

ALLIED HEALTH (ALH)

ALH-103 NUTRITION

3 credit hours

Nutritional foundation development. Principles of nutrition related to health maintenance and illness prevention are covered. Age related nutritional concerns, diseases and conditions, and therapeutic diets are covered. Emerging dietary information and trends are also covered.

Fee: \$0.00

ALH-104 NURSE AIDE

3.90 credit hours

Clinical and cognitive skills needed to prepare students for the State of Michigan CNA certification exam.

Fee: \$60.00

ALH-106 MEDICATION AIDE

4.90 credit hours

This course prepares students to administer medications in nursing homes under the direct supervision of a licensed nurse. Students will learn medication fundamentals, safety, communication and documentation, medication administration, and legal and ethical protocols and responsibilities. Students who successfully complete the course are eligible to take the State of Michigan Medication Aide certification exam. *Course is billed at 6.7 billing hours*

Requisite(s): Students must have successfully completed ALH-104 or another state licensed nurse aide program and be licensed as a certified nurse aide on the State of Michigan in order to take this course. Students must be at least 18 years of age prior to the first day of the course start.

Fee: \$20.00

ALH-111 DIAGNOSTIC CODING

3 credit hours

Designed to provide students with the necessary principles for properly coding diseases, conditions, and injuries. Coding compliance, adherence to guidelines, and data quality are covered as well. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0.

Fee: \$0.00

ALH-112 EMERGENCY RESPONSE/PATIENT INTERVIEWING

3 credit hours

Covers patient interviewing, medical emergencies, legal aspects of emergency care, and a variety of sudden illnesses. Additional topics include: bloodborne pathogens, fire safety, safe work environments, response in emergency situations, and proper body mechanics when lifting and moving victims. American Heart Association: BLS & Heart Saver First Aid awarded upon successful completion of specific components of the course. CPR will be taught during this course. This course is 8 weeks in length.

Requisite(s): Students must complete ALH-218 ALH-225 and ALH-252 with a minimum grade of 2.0.

Fee: \$65.00

ALH-120 ADMIN I COM & BUS PRACTICES IN MED OFF

3 credit hours

Fundamental skills needed to effectively communicate with patients, families, clients, providers, and supervisory personnel. Topics include verbal and non-verbal communication, barriers to communication, coping mechanisms, behavioral theories, diversity, and coaching patients based on their health care needs. Additional focus on administrative skills needed to maintain medical records, including electronic medical records. Patient scheduling is covered. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0.

Fee: \$0.00

ALH-130 ADMIN II FINANCIAL BUS PRAC IN MEDICAL

3 credit hours

Financial skills related to bookkeeping, accounts receivable, third party reimbursement, and procedural and diagnostic coding. This course is 8 weeks in length

Requisite(s): Students must complete ALH-120, ALH-218, ALH-225 and ALH-120 with a minimum grade of 2.0 or better.

Fee: \$0.00

ALH-140 TOPICS IN PHARMACOLOGY & APPLIED MATH

3 credit hours

Pharmacology and mathematical skills necessary to calculate, prepare and administer drugs safely in an ambulatory setting. Drug effects on body systems is presented. Additional focus on drug names, laws, development, categories, sources, classification of drugs, immunizations, and abuse and misuse of substances. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-120, ALH-218, ALH-225, and ALH-252 with a minimum grade of 2.0.

Fee: \$0.00

ALH-210 PROCEDURAL CODING

3 credit hours

Principles for applying the CPT procedural code that most accurately identifies the service performed. Students will learn and be expected to demonstrate the ability to translate documentation into the appropriate procedural code. Emphasis is also placed on coding compliance and adherence to official guidelines. Additional focus on the importance of data quality and data integrity. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-111, ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0. Students must also complete ALH-240 previously or concurrently with a minimum grade of 2.0.

Fee: \$0.00

ALH-218 MEDICAL TERMINOLOGY

3 credit hours

Basic terminology required for the health professional. Provides a basic knowledge of anatomy and physiology. Greek and Latin prefixes, suffixes, word roots and combining forms are presented. Emphasis on forming a foundation for a medical vocabulary including meaning, spelling and pronunciation. Medical abbreviations, signs and symbols are included. This course is 8 weeks in length.

Fee: \$0.00

ALH-225 SURVEY OF BODY SYSTEMS & DISEASE COND**3 credit hours**

Basic anatomy and physiology and focus on common pathology, diagnostic measures and treatment modalities. Topics include diseases and conditions affecting the various body systems. Dietary needs for specific conditions, and body function across the lifespan is also discussed. This course is 8 weeks in length.

Requisite(s): Students must complete ALH-218 and ALH-252 previously or concurrently with a minimum grade of 2.0.

Fee: \$0.00

ALH-238 MEDICAL ASSISTANT EXTERNSHIP**3 credit hours**

Application of clinical and administrative skills learned in the classroom. Externship requires 160 clinical hours plus eight 1-hour Zoom meetings. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. After successful completion of this course, the student is eligible to complete the RMA (AMT) credentialing exam.

Requisite(s): Student must have completed all the curriculum courses of the Medical Assistant Certificate program with a minimum of 2.0 GPA in each class and an overall GPA of 2.0. Student must have completed or is currently registered (same semester) in ALH-112, ALH-140 and ALH-241. Minimum grade 2.0 in all courses required.

Fee: \$150.00

ALH-240 INSURANCE CLAIMS PROCESSING**3 credit hours**

Information necessary to accurately complete insurance claims for facilities and physicians. Apply diagnostic and procedural codes to various insurances. Emphasis on ethical responsibilities of insurance claims submissions. Current issues related to medical insurance will be discussed. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0. Students must take ALH-210 previously or concurrently with a minimum grade of 2.0 or better.

Fee: \$0.00

ALH-241 LABORATORY PROCEDURES & PHLEBOTOMY**4 credit hours**

Basic phlebotomy skills and practical application of routine laboratory procedures performed in an outpatient health care setting. Topics include: hematology, chemistry, urinalysis, immunology, and microbiology testing, as well as laboratory safety procedures, quality assurance, and quality control procedures. This course is 8 weeks.

Requisite(s): Students must successfully complete ALH-218, ALH-225, ALH-120, ALH-252, ALH-130, ALH-245 with a minimum grade of 2.0 or better.

Fee: \$65.00

ALH-245 FUNDAMENTAL CLINICAL OFFICE SKILLS**4 credit hours**

Fundamental skills needed to provide safe care for patients. It emphasizes skills related to obtaining vital signs, performing patient screening, assisting with an exams and procedures, administration of medications and injections, and performing EKG's and PFT's. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-120 ALH-130 ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.0.

Fee: \$65.00

ALH-252 ETHICAL & LEGAL PRAC IN ALLIED HEALTH**2 credit hours**

Focus on scope of Allied Health practice, Health Information Portability and Accountability Act (HIPAA), patient rights, criminal and civil law, interviewing, compliance reporting, public health statutes, legal terms, ethics and morals. This course is 8 weeks in length.

Requisite(s): Students must successfully complete ALH-120, ALH-218 and ALH-225 with a minimum grade of 2.0.

Fee: \$0.00

ALH-280 MEDICAL CODING AND BILLING CAPSTONE**3 credit hours**

Designed to prepare students for careers in coding and billing. Health information documentation, data integrity, and quality are stressed and procedures for submitting information to insurance companies and governmental healthcare agencies are reinforced. Prepares students for AAPC and AHIMA exams..

Requisite(s): Student must have completed all of the curriculum in the Medical Coding and Billing Specialist program with a minimum of 2.0 in each ALH class and an overall GPA of 2.0. This course should be taken the semester following the completion of all program coursework or the student may be required to retake some of the classes.

Fee: \$0.00

ALH-285 PHLEBOTOMY EXTERNSHIP**2 credit hours**

Focus on laboratory skills within the clinical setting. Provides the student with experience in the work environment in the laboratory of a CLIA Waived medical office or a hospital based laboratory. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. After completion of the externship, the student is eligible to apply to the American Society of Clinical Pathology (ASCP) to take the Phlebotomy Technician (PBT) exam. This class is 8 weeks in length.

Requisite(s): Student must have complete ALH-218 and ALH -241 with an overall GPA of 2.0. Students must complete ALH 241 and BUS-104 with a minimum grade of 2.0 or take classes in the same semester as ALH-285.

Fee: \$0.00