.5 Credit Hours

This course introduces students to the health profession with specific emphasis in Medical Coding and Billing. Students will learn fundamental skills while developing an understanding of the importance of each role within various healthcare settings. Advanced theory and practices of commercial medical insurance, insurance terminology, CPT and ICD-9 coding systems, billing and collections will be discussed. Government programs, federal regulations and the impact of HIPAA regulations will be explored. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology; MA150 Basic Insurance**

MA213 Medical Office Assistant Certification Preparation - 4.5 Credit Hours

This course is designed to give the student a comprehensive approach to reviewing the key competencies of a medical assisting program to prepare the student to take the American Medical Technologist's CMAS certification exam. The course will include basic theory review, self evaluation and answers and rationales. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology; MA120 Medical Law and Ethics; MA150 Basic Insurance; MA160 Medical Keyboarding/Transcription; MA180 Medical Office Administration/Medisoft; MA212 Coding & Billing**

MA230 Electronic Medical Records Management – 4.5 Credit Hours

This course is designed to introduce the student to the basics of medical records management. This course introduces the student to the basics of medical records management and provides an opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR). It also allows the student to learn about EHR management practices and a variety of software programs and used in this process. Students are exposed to the medical billing process, including the flow of information from preregistering patients through collecting on overdue accounts, information technology in medical offices, and HIPAA. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology**

MA298 Externship – 4.5 Credit Hours

Students will be assigned to a physician's office, clinic or other healthcare setting where they will utilize the essential skills they have developed throughout their program. This experience is designed to provide students with actual on-the-job learning activities in the medical back office environment under the direct supervision of local healthcare professionals. **Prerequisite: Must have a 2.0 cGPA in all completed core courses**

MAA250 Pathophysiology - 4.5 Credit Hours

Pathophysiology is a study of how normal physiology processes are altered by disease. This course will include causes of disease, neoplasms, congenital diseases, urinary system diseases, reproductive system diseases, digestive system diseases, respiratory system diseases, circulatory system diseases, nervous system diseases, endocrine system diseases, musculoskeletal disease, skin, eye, ear and childhood diseases, pain management and holistic health. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology**

MAA260 Pharmacology – 4.5 credit hours

The student will discuss the various types of drugs and become familiar with the forms by which medications are administered. The student will learn to identify the most common medications by classification and the body system that they are most commonly used for. **Prerequisite(s): MA100 Medical Terminology; MA110/AP101 Anatomy and Physiology; MA115/AP105 Anatomy and Physiology. MAA250 Pathophysiology**

MAA270 Clinical - 4.5 Credit Hours

This course is designed to instruct Medical Assisting students in routine procedures for the physical exam. Proficiency will be developed in taking vital signs, including blood pressure readings, temperature, pulse and respiration. Students will learn and practice draping for physical exams, aseptic techniques, measurements and taking the medical history. Universal precautions will be practiced at all times. This course is also designed

to instruct Medical Assisting students in assisting with minor surgical procedures, performing EKGs, administration of injections using subcutaneous, intradermal, intramuscular, and z-tract techniques. Cardiopulmonary Resuscitation certification will be provided by a Certified Red Cross instructor. Office emergencies will be discussed. Students will perform procedures according to Procedure Competency assigned by Instructor.

Prerequisite(s): Must have a 2.0 cGPA in all core courses.

MAA280 Laboratory - 4.5 Credit Hours

This course is designed to provide advanced skills for the medical assistant. Lecture and laboratory class will acquaint the student with various pathological agents, which cause disease in humans. Diagnostic testing will include culturing and staining for identification, blood testing for antigens, antibodies and glucose, staining of white blood cells for differentiation counts, performance of hematocrit and hemoglobin lab tests. Urine will be tested and stained for microscopic sediments. The instructor will assign each student a pathogenic agent to prepare a report for the class.

Prerequisite(s): Must have a 2.0 cGPA in all core courses.

Tuition and Fees

An application fee of \$50 is payable with all campus-based applications for admission. This fee along with all monies paid is refundable within three working days, exclusive of weekends and holidays.

TUITION

The following chart specifies the cost per credit hour of each program offered at Bryan University. Students must meet all admission criteria for outlined in the catalog for each program of study:

TUITION
\$330.00 per credit Hour (campus-based programs)
\$341.00 per credit hour (Diploma degree programs online)
\$341.00 per credit hour (Associate's degree programs online)
\$275.00 per credit hour (Bachelor's programs online)
\$225.00 per credit hour (Bachelor's programs online)*
\$200.00 per credit hour (Master's programs online)
\$150.00 per credit hour (Master's programs online)*

* = available to Bryan University Graduates only.

Tuition is subject to change at any time without notice.

Bryan University may offer the following tuition rates to eligible individuals associated with the following businesses or agencies:

Business/Agency	Tuition Rate per Credit Hour	Campus
Vocational Rehabilitation – VR (State)	\$75	Rogers, AR
Trade Act Assistance (TAA)	\$75 (before 10.1.2012)	Rogers, AR
Workforce Investment Act - WIA	\$75 (before 10.1.2012)	Rogers, AR
Vocational Rehabilitation – VR (State)	\$75 (before 10.1.2012)	Rogers, AR
Vocational Rehabilitation – VR (State)	\$82.50 (after 10.1.2012)	Rogers, AR
Trade Act Assistance (TAA)	\$82.50 (after 10.1.2012)	Rogers, AR
Workforce Investment Act - WIA	\$82.50 (after 10.1.2012)	Rogers, AR
Missouri Department of Economic Development	\$82.50	Rogers, AR
Workforce Investment Act - WIA	\$82.50	Columbia, MO
Vocational Rehabilitation – VR (State)	\$80	Columbia, MO
Vocational Rehabilitation – VR (State)	\$80	Topeka, KS
Vocational Rehabilitation – VR (State)	\$80	Springfield, MO / Online
Missouri Career Center	\$80	Springfield, MO / Online
Kum and Go Stores	\$220/\$228.50	Springfield, MO / Online
Teletech	\$220/\$228.50	Springfield, MO / Online
Communication Solutions	\$220/\$228.50	Springfield, MO / Online
Fitness 19	\$220/\$228.50	Springfield, MO / Online
Chase Card Services	\$220/\$228.50	Springfield, MO / Online
Wyndham Vacation Planning	\$220/\$228.50	Springfield, MO / Online
Hardee’s of Southwest Missouri	\$220/\$228.50	Springfield, MO / Online
Hy-Vee Stores	\$220/\$228.50	Springfield, MO / Online
U.S. Security	\$220/\$228.50	Springfield, MO / Online
Midwest Security	\$220/\$228.50	Springfield, MO / Online
Boomerang Car Wash (Boomerang Holding LLC)	\$220/\$228.50	Springfield, MO / Online
Prairie Band Potawatomi Nation	\$80	Topeka, KS

ANNOUNCEMENT:

External partners recommended by the campus Executive Director and Bryan University employees who enroll in the MBA program for the 10.21.2013 start will be charged a program charge of \$6,400 (\$5,900 Tuition and \$500 Fees), plus the cost of the quarterly book fees in lieu of the per credit hour charge outlined in the tuition chart.

All tuition and applicable fees are due and payable in full the day the student transitions to a regular active student. If all financial options, including an alternative loan have been exhausted, other arrangements may be made at the discretion of the Financial Assistance Coordinator. Students sign a promissory note to pay the portion of tuition and applicable fees not met. The terms of this promissory note will include a schedule of installment payments. All arrangements for financial assistance should be made in advance of the beginning of the student’s program.

FEES

Graduation Fee (Mandatory for all students)	\$100.00
Technology Fee (per quarter - Campus Based)	\$215.00
Technology Fee (per quarter - Online Programs)	\$170.00
Technology Device Fee (includes all applicable taxes)	\$600.00
Course Transfer Fee (per course) (Does not apply when transferring Bryan University earned credits)	\$100.00
Program Transfer Fee (Each occurrence after first quarter)	\$200.00
Program Change Fee (Each occurrence after first quarter)	\$200.00
Re-Entry Fee	\$100.00

Monthly Payments

Students attending Bryan University may be required to financially invest in their education by contributing a monthly cash payment.

DRAFT

Books and Supplies

The bookstore is offered as a convenient service to students. The University reserves the right to issue used books when deemed necessary. The following is an approximate cost per quarter (based upon full-time enrollment):

Diploma and Associate-level Business or Criminal Justice programs (including Healthcare Administration)	\$375.00 per quarter
Computer Network/Programming programs	\$510.00 per quarter
Bachelor-level Business program	\$420.00 per quarter
Bachelor-level Allied Health Management program	\$495.00 per quarter
Fitness and Wellness programs	\$435.00 per quarter
Medical programs	\$435.00 per quarter
Heating, Ventilation, Air Conditioning and Refrigeration Technology program	\$435.00 per quarter
Master's programs	\$550.00 per quarter

Supplies vary according to the program of study. Books and supply charges are non-refundable. All financial obligations to the University must be current including in-class payments and alternative loan payments.

Minimum acceptable SLE scores:

Wonderlic Scholastic Level Examination (SLE) minimum acceptable scores for Admission		
Program Name	Degree Level	Minimum SLE Score
Business Administration & Management	AAS	15
Computer Information Systems - Networking	AAS	18
Criminal Justice	AAS	15
Exercise Specialist	AAS	15
Medical Assistant	AAS	15
Medical Administrative Specialist	AAS	15
Heating, Ventilation, Air Conditioning and Refrigeration Technology	AAS	15
Healthcare Administration	AAS	15

AAS = Associate of Applied Science