HLTH F100  Medical Terminology
3 Credits
Study of medical terminology, including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Includes use of medical dictionary, word pronunciation and abbreviations. Designed for health care professionals.
Cross-listed with MA F100.
Lecture + Lab + Other: 3 + 0 + 0

HLTH F105  Introduction to Health Careers
2 Credits
Introduction to health careers and the psychology of patient care. Roles and responsibilities of different members/functional units of the health care team; information on related job and educational opportunities; needs and roles of health providers in rural and urban Alaska settings.
Prerequisites: High school graduation or GED or permission of program coordinator.
Lecture + Lab + Other: 2 + 0 + 0

HLTH F106  Human Behavior in Health Care
3 Credits
Discussion of general concepts in human behavior and the specialized psychological issues when dealing with patients and loved ones in health care settings. Students perform self-evaluation and survey other cultures to allow examination of perceptions, individual biases, beliefs and their impacts on behavior.
Lecture + Lab + Other: 3 + 0 + 0

HLTH F107  Nurse Aide Training
9 Credits
Teaches basic nursing skills necessary to assist the nurse and be an efficient health care team member. Presents positive communication skills while providing care of residents’ physical and emotional needs in a variety of health care settings. Content satisfies the theory and clinical skills needed to take the National Nurse Aid Examination administered by the Alaska Board of Nursing to become a Certified Nurse Aide. Student must be in good physical condition, have current immunizations, and health care provider CPR card.
Prerequisites: High school graduation or GED; Accuplacer combined score between 110-139 and ALEKS test with score between 15-29; or permission of instructor.
Lecture + Lab + Other: 5 + 8 + 0

HLTH F110  Professional Skills for the Workplace
2 Credits
Presents skills to ensure success for the professional secretary, receptionist, medical worker and others. Includes interview skills, business manners, customer service and dressing for success.
Lecture + Lab + Other: 2 + 0 + 0

HLTH F111  Personal Care Attendant Training
4 Credits
Designed to train personal care attendants in basic care necessary to assist nurses and to be efficient health care team members. Course qualifies students for state certificate of completion as personal care attendants.
Prerequisites: HLTH F100 or MA F100; high school biology and chemistry.
Lecture + Lab + Other: 2.5 + 3 + 0

HLTH F113  Personal Care Attendant to Nursing Assistant Bridge
5 Credits
Offered as Demand Warrants
Trains personal care attendants to become Certified Nurse Assistants. Students build upon basic PCA skills and experience. Provides the additional classroom, laboratory and clinical hours necessary to sit for the state Certified Nurse Assistant exam. Students must be in good physical condition, have current immunizations, and health care provider CPR card.
Prerequisites: High school graduation or GED; a 10th grade reading level by exam; HLTH F111 or on the job agency training plus two years experience and instructor approval.
Lecture + Lab + Other: 3 + 4 + 0

HLTH F114  Fundamentals of Anatomy and Physiology
4 Credits
Provides a basic understanding of human anatomy and physiology. Recommended for individuals interested in health careers or students desiring an introduction to anatomy and physiology prior to taking in-depth course work in this field.
Prerequisites: HLTH F114 if they took HLTH F100, and MA F114 if they took MA F100.
Recommended: HLTH F100 or MA F100; high school biology and chemistry.
Cross-listed with MA F114.
Lecture + Lab + Other: 4 + 0 + 0

HLTH F116  Mathematics in Health Care
3 Credits
Practical application of mathematics in health care, including arithmetic review, percentages, interest, ratio, proportion, dimensional analysis, metric system, medication calculation, graphs, charts and measurement instruments.
Prerequisites: DEV M F054; or placement in DEV M F055 or higher.
Lecture + Lab + Other: 3 + 0 + 0

HLTH F118  Medical Law and Ethics
2 Credits
In-depth coverage of legal and ethical issues encountered in health care settings. Students will gain a practical knowledge of legal and ethical principles and application of these principles in health care settings.
Lecture + Lab + Other: 2 + 0 + 0
HLTH F122  First Aid and CPR for the Healthcare Provider
0 Credit
This course is designed to meet the needs of the students entering the health care profession for a variety of entry level jobs. The focus on recognizing the type of emergency interventions that exist, assessing the needs of the patient and performing interventions to benefit and help stabilize the patient for the first few minutes of an emergency, until EMS arrives. It is divided into two separate topics, first aid and CPR, both based on the American Heart Association’s curriculum. The first aid component is four hours in length. Students learn to safely assess people experiencing an illness or injury, perform immediate interventions and do no further harm until EMS arrives at their location. The CPR component in six hours in length and is the American Heart Association’s basic life support of the healthcare providers course. It meets the requirements of any employee or volunteer needing proof that they are current with the recognized standards for CPR, which is the certification required to begin clinical practice. Includes first aid certification and healthcare provider CPR certification (adult, child and infant/AED). This is an American Heart Association ten hour training.

Lecture + Lab + Other: 0 + 0 + 0

HLTH F130  Medical Office Technology
3 Credits
Offered Spring
Introduces current and potential health care workers to computers in the medical office. Will study medical office management software and electronic health record systems. Includes discussion of computer hardware and software, working with operating systems, keyboarding, word processing, spreadsheets, presentation creation and formatting, and database concepts. Special fees may apply.

Lecture + Lab + Other: 3 + 0 + 0

HLTH F132  Administrative Procedures I
2 Credits
Administrative responsibilities performed by medical/dental assistants and other health care providers in outpatient facilities. Includes duties of the office assistant, receptionist or secretary. Focus on reception, telephone procedures, public relations and professionalism.

Prerequisites: High school graduation or GED or permission of instructor.

Lecture + Lab + Other: 2 + 0 + 0

HLTH F135  ICD-10-CM Coding
3 Credits
Offered As Demand Warrants
In-depth study of the International Classification of Diseases (ICD), designed for classification of patient morbidity and mortality information for statistical purposes and for the indexing of health records for the health care profession.

Recommended: HLTH F100.

Lecture + Lab + Other: 3 + 0 + 0

HLTH F203  Science of Nutrition
3 Credits
Introduction to the principles of nutrition and its relationship to the life cycle. Focus on the importance nutrition plays in personal health and how to objectively evaluate nutritional intake using scientifically sound resources.

Lecture + Lab + Other: 3 + 0 + 0

HLTH F207  Medication Aide Course
6 Credits
Basic pharmacology and medication administration for certified nurse aides and personal care attendants. Includes drug delivery routes, classifications, effects and side effects. Communication principles, ethics, nursing process, and body structure and function will be reviewed. This course prepares the CNA to assist the RN or LPN to pass medications in health care settings as approved by the Alaska Board of Nursing and to sit for the National Council State Board of Nursing Medication Aide Certification Exam. The CNA student is not required to sit for the NCSBN MA Examination to pass the course. It will prepare the PCA to assist in the delivery of medications in ALH and private homes. Other vaccines may be required by the clinical site. Must have a current AHA BLS provider or healthcare provider CPR and first aid card.

Prerequisites: Current license as a CNA or PCA by the State of Alaska, have at least one full year of experience as a CNA/PCA, supply three letters of reference from healthcare professionals, Accuplacer sentence skills and reading comprehension total score of at least 110; ALEKS test score of at least 15; be 18 years of age or older; documentation of vaccines or titer for the following: Hepatitis B series, two MMRs, two chickenpox and a two-step PPD testing within previous 12 months of the clinical component of the class.

Lecture + Lab + Other: 4 + 4 + 0

HLTH F208  Human Diseases
3 Credits
Introduction to the study of human diseases. Pathogenesis, etiology and predisposing factors will be examined. The most common diseases and disorders of each body system are presented along with a review of the pertinent anatomy and physiology. Includes the effects of aging on the system and the relationship of aging to disease.

Prerequisites: HLTH F100 with a C or higher; or permission of instructor.

Lecture + Lab + Other: 3 + 0 + 0

HLTH F234  Administrative Procedures II
4 Credits
Office management and financial procedures used in medical offices. Includes medical financial recordkeeping systems and computerized office management systems. Includes ICD-9, CPT coding system, patient insurance billing/reimbursement procedures, the demonstration of computational skills in accounts payable/accounts receivable, and office management in the healthcare setting.

Prerequisites: CIOS F150; HLTH F100; HLTH F132; placement in WRTG F111X; or permission of instructor.

Lecture + Lab + Other: 3 + 2 + 0

HLTH F235  Medical Coding
4 Credits
The current procedural terminology (CPT) and the international classification of diseases (ICD) systems used in the medical setting. Examines the medical and legal uses of the CPT and ICD-10 coding systems in inpatient and outpatient medical settings, urgent care settings, billing departments and ancillary medical professions. Prepares students to take national certification exams.

Recommended: HLTH F100; HLTH F132; HLTH F208; HLTH F234.

Lecture + Lab + Other: 4 + 0 + 0
HLTH F236  Outpatient Health Care Reimbursement  
3 Credits  
Outpatient reimbursement issues including documentation, insurance carriers, schedules and payment profiles. Collection strategies and legal issues, and the importance of educating the patient to the financial policies of the practice.  
**Prerequisites**: HLTH F132; concurrent HLTH F234; or permission of instructor.  
*Lecture + Lab + Other*: 3 + 0 + 0

HLTH F237  Inpatient Health Care Reimbursement  
3 Credits  
Rules and regulations governing the reimbursement of inpatient and hospital coding. Includes HIPAA regulations, Medicare, Medicaid, third party billing, and the legal and ethical guidelines of inpatient billing.  
**Prerequisites**: HLTH F132; HLTH F135; HLTH F234; or permission of instructor.  
*Lecture + Lab + Other*: 3 + 0 + 0

HLTH F255  Phlebotomy Principles, Methods and Externship  
5 Credits  
This comprehensive lecture, lab, and externship course is designed to provide information covering phlebotomy technique, anatomy and physiology as it pertains to venipuncture, and lab testing. Quality control, quality assurance, universal precautions, and OSHA regulations will be reviewed. Specimen collection and proper specimen handling is an essential segment of successfully completing this course. This course includes 100 hours of practical experience. Upon completion, the student will have satisfied the educational requirements for national phlebotomy certification by the American Society of Clinical Pathologists. Accuplacer combined sentence structure skills and reading comprehension score of 110-139 or completion of WRTG F090; placement into DEV M055 by ALEKS score between 15-29; Documentation of positive antibody titer for hepatitis B, current immunizations or titers to measles, mumps, rubella, varicella, flu shot and two 2-step PPD's within the past year. Other specific immunizations as required by the the externship sites.  
**Prerequisites**: HLTH F122 or AHA BLS for healthcare provider CPR card and First Aid card.  
*Lecture + Lab + Other*: 2 + 1 + 7

HLTH F261  Medical/Dental Office Reception Practicum  
2 Credits  
Offered As Demand Warrants  
Provides the student with 80 hours of practicum work in a medical or dental office, with additional time required for meeting with the campus practicum coordinator. Students will be expected to perform any and all duties of a receptionist in a medical/dental care setting. Satisfies practicum experience requirement for Medical/Dental Reception certificate. May be used to partially satisfy practicum experience requirement of Medical Assistant A.A.S. degree certificate. Students part of the Medical Assisting program should take the MA F261 section of this course.  
**Prerequisites**: HLTH F122; enrollment by special permission only.  
**Recommended**: Students taking MA F261 should have passed MA F144 and students taking HLTH F261 should have passed HLTH F132 and HLTH F234.  
*Cross-listed with* MA F261.  
*Lecture + Lab + Other*: 0 + 0 + 6