

ALLIED HEALTH (ALH)

ALH-103 NUTRITION

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

Designed to assist the student in developing a foundation for good nutrition. Fundamental principles of nutrition essential to maintain health, prevent illness and provide support during illness are presented. Nutritional concerns relating to each age group will be addressed as well as specific disease conditions and relevant therapeutic diets. Newly emerging nutritional information will be discussed which will assist the student in becoming a discriminating consumer.

Fee: \$30.00

ALH-104 NURSE AIDE

6 credit hours, 6 contact hours (6 Lecture Hours Per Week)

This course is designed to guide you in learning the skills required for certification as a nurse aide. The course will give you the skills needed to do your duties as a (NA) nurse aide and prepare you for the state certification exam. The lessons will help you better understand your residents and in turn help you to understand your role in relation to these residents.

Fee: \$60.00

ALH-111 DIAGNOSTIC CODING

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course is designed to provide students with the necessary principles for properly coding diseases, conditions, and injuries. Students will learn and be expected to demonstrate the ability to translate written diagnoses into the appropriate ICD-10-CM numeric designations. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of data quality and data integrity. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist - Physician Office) certification exam. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

ALH-112 EMERGENCY RESPONSE/PATIENT INTERVIEWING

3 credit hours, 3 contact hours (2 Lecture/1 Lab Hours Per Week)

Course focus is on a variety of medical emergencies, cardiovascular disease, legal aspects of emergency care, and a variety of sudden illnesses. Additional topics will include: bloodborne pathogens, fire safety, safe work environments, response to and effects on individuals involved 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 2.5.

Fee: \$65.00

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

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course focuses on 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. This course also focuses on administrative skills needed to create, store, and maintain medical records, including electronic medical records. Patient scheduling is 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 2.5.

ALH-130 ADMIN II FINANCIAL BUS PRAC IN MEDICAL

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course focuses on 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-218, ALH-225 and ALH-252 with a minimum grade of 2.5 or better.

ALH-140 TOPICS IN PHARMACOLOGY & APPLIED MATH

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course is designed to provide the allied health worker with a working knowledge of pharmacology and mathematical skills necessary to calculate, prepare and administer drugs safely in an ambulatory setting. Drugs effects on the body's anatomical structure and systems is presented. Topics include 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-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

Fee: \$30.00

ALH-210 PROCEDURAL CODING

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course is designed to provide students with the necessary 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. Students gain an understanding to the importance of data quality and data integrity. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist - Physician Office) certification exam. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

ALH-218 MEDICAL TERMINOLOGY

3 credit hours, 3 contact hours (3 Lecture Hours Per Week)

This course addresses basic terminology required of the Allied Health professional and provides a basic knowledge of anatomy and physiology, pathology, special procedures, laboratory procedures, and pharmacology. Greek and Latin prefixes, suffixes, word roots and combining forms are presented. Emphasis is 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: \$30.00

ALH-225 SURVEY OF BODY SYSTEMS & DISEASE COND**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course will introduce students to basic anatomy and physiology, common pathology, diagnostic measures and treatment modalities including risk factors, appropriate methods of patient education as applied to the healthcare field. Topics include cells, tissues, organs, and the various body systems, integumentary skeletal, muscular, endocrine, nervous system, cardiology, circulatory lymphatic, respiratory digestive, urinary, and reproductive systems. Nutrients, supplements, and dietary needs for specific conditions is also discussed. This course is 8 weeks in length.

ALH-238 MEDICAL ASSISTANT PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The Medical Assistant practicum focuses first on the business/administration aspect within the clinical setting. It is intended to provide the student with experience in the work environment in the front office area. The second half of the practicum focuses on clinical aspects in the patient care area of the medical clinic. The practicum is 8 weeks and requires 160 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 may apply to the American Association of Medical Assisting (AAMA) to write the certifying exam for Medical Assisting (CMA-AAMA).

Requisite(s): Student must have completed all the curriculum courses of the Medical Assistant Certificate program with a minimum of 2.5 GPA in each class and an overall GPA of 2.5. Student must have completed or is currently registered (same semester) in ALH-112, ALH-140 and ALH-241. Minimum grade 2.5 in all courses required.

Fee: \$280.00

ALH-240 INSURANCE CLAIMS PROCESSING**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

This course is designed to provide students information necessary to accurately complete insurance claims for facilities and physicians. Students will demonstrate their ability to apply diagnostic and procedural codes to various forms of insurance. Emphasis will be placed on the ethical responsibilities of the Insurance Claims Specialist. Students will apply their learning to both paper claims and electronic billing. Current issues related to medical insurance will be discussed. This course will prepare students to successfully pass the AHIMA CSSP (Certified Coding Specialist - Physician Office) certification exam. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

ALH-241 LABORATORY PROCEDURES & PHLEBOTOMY**4 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course provides students with the knowledge 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 introduces students to the basic skills of phlebotomy. Topics include point of care testing, venipuncture, blood collection, equipment, order of draw, specimen handling, and legal issues. 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 2.5 or better.

Fee: \$65.00

ALH-245 FUNDAMENTAL CLINICAL OFFICE SKILLS**4 credit hours, 4 contact hours (2 Lecture/2 Lab Hours Per Week)**

This course focuses on fundamental skills needed to provide safe care for patients. It emphasizes skills related to obtaining vital signs, performing patient screening, and assisting a provider with an exam. This course is 8 weeks in length.

Requisite(s): Must successfully complete ALH-218, ALH-225 and ALH-252 with a minimum grade of 2.5.

Fee: \$65.00

ALH-252 ETHICAL & LEGAL PRAC IN ALLIED HEALTH**2 credit hours, 2 contact hours (2 Lecture Hours Per Week)**

This course focuses on scope of practice, the 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.

Fee: \$25.00

ALH-280 CODING SPECIALIST PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The Coding Specialist - Physician-based (CCS-P) serves a key role in the medical office, clinic or hospital setting. CCS-Ps are coding practitioners who specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. They review patient records and possess in-depth knowledge of the CPT coding system and familiarity with the current International Coding of Diseases and Healthcare Common Procedural Coding Systems. They are experts in health information documentation, data integrity, and quality and play a critical role in a health provider's business operations for data submitted to insurance companies or the government for expense reimbursement. The practicum is 8 weeks and requires 160 hours plus eight 1-hour Zoom sessions. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. Prerequisite: student must have completed all of the curriculum in the Coding Specialist - Physician-based (CCS-P) program with a minimum of 2.5 in each ALH class and an overall GPA of 2.5. This course must be taken the semester following the completion of all program coursework or the student may be required to retake some of the classes.

Requisite(s): Student must have completed all of the curriculum in the Coding Specialist - Physician-based (CCS-P) program with a minimum of 2.5 in each ALH class and an overall GPA of 2.5. 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: \$140.00

ALH-281 MEDICAL ADMINISTRATIVE SPECIALIST PRAC,PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The Medical Administrative Specialist serves a key role in the medical office, clinic or hospital setting. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office tasks. The practitioner maintains familiarity with clinical and technical concepts of coordinate administrative office functions in the health care setting. This program is approved by American Medical Technologists (AMT is accredited by the National Commission for Certifying Agencies NCCA) as a program of study for those who wish to sit for the Certified Medical Administrative Specialist - CMAS (AMT). The practicum is 8 weeks and requires 160 hours plus eight 1-hour Zoom sessions. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed.

Requisite(s): Student must have completed all of the curriculum in the Medical Administrative Specialist Certificate program with a minimum of 2.5 GPA in each ALH class and an overall GPA of 2.5. Student must successfully complete CIS-101 and ALH-140 with a minimum grade of 2.5 or be registered for both classes in the same semester as ALH 281.

Fee: \$140.00

ALH-285 PHLEBOTOMY TECHNICIAN PRACTICUM**3 credit hours, 3 contact hours (3 Lecture Hours Per Week)**

The Phlebotomy Technician Practicum focuses first on laboratory skills within the clinical setting. It is intended to provide the student with experience in the work environment in the laboratory of a CLIA Waived medical office or a hospital based laboratory. The practicum is 8 weeks and requires 100 hours plus 8 one-hour Zoom sessions. 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 practicum the student may apply to the American Society of Clinical Pathology (ASCP) to write the Phlebotomy Technician (PBT) exam.

Requisite(s): Student must have completed all of the curriculum in the Phlebotomy Certificate program with a minimum of 2.5 GPA in each ALH class and an overall GPA of 2.5. This course should be taken the semester following the completion of all program coursework or the student may be required to retake some courses. Students must complete ALH 241 and BUS-104 with a minimum grade of 2.5 or take classes in the same semester as ALH-285.

Fee: \$140.00