

COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION

Office of the Secretary

Division of
Allied Health Education and Accreditation
American Medical Association
515 North State Street
Chicago, Illinois 60610
312 464-4660

Fax 312 464-5830

October 12, 1992

Charles DeMott, EdS
President
Thomas Technical Institute
U.S. 19 at 319, PO Box 1578
Thomasville, GA 31799

Dear President DeMott:

It is a pleasure to inform you that on October 9, 1992, the Committee on Allied Health Education and Accreditation (CAHEA) awarded initial accreditation to the one year medical assistant programs of Thomas Technical Institute in Thomasville, Georgia. The Curriculum Review Board - American Association of Medical Assistants' Endowment (CRB) plans to schedule the next on-site evaluation in 1995.

CAHEA's action was taken upon the recommendation of the CRB, which is sponsored by the American Association of Medical Assistants' Endowment.

The following factors merit attention and resolution to strengthen the program's compliance with the Essentials:

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|-------------------|--|
| Essential II B 2 | Resources-Personnel-Instructional Staff
Instructional staff are not qualified through practical experience to teach the administrative subjects assigned. |
| Essential II D 3 | Resources-Physical Resources-Library
Students do not have reasonable access to an adequate supply of current books, periodicals, and other reference materials related to the program. |
| Essential III B 4 | Curriculum-Competency-Based
The externship does not have conditions and standards of acceptable performance in preparing a medical assistant who is able to demonstrate entry-level competencies. |

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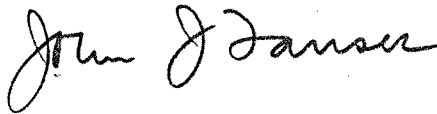
CAHEA requests that two copies of the report be sent to the CRB by October 1, 1993 indicating the manner in which these factors are being addressed or have been resolved.

The progress report should include:

- o Documentation should provide evidence that the instructional staff has acquired appropriate experience in the administrative area of medical assisting.
- o Provide evidence that the students have access to an adequate supply of current books and reference materials. Documentation should include an updated listing to reflect the copyright dates of medical assisting library holdings, copies of purchase orders and invoices for any references purchased since the on-site survey.
- o Documentation should provide evidence that conditions and standards of acceptable performance have been developed for the externship.

CAHEA joins the CRB in extending best wishes to you and your colleagues for continued success in the operation and further development of the program.

Sincerely,



John J. Fauser, PhD

JJF:mam

cc: Carol Jones, EdS, Director
Glenda Hatcher, RN, BSN, Program Director
Janet K. Henderson, MEd, RN, CMA-C, Chair, CRB
✓ Monique Buckner, Director of Accreditation, AAMA
Linda W. Reed, AAMA Surveyor
Raymond R. Kahn, MD, AMA Surveyor