

HEALTH (HLTH)

Community and Technical College

Allied Health Program (<https://www.ctc.uaf.edu/academics/allied-health/>)

907-455-2800

HLTH F100 Medical Terminology

3 Credits

Offered Fall, Spring and Summer

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. Designed for health care professionals.

Cross-listed with MA F100.

Special Notes: Includes use of medical dictionary, word pronunciation and abbreviations.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F105 Introduction to Health Careers

2 Credits

Offered As Demand Warrants

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

Grading System: Letter Grades with option of Plus/Minus

HLTH F106 Human Behavior in Health Care (s)

3 Credits

Offered Fall and Spring

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

Grading System: Letter Grades with option of Plus/Minus

HLTH F107 Nurse Aide Training

9 Credits

Offered Fall, Spring and Summer

Teaches basic nursing skills necessary to assist the nurse as an efficient health care team member. Includes positive communication skills, along with a strong emphasis on personal care of residents' physical and emotional needs in a variety of health care settings. Students are prepared for the National Nurse Aide Examination. Student must be in good physical condition and have documentation of the following immunizations: two varicella, hepatitis B series, two MMRs, two-step PPDs within previous 12 months of the clinical component of class. Students are encouraged to have a titer drawn to prove immunity to the diseases listed above. Other specific immunizations as required by clinical sites.

Prerequisites: High school graduation or GED; placement into MATH F055; placement into WRTG F090.

Lecture + Lab + Other: 5 + 8 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F110 Professional Skills for the Workplace

2 Credits

Offered As Demand Warrants

Presents skills to ensure success for the professional administrative assistant, receptionist, medical worker and others. Includes interview skills, business manners, customer service and dressing for success.

Lecture + Lab + Other: 2 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F111 Personal Care Attendant Training

4 Credits

Offered As Demand Warrants

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 are included. Requires criminal background check.

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; Other immunizations as required by the clinical site; High school graduation or GED; Placement into or completion of DEVM F055; Placement into or completion of WRTG F090; Students must be in good physical condition.

Corequisites: AHA BLS provider or healthcare provider CPR card and first aid card.

Lecture + Lab + Other: 2.5 + 3 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F113 Personal Care Attendant to Nursing Assistant Bridge

5 Credits

Offered As Demand Warrants

Trains personal care attendants to become nurse assistants. Students build upon basic PCA skills and experience. Provides the additional classroom, laboratory and clinical hours required by the Alaska Board of Nursing for state program approval. Prepares students to sit for the National Nurse Aide Examination.

Prerequisites: HLTH F111; Students must provide documentation of current HLTH F122 card or AHA BLS for healthcare provider CPR card and First Aid card.

Lecture + Lab + Other: 3 + 4 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F114 Fundamentals of Anatomy and Physiology

4 Credits

Offered Fall, Spring and Summer

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: Recommended: HLTH F100 or MA F100; high school biology and chemistry.

Cross-listed with MA F114.

Special Notes: Students should take HLTH F114 if they took HLTH F100, and MA F114 if they took MA F100.

Lecture + Lab + Other: 4 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F116 Mathematics in Health Care

3 Credits

Offered Fall, Spring and Summer

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: MATH F054; or placement in MATH F055.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F118 Medical Law and Ethics

2 Credits

Offered As Demand Warrants

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

Grading System: Letter Grades with option of Plus/Minus

HLTH F122 First Aid and CPR for the Health Care Provider

0 Credit

Offered Fall, Spring and Summer

This course meets the needs of the students entering healthcare professions. The course includes AHA First Aid and BLS CPR for the Healthcare Provider. Instructors follow the American Heart Association's curriculum. Successful completion of the course leads to certification in first aid and basic life support for healthcare providers.

Lecture + Lab + Other: 0 + 0 + 0

Grading System: Pass/Fail Grades

Repeatable for Credit: May be taken unlimited times for up to unlimited credits

HLTH F124 Introduction to Medical Scribe Specialist

2 Credits

Offered Fall, Spring and Summer

Introduction to duties and responsibilities included in the scope of practice of the Medical Scribe in a variety of healthcare settings. Students will learn the expectations of providers when working with patients in "real time." Practice communication and interactions with providers, patients and families. Students will practice scribing using scenarios.

Prerequisites: Placement into WRTG F110; ALEKS: Placement into or completion of MATH F055 or HLTH F116.

Recommended: HLTH F100.

Lecture + Lab + Other: 2 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F126 Administrative Procedures for the Healthcare Worker

3 Credits

Offered Fall, Spring and Summer

Introduction to the responsibilities and duties required of medical office assistants and scribes in a variety of healthcare settings. Focus is on reception, scheduling of appointments, insurance, billing and coding, ethical and legal responsibilities, electronic health records, public relations, professionalism and working with the healthcare team.

Prerequisites: Placement into WRTG F110; Placement into MATH F055 or HLTH F116.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F130 Medical Office Technology

3 Credits

Offered Fall and 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 Notes: Special fees may apply.

Lecture + Lab + Other: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

HLTH F132 Administrative Procedures I

2 Credits

Offered As Demand Warrants

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.

Lecture + Lab + Other: 2 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

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

Grading System: Letter Grades with option of Plus/Minus

HLTH F203 Science of Nutrition

3 Credits

Offered Fall, Spring and Summer

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

Grading System: Letter Grades with option of Plus/Minus

HLTH F207 Certified Nurse Medication Aide

6 Credits

Offered As Demand Warrants

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. Course prepares students to assist the nurse to pass medications in health care settings. Other vaccines may be required by the clinical site. Must have a current AHA BLS healthcare provider CPR and first aid card. Must be physically capable of performing "hands on" care to residents such as, repositioning, lifting, transferring, dressing, all of which require repetitive motion throughout a work day.

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; Placement into MATH F055; Placement into WRTG F110; be 18 years of age or older; Documentation of vaccines or titer for the following: Hepatitis B series, two MMRs, two chickenpox and a 2-step PPD test within previous 12 months of the clinical component of the class.

Lecture + Lab + Other: 4 + 4 + 0**Grading System:** Letter Grades with option of Plus/Minus**HLTH F208 Human Diseases**

3 Credits

Offered Fall, Spring and Summer

Introduction to the study of human diseases. Pathogenesis, etiology and predisposing factors will be examined. 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 systems and the relation of aging to disease.

Prerequisites: HLTH F100 with a C or higher.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus**HLTH F234 Administrative Procedures II**

4 Credits

Offered As Demand Warrants

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; placement in WRTG F111X.**Lecture + Lab + Other:** 3 + 2 + 0**Grading System:** Letter Grades with option of Plus/Minus**HLTH F235 Medical Coding**

4 Credits

Offered As Demand Warrants

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**Grading System:** Letter Grades with option of Plus/Minus**HLTH F236 Outpatient Health Care Reimbursement**

3 Credits

Offered Fall, Spring and Summer

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 F126 or MA F144.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus**HLTH F237 Inpatient Health Care Reimbursement**

3 Credits

Offered As Demand Warrants

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.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus**HLTH F238 Medical Coding I**

3 Credits

Offered Fall

Introduction to clinical classification systems including Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) including interpretation of guidelines and official resources, and correct application, in the inpatient, outpatient, and professional fee coding settings. Combined with Medical Coding II, this course prepares students to take national certification examinations.

Prerequisites: HLTH F100; HLTH F114.**Recommended:** HLTH F126; HLTH F208.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus**HLTH F239 Medical Coding II**

3 Credits

Offered Spring

Indepth examination of correct application of clinical classification systems including Current Procedural Terminology (CPT) and International Classification of Diseases (ICD), including principles of confidentiality, coding ethics, and electronic systems for accurate code assignment. Combined with Medical Coding I, this course prepares student to take national certification examinations.

Prerequisites: HLTH F238.**Lecture + Lab + Other:** 3 + 0 + 0**Grading System:** Letter Grades with option of Plus/Minus

HLTH F255 Phlebotomy Principles, Methods and Externship

5 Credits

Offered Fall and Spring

This comprehensive lecture, lab and 100-hour externship course provides information covering phlebotomy technique, anatomy and physiology, venipuncture and lab testing. Specimen collection and proper handling are essential to completing this course. This course prepares students to take a national phlebotomy certification examination by the American Society of Clinical Pathologists.

Prerequisites: HLTH F122 or AHA BLS for healthcare provider CPR card and First Aid card; Placement into MATH F055; Placement into WRTG F090; Documentation of positive antibody titer for hepatitis B, current immunizations or titers to measles, mumps, rubella, varicella, flu shot and a 2-step PPD within the past year; Other specific immunizations as required by the externship sites.

Lecture + Lab + Other: 2 + 1 + 7

Grading System: Letter Grades with option of Plus/Minus

HLTH F260 Medical Scribe Specialist Practicum

2 Credits

Offered As Demand Warrants

Course provides 80 hours of hands on experiences as a Medical Scribe in a Healthcare facility. Students will be working side by side with an employee of the practicum site. Additional time is required for weekly meetings with the faculty practicum coordinators. This is the last course in the Medical Scribe Specialist Occupational Endorsement.

Prerequisites: HLTH F100; HLTH F114; HLTH F124; HLTH F126; HLTH F130; HLTH F235; MA F247; Enrollment is by special permission only; Immunizations as outlined in the MS packet: Hepatitis B series of three, MMR X's 2, Varicella X's 2, two step PPD; Documentation of current BLS Healthcare Provider/First Aid cards.

Lecture + Lab + Other: 0 + 0 + 6

Grading System: Pass/Fail Grades

HLTH F261 Medical/Dental Office Reception Practicum

2 Credits

Offered As Demand Warrants

Provides students with 80 practicum hours in a medical or dental front 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.

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.

Special Notes: Students part of the Medical Assisting program should take the HLTH F261 section of this course.

Lecture + Lab + Other: 0 + 0 + 6

Grading System: Pass/Fail Grades