HEALTH (HLTH)

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.

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 membersfunctional 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; Accuplacer sentence skills and reading comprehension total score of 110-139 and ALEKS test with score between 12-29; or permission of instructor.

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 on 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 and have documentation of the following immunizations: two chicken pox, hepatitis B series, two MMR's, two chickenpox and a two-step PPD testing within previous 12 months of the clinical component of the class, Students are encouraged to have a titer drawn to prove immunity for the chickenpox, MMR and hepatitis B.

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. Eighty-eight (88) hours of class, lab and clinical practice is included. Requires criminal background check. Other immunizations as required by the clinical site. High school graduation or GED; Accuplacer sentence skills and reading comprehension total score of 110-139 and ALEKS test with score between 15-29; or permission of instructor. Students must be in good physical condition. Co-requisites: AHA BLS provider or healthcare provider CPR card and first aid card.

Prerequisites: Documentation of the following vaccines: Hepatitis B series, two MMRs, two chickenpox and a two-step PPD testing within previous 12 months of the clinical component of the class, Students are encouraged to have a titer drawn to prove immunity for the chickenpox, MMR and hepatitis B.

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.

Recommended: HLTH F100; high school biology and chemistry.

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: DEVM F054; or placement in DEVM 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
1 Credit
Provides instruction on emergency first aid theory and techniques. Students acquire knowledge and skills necessary for dealing with emergencies in a medical/dental office and other clinical settings. Includes First Aid Certification and health care provider (adult, child and infant) CPR Certification.
Lecture + Lab + Other: 0.5 + 1 + 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 F142  Clinical Procedures I
4 Credits
Introduction to the theoretical basis and performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes care of patients in the examining room, use and care of medical instruments and supplies, assisting physicians with clinical procedures, administering medications and introduction to clinical laboratory procedures. Documentation of positive antibody titer for hepatitis B; current immunizations for measles, mumps, rubella, hepatitis A, varicella and tetanus; negative TB test within the past year and departmental approval.
Prerequisites: HLTH F100; HLTH F116; HLTH F122 or current First Aid and CPR.
Lecture + Lab + Other: 3 + 2 + 0

HLTH F193A  Special Topics
1-6 Credits
NP#
Lecture + Lab + Other: 1-6 + 6 + 0

HLTH F195  Special Topics
1-6 Credits
NP#
Lecture + Lab + Other: 1-6 + 0 + 0

HLTH F197  Individual Study
0.5-6 Credits
NP#
Lecture + Lab + Other: 0.5-6 + 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 PTA 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 health care setting.
Prerequisites: CIOS F150; HLTH F100; HLTH F132; test scores sufficient for placement in ENGL 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 code 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 F244  Clinical Procedures II
4 Credits
Offered As Demand Warrants
Theoretical basis and performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes urinalysis, electrocardiograph, subcutaneous and intramuscular injections, routine laboratory procedures, venipuncture, emergencies and assisting with specialty examinations. All prerequisites may be taken concurrently. Documentation of immunizations or titers to prove immunity for hepatitis B, current immunizations for measles, mumps, rubella, hepatitis A, varicella and tetanus; negative TB test within the past year and departmental approval.
Prerequisites: HLTH F100; HLTH F114 or BIOL F100X; HLTH F116; HLTH F142; HLTH F122 or current AHA BLS provider or healthcare provider CPR and first aid card.
Lecture + Lab + Other: 3 + 2 + 0

HLTH F247  Introduction to Pharmacology
2 Credits
Introduction to the use of therapeutic medications in medical settings. Includes classifications of drugs, clinical use and adverse effects of the 50 most commonly prescribed medications.
Prerequisites: HLTH F100; HLTH F114 or BIOL F100X.
Lecture + Lab + Other: 2 + 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 110-129 or completion of DEVE F104; placement into DEVF F055 by ALEKS score of 15-29; Documentation of positive antibody titer for hepatitis B, current immunizations or titers to measles, mumps, rubella, varicella, flu shot and two step PPD within the past year. Other specific immunizations as required by the externship sites.
Prerequisites: HLTH F122 or AHA BLS provider or 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.
Prerequisites: HLTH F122; HLTH F132; HLTH F234; enrollment by special permission only.
Lecture + Lab + Other: 0 + 0 + 6

HLTH F267  Medical Assisting Practicum Completion
2-4 Credits
Provides 100 hours of practicum work in the back office of a medical clinic for medical assisting students. Additional contact time required for meeting with for meeting with the campus practicum coordinator. HLTH F267 combined with HLTH F261 provides experience equivalent to that in HLTH F268, and satisfies the practicum requirement for the medical assistant certificate and A.A.S.
Prerequisites: HLTH F122; HLTH F132; HLTH F234; HLTH F142; HLTH F244; enrollment by special permission only.
Lecture + Lab + Other: 0 + 0 + 8

HLTH F268  Medical Assisting Practicum
4 Credits
Provides the student with 180 hours of hands-on practicum work in an outpatient health, with additional time required for meeting with the campus practicum coordinator. Students will not receive compensation/payment, monetary or otherwise for the practicum experience. This is the last course in the medical assistant A.A.S. degree and certificate program for students who have not taken any specialized certificates during their course of study. During their practicum, students will be expected to perform procedures learned throughout the medical assisting curriculum. The combination of HLTH F261 and HLTH F267 may be substituted for HLTH F268 to satisfy the degree requirements.
Prerequisites: HLTH F122, HLTH F132, HLTH F142, HLTH F234, HLTH F244; enrollment by special permission only.
Lecture + Lab + Other: 0 + 8 + 12