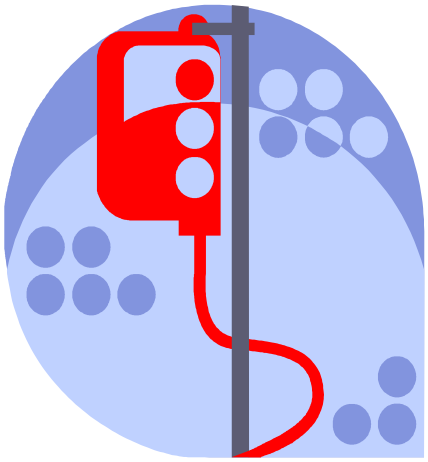
ELIM OUTREACH TRAINING CENTER

1820 Ridge Rd. Suite 202
Homewood, Illinois 60430
P: 708-922-9547 F: 708-922-9568
E-mail: elim1820@comcast.net
Website: elimotc.com



PHLEBOTOMY TECHNICIAN

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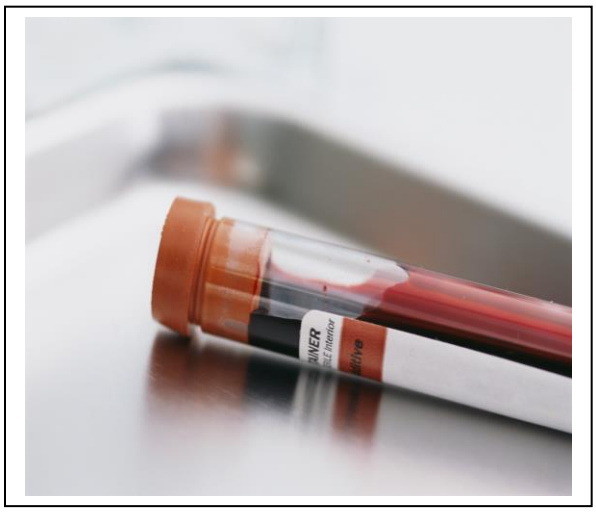
Revised 11/2026

STUDENT CATALOG



PHLEBOTOMY TECHNICIAN

At the time of publication, all material enclosed herein is current, true and correct and represents policies of Elim outreach training center, Inc. All curricula offered are aimed for those who wish to enter into an allied Health career or those who desire a career change or bring their skills current.

ELIM OUTREACH TRAINING CENTER IS NOT ACCREDITED BY AN ACCREDITING BODY RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION.

ELIM OUTREACH TRAINING CENTER IS APPROVED TO OPERATE BY THE PRIVATE BUSINESS AND VOCATIONAL SCHOOLS DIVISION OF THE ILLINOIS BOARD OF HIGHER EDUCATION.

PHLEBOTOMY TECHNICIAN: REQUIREMENTS

Prerequisites:

1. **High school diploma or equivalent**
2. **Physical ability to lift or move 10-20 pounds**
3. **Fine motor coordination (good manual dexterity and hand/eye coordination)**
4. **Good visual acuity to distinguish color**
5. **Able to hear at normal levels**
6. **Ability to stand for extended periods of time**
7. **Must be able to communicate effectively, both verbally and nonverbally**
8. **Must display flexibility, accept and integrate constructive criticism at all times**
9. **Current physical exam**
10. **Tuberculosis (TB) skin test Mantoux or chest X-Ray**
11. **Hepatitis series (recommended)**

Student must complete:

1. **100 clock hours (theory and simulated laboratory)**
2. **30 or more successful venipuncture**
3. **Pass the course with a "C" or better**
4. **Participate in all mock clinics**

PHLEBOTOMY TECHNICIAN — TUITION

COURSE DESCRIPTION

It is the responsibility of a phlebotomist to collect blood for laboratory analysis, which is necessary for diagnosing and the care of a patient. Some common duties are to prepare patients for blood collection, collect routine skin puncture and venous specimens for testing, support patient confidentiality, transport specimens to the laboratory, and support a safe working environment. Students will be introduced to medical terminology, HIPAA, and safety control. The graduate will gain employment in hospitals, clinics, blood banks, doctor's office, and laboratories.

The Phlebotomy Technician training is for up to 100 clock hours and up to 14 weeks.

Upon the completion of the program, the student will receive a Certificate of Completion.

TUITION AND REGISTRATION

Tuition / Registration	$1,150.00
Books / Handouts	$125.00
Lab Fees	$70.00
Subtotal	$1,345.00

OTHER REQUIRED EXPENSES

1. Uniform	$35.00
2. Shoes	$35.00
3. CPR	$65.00
4. National Exam	$140.00
5. Criminal Background	$40.00
6. Stethoscope	$20.00
7. Watch	$20.00
Subtotal	$355.00

TOTAL PROGRAM COST	$1,700.00

PAYMENT AND ENROLLMENT POLICIES

Price subject to change without notice: Any such changes will not affect currently enrolled students unless they agree to such changes in writing.

Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of financial charges if applicable. ELIM does not charge finance charges. However, a late fee (10%) will be added to all late payments.

Methods of payment: Cash, money order, or cashier's check. Sorry, we do not accept personal checks, debit, or credit cards.

Please see your contract regarding payments and amount due on the first day of class or orientation. Books will be issued with the first payment. Also, a criminal background check must be done before class, and a physical exam must be started before clinical.

Supplies may be bought from ELIM, or you may find uniforms and other supplies at Wal-Mart. Please consult the yellow pages or the internet for a location near you.

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PHLEBOTOMY TECHNICIAN
CLASS SCHEDULE FOR 2026-2027 SCHOOL YEAR

COURSE	START DATE	END DATE
Phlebotomy Technician Mon/Friday **PM** 5:30p-9:00P Instructor: Ms. Greer **Up to 14 weeks** **Up to 100 clock hours**	**Feb 20, 2026** **June 1, 2026** **Oct 16, 2026** **Feb 19, 2027**	**May 22, 2026** **Sep 28, 2026** **Feb 5, 2027** **May 21, 2027**
Phlebotomy Technician TUESDAY & THURSDAY **AM** 9:30AM- 1:30PM Instructor: Mr. Calhoun **Up to 14 weeks** **Up to 100 clock hours**	**March 31, 2026** **(Aug 4, 2026)** **Oct 27, 2026** **Feb 23, 2027**	**July 16, 2026** **(Oct 29, 2026)** **Feb 11, 2027** *May* **25, 2027**

School will be closed for summer break from June 15, 2027, to July 5, 2027.

Please note: If emergencies occur for any reason(s), the class schedule may be extended as needed.

I understand that dates and times are subject to change with notice. Please see the 2026-2027 Academic Calendar for dates when the school will be closed.

_____ **Start Date** _____ **Registration Date** _____

Student Signature

_____ _____

Staff Signature **Date**

Phlebotomy Course Material……Textbook

Textbook: **Phlebotomy Worktext and Procedures Manual …*Second edition***

Robin S. Warekois

Richard Robinson

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"This textbook provides an introduction to phlebotomy. It guides students to develop skills beyond blood collection. Each major skill in phlebotomy, from hand washing to venipuncture to the preparing of a blood smear is revealed and described step-by-step."

PHLEBOTOMY COURSE OUTLINE

By Unit, vocational or training objectives are listed below noting scope, which includes knowledge, specific skills and understanding. Please review the Phlebotomy course Schedule for further breakdown detailing sequence in meeting goals.

Unit 1:

ORIENTATION

- **A. Course Introduction**
- **B. Program Policies and Procedures**
- **C. Professional organizations and Standards**
- **D. Role of the Phlebotomy Technician**

THE HEALTHCARE SETTING

- **A. Past and Present healthcare setting**
- **B. Quality Assurance and Legal Issues**
- **C. Infection Control**
  - **1) Chain of infection and Isolation Procedure**
  - **2) Hand Washing**
  - **3) Personal Protective Equipment (PPE)**
  - **4. Occupational Safety and Health Standard**
  - **5. Blood-borne Pathogen and Cleaning up-spills**
- **D. Safety**
  - **1). Occupational Safety and Health Administration**
  - **2). Safety Hazards and Emergency First Aid**
  - **3). Latex Sensitivity**
- **E. Personal Wellness**

Unit 2:

OVERVIEW OF THE HUMAN BODY

- **A. Medical Terminology**
  - **1) Word breakdown**
  - **Basic Laboratory terminology, acronyms and abbreviations**
- **B. Human Anatomy and Physiology**
  - **1). Defining body systems and function**
- **C. Circulatory system**
  - **1). the Heart**
  - **2). Vascular System**
  - **3). The flow of blood**
  - **4). Types of blood specimens**
  - **5). The blood**
  - **6). Blood disorders**
  - **7). Lymphatic system**

Unit 3:

BLOOD COLLECTION PROCEDURES

- **A. Blood collection equipment, additives and order of draw**
  - **1). General blood collection equipment**

2). B blood collection additives
3). Anticoagulant and EDTA
4). NCCLS order of draw

B. Venipuncture specimen collection procedure
1). Steps
2). Requisitions
3). Patient contact/Patient Identification
4). Site selection
5). Tourniquet procedure
6). Butterfly procedure
7). Syringe procedure
8). Pediatric Venipuncture
9). Geriatric Venipuncture

C. Blood Collection Variable, Complication, and Errors

D. Skin (Dermal) puncture equipment and procedure
1). Steps
2). Lancets
3). Plastic/ clay sealant

Unit 4:

SPECIAL PROCEDURE

A. Special collection and Point-of-Care Testing
1). Blood Bank
2). Blood culture
3). Coagulation specimens
4). Postprandial glucose testing
5). GTT
6). Toxicology
7). Drug monitoring
8). Point of care testing
9). Coagulation monitoring

B. Arterial puncture procedure
1). Introduction
2). ABG's
3). Radial Artery
4). Brachial Artery
5). Femoral Artery
6). Test requisition
7). Equipment/ supplies
8). Complications
9). Sampling errors

C. Non-blood speciments and tests
1). Labeling and handling
2). Body fluids specimen

D. Computers and specimen handling and processing
1). Introduction
2). General quidelines
3). Handling of routine specimens
4). Transporting specimens
5). Specimens processing/rejections

E. Vital Signs

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PHLEBOTOMY PROGRAM
UNIT /HOURS

UNIT 1	**THE HEALTHCARE SETTING**	
	Past and Present and the Healthcare setting	4
	Quality Assurance and Legal Issues	6
	Infection Control, Safety first Aid, and Personal Wellness	6
UNIT 2	**OVEVIEW OF THE HUMAN BODY**	
	MEDICAL TERMINOLOGY	4
	HUMAN ANATOMY AND PHYSIOLOGY	5
	CIRCULATORY, LYMPHATIC, AND IMMUNE SYSTEM	5
UNIT 3	**BLOOD COLLECTION PROCEDURES**	
	BLOOD COLLECTION EQUIPMENT, ADDITIVES, AND ORDER OF DRAW	5
	ROUTINE VENIPUNCTURE	8 8
	PREANALYTICAL CONSIDERATION	4
UNIT 4	**SPECIAL PROCEDURE**	
	SPECIAL COLLECTION AND PROCEDURES AND POINT-OF-CARE TESTING	5
	ATERIAL PUNCTURES PROCEDURES	8
	NONBLOOD SPECIMENS AND TEST	5
	COMPUTER AND SPECIMEN TRANSPORT, HANDLING AND PROCESSING	5
	STIMULATED CLINICALS	**30**
TOTAL		100
	Students must successfully pass all exams with a 80% or better	

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