Allied Health

Community and Technical College
Allied Health (https://www.ctc.uaf.edu/academics/allied-health/)
907-455-2800

Department Overview
The allied health program at the UAF Community & Technical College (https://www.ctc.uaf.edu/) offers a wide variety of education and training for careers in the fast-growing healthcare industry. Some programs can be completed in one semester, allowing students to obtain entry-level positions. Other programs will take more time and provide the student with the credentials to move into higher-paying careers in health care. All programs include classroom learning and hands-on experience to ensure students receive a well-rounded education. Many programs have a practicum experience in a medical office, dental office, laboratory, or hospital. Allied health faculty work closely with students to match their career goals to education pathways.

Learn more about the Allied Health (https://www.ctc.uaf.edu/academics/allied-health/) program, including an overview of the program, career opportunities, and more.

A.A.S., Dental Assistant
The dental assistant certificate and A.A.S. degree programs prepare students to become skilled members of the dental health care team. The duties of the dental assistant are among the most comprehensive and varied in the dental office. Upon completion of the course work, students graduate with either an A.A.S. or certificate in dental assisting and are eligible to take the National Entry Level Dental Assistant (NELDA) Dental Assisting National Board (DANB) examination. Prerequisites are graduation from high school or equivalent (GED) and completion of a dental assisting application form.

Minimum Requirements for Dental Assistant Associate Degree: 60 credits

A.A.S., Medical Assistant
The Associate of Applied Science degree in medical assisting is a degree completion program designed to provide students the opportunity to build upon the foundation of skills and knowledge developed at the certificate level through the completion of additional allied health and general education coursework. Students can complete the medical assistant A.A.S. in four semesters.

Minimum Requirements for Medical Assistant Associate Degree: 63 credits

O.E.C., Dental Assistant
The dental assistant occupational endorsement program prepares students for employment as entry-level dental assistants in a general practice dental office. The program covers the dental assisting skills, administrative procedures, professional practices, communication and human relations skills required to assist dental healthcare providers and be a valued dental team member. Students will learn to perform clinical chairside skills, utilize dental materials in chairside and laboratory settings and capture dental radiographs. The program emphasizes infection control procedures, protocols and safety of hazardous materials throughout the program.

Minimum Requirements for Dental Assistant Occupational Endorsement: 16 credits

O.E.C., Medical Assisting
The occupational endorsement program in medical assisting prepares students for employment as entry-level medical assistants in a general medical clinic. The program covers the medical assisting skills, administrative procedures, professional practices, communication and human relations skills required to assist healthcare providers and be a valued healthcare team member. Students will learn to perform administrative and clinical competencies required in a medical office setting.

Minimum Requirements for Medical Assisting Occupational Endorsement: 13 credits

O.E.C., Medical Billing; O.E.C., Medical Coding
The occupational endorsements in medical billing and medical coding prepare students for employment in medical offices, clinics, hospitals and other medical facilities. Students in the program learn the analysis of medical records and the assigning of codes for indexing diagnoses and procedures to provide information for reimbursement purposes.

Minimum Requirements for Occupational Endorsements: Medical Billing: 12 credits; Medical Coding: 15 credits

O.E.C., Medical Office Reception
Students in the medical office reception program receive education in the theory and skills for both office work and clinical care. Prerequisites for the program include a high school diploma or GED.

Minimum Requirements for Medical Office Reception Occupational Endorsement: 13 credits

O.E.C., Medical Scribe
The Medical Scribe occupational endorsement will prepare students to perform data input related to patient healthcare records for licensed healthcare providers in a wide variety of medical settings (e.g., hospitals, emergency medicine, primary care and urgent care, among many others). Students will be equipped with skills that maximize the efficiency and productivity of clinical care, enabling real-time clinical documentation and workflow efficiencies for their employers. Students will learn skills to maintain comprehensive and accurate electronic health records. They will be prepared to take the necessary certification exam for the Medical Scribe Certification and Aptitude Test (MSCAT) to acquire the Certified Medical Scribe Specialist (CMSS), a certification recognized by the American College of Medical Scribe Specialists.

Minimum Requirements for Medical Scribe Occupational Endorsement: 17 credits

O.E.C., Nurse Aide
The nurse aide occupational endorsement provides education and training to students in theory and basic nursing skills necessary to become efficient and productive healthcare team members. Students who successfully complete the program will be prepared to sit for the national nurse aide examination for certification. This program is open to those who can document a high school diploma or GED and 10th-grade reading level by exam, or who have the instructor’s permission. Students must also be in good physical condition (capable of repeatedly lifting 50 pounds) and have the following immunizations: hepatitis B full series, two MMRs, chickenpox vaccine (or titer to prove immunity to MMR/chickenpox) and have a negative PPD for tuberculosis within the past year.

Minimum Requirements for Nurse Aide Occupational Endorsement: 9 credits
Certificate, Dental Assistant
The Dental Assistant Certificate program prepares students to become skilled members of the dental health care team. The duties of the dental assistant are among the most comprehensive and varied in the dental office. Upon completion of the coursework, students graduate with a certificate in dental assisting and are eligible to take the National Entry Level Dental Assistant (NELDA) Dental Assisting National Board (DANB) examination.

Minimum Requirements for Dental Assistant Certificate: 30 credits

Certificate, Health Care Reimbursement
The health care reimbursement certificate program prepares students for employment as medical billers and coders in medical offices, clinics, hospitals and other medical facilities. Students in the program learn analysis of medical records and the assigning of codes for indexing diagnoses and procedures to provide information for reimbursement purposes. The successful completion of this certificate prepares the student for the national certification exam through the American Academy of Professional Coders. The occupational endorsements in medical billing and medical coding are part of the Health Care Reimbursement Certificate.

Minimum Requirements for Health Care Reimbursement Certificate: 33 credits

Certificate, Licensed Practical Nurse
The Licensed Practical Nurse program will prepare students to work in healthcare facilities under the supervision of a registered nurse or physician. The curriculum consists of three categories: lecture, skills and clinical hours (hours in a healthcare facility). The combination of the three will provide students with a comprehensive understanding of the role and scope of practice of a professional LPN. This includes the knowledge, skills and hands-on practice in a healthcare facility necessary for a student to not only gain the knowledge and skills needed but the practice required to become an effective member of the healthcare team. Upon successful completion of the program, the LPN graduates will be prepared to pass the NCLEX-PN.

Recommended courses that prepare students for success in the LPN program include HLTH F100, HLTH F110, HLTH F203 and HLTH F208.

Minimum Requirements for Licensed Practical Nurse Certificate: 33 credits

Certificate, Medical Assistant
The medical assistant certificate program prepares students for employment in ambulatory care settings. Students receive education in the theory and skills for office work and clinical care. Prerequisites for the program include a high school diploma or GED and completion of the medical assistant application.

The UAF Community and Technical College medical assistant certificate is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assisting Education Review Board (MAERB), CAAHEP. 9355 113th N., #7709, Seminole, FL 33775. The medical assistant certificate incorporates both the medical office reception occupational endorsement and the medical/dental reception certificate.

Minimum Requirements for Medical Assistant Certificate: 36 credits

Certificate, Medical/Dental Reception
The Medical/Dental Reception Certificate program prepares students for employment in the front office of medical and dental offices. Students receive education in theory and skills for medical office work and clinical care.

Minimum Requirements for Medical/Dental Reception Certificate: 30 credits

Certificate, Medical Scribe Specialist
The certificate in Medical Scribe Specialist prepares students for employment as members of the healthcare team to provide data collection and input to maintain comprehensive and accurate electronic health records. Medical scribe specialists work in a variety of healthcare settings such as hospitals, ambulatory settings and in specialties (e.g., primary care, urgent care, internal medicine; ophthalmology, etc.). Students will be equipped with skills that maximize the efficiency and productivity of clinical care, enabling real-time clinical documentation and workflow efficiencies for their employers. They will be prepared to take the Medical Scribe Certification and Aptitude Test (MSCAT) to acquire the Certified Medical Scribe Specialist (CMSS), a certification recognized by the American College of Medical Scribe Specialists.

Minimum Requirements for Medical Scribe Specialist Certificate: 32 credits

Certificate, Pre-Nursing Qualifications
The Allied Health certificate in pre-nursing qualifications is designed to guide students preparing to apply to the University of Alaska Anchorage Bachelor of Science and A.A.S. in nursing. The certificate includes the prerequisite and co-requisite courses for the B.S.N. and A.A.S. in nursing. Admission to this certificate program requires a high school diploma or GED and test scores sufficient for placement into WRTG F111X (http://catalog.uaf.edu/search/?P=WRTG%20F111X) and MATH (http://catalog.uaf.edu/search/?P=DEVM%20F105) F105 (http://catalog.uaf.edu/search/?P=DEVM%20F105).

Admission to the UAA School of Nursing program is competitive. While this certificate prepares the student to be highly qualified, it does not guarantee admission to the UAA SON. Before applying to UAA and UAA SON, students must complete a pre-admission nursing exam and are strongly encouraged to work in a clinical practice. Students should work closely with an advisor while completing this certificate to help prepare for admission to UAA SON.

Minimum Requirements for Pre-Nursing Qualifications Certificate: 33 credits

Programs

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Degrees
• A.A.S., Dental Assistant (https://catalog.uaf.edu/associates/dental-assistant/)
• A.A.S., Medical Assistant (https://catalog.uaf.edu/associates/medical-assistant/)

Occupational Endorsements
• O.E.C., Dental Assistant (https://catalog.uaf.edu/endorsements/dental-assistant/)
• O.E.C., Medical Assisting (https://catalog.uaf.edu/endorsements/medical-assisting/)
• O.E.C., Medical Billing (https://catalog.uaf.edu/endorsements/medical-billing/)
• O.E.C., Medical Coding (https://catalog.uaf.edu/endorsements/medical-coding/)
• O.E.C., Medical Office Reception (https://catalog.uaf.edu/endorsements/medical-office-reception/)
• O.E.C., Medical Scribe (https://catalog.uaf.edu/endorsements/medical-scribe/)
• O.E.C., Nurse Aide (https://catalog.uaf.edu/endorsements/nurse-aide/)

Certificates
• Certificate, Dental Assistant (https://catalog.uaf.edu/certificates/dental-assistant/)
• Certificate, Health Care Reimbursement (https://catalog.uaf.edu/certificates/health-care-reimbursement/)
• Certificate, Licensed Practical Nurse (https://catalog.uaf.edu/certificates/licensed-practical-nurse/)
• Certificate, Medical Assistant (https://catalog.uaf.edu/certificates/medical-assistant/)
• Certificate, Medical/Dental Reception (https://catalog.uaf.edu/certificates/medical-dental-reception/)
• Certificate, Medical Scribe Specialist (https://catalog.uaf.edu/certificates/medical-scribe-specialist/)
• Certificate, Pre-Nursing Qualifications (https://catalog.uaf.edu/certificates/pre-nursing-qualifications/)