

# ALLIED HEALTH, AAS

The purpose of this degree is to prepare the student for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

## Program Outcomes:

1. Demonstrate knowledge in the health care professional's discipline.
2. Demonstrate expertise needed to expand their professional roles in the healthcare system.
3. Apply industry specific training that meets the needs of the students, community and employers.

## Employment Information

Health care careers offer job stability, often above average financial reward, and the opportunity to join one of the most exciting and fastest growing fields in the United States. In the coming years, with an aging baby boomer population, there are expected to be more jobs than there are health care professionals to fill them. Job duties range greatly depending upon the chosen area of specialization. Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice. Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data by ensuring that it maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. Healthcare support occupations (such as home health aides, occupational therapy assistants, and medical transcriptionists) had a median annual wage of \$29,880 in May 2021, lower than the median annual wage for all occupations in the economy.

According to the U.S Bureau of Labor Services (BLS) occupations that typically require workers to have a certificate or other postsecondary nondegree award had a median annual wage of \$37,670 in 2017; those that typically require workers to have some college but no degree had a median annual wage of \$35,250.

## Program Information

This degree prepares the student for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

## Is this for me?

Allied health professionals should possess good communication skills and enjoy working with people. They typically have an interest in science and must be able to utilize computer software programs. Additionally, they must be a "hands-on" person with good eye/hand coordination.

## Outlook

According to the U.S. Department of Labor, employment of healthcare occupations is projected to grow 16 percent from 2020 to 2030, much faster than the average for all occupations, adding about 2.6 million new jobs. Healthcare occupations will add more jobs than any other group of occupations. This growth is expected due to an aging population and because federal health insurance reform should increase the number of individuals who have access to health insurance.

**To be granted the AASAH the student must obtain one of the following Occupational**

Certificates (averaging 30 credits):  
Medical Coding and Billing Specialist  
Medical Assistant

Code	Title	Credits
<b>English Composition</b>		<b>3.00</b>
ENG-121	ENGLISH COMPOSITION I <sup>1</sup>	
<b>English Composition or Communications</b>		<b>3.00</b>
Complete one of the following courses:		
ENG-122	ENGLISH COMPOSITION II <sup>1</sup>	
COM-110	INTERPERSONAL COMMUNICATIONS	
COM-150	PUBLIC SPEAKING	
<b>Humanities or Fine Arts</b>		<b>6.00</b>
PHIL-210	ETHICS <sup>1</sup>	
Complete one other course from the MTA Humanities and Fine Arts course listing (cannot be PHIL-230)		
<b>Social Sciences</b>		<b>6.00</b>
PSY-101	PSYCHOLOGY	
Complete one other course from the MTA Social Science course listing (cannot be a PSY prefix)		
<b>Mathematics</b>		<b>4.00</b>
MATH-201	INTRO TO STATISTICS	
<b>Natural Sciences</b>		<b>8.00</b>
BIO-120	INTRODUCTION TO BIOLOGY <sup>1</sup>	
One other lab based course from the Natural Science MTA course listing (cannot be a BIO prefix)		
<b>Allied Health Certificate Requirement</b>		<b>24.00</b>
To be granted an Associate of Applied Science in Allied Health Degree the student must complete one of the following Allied Health Certificates:		
Medical Coding and Billing Specialist Certificate		
Medical Assistant Certificate		
<b>Electives</b>		<b>6.00</b>
If completing the Medical Coding and Billing Specialist Certificate, students must complete 6 additional elective credits to meet 60 credits for the degree. BIO-101 and PSY-210 are recommended		
<b>Total Credits</b>		<b>60.00</b>

<sup>1</sup> Course has prerequisite(s)

**Note:** No course below 100 level will be applied to this degree.

Tuition is calculated by contact hours per semester.  
Current/Updated: 07/30/2022

## Medical Coding and Billing Specialist

Code	Title	Credits
<b>Required Coursework</b>		<b>24.00</b>
ALH-111	DIAGNOSTIC CODING <sup>1</sup>	
ALH-210	PROCEDURAL CODING <sup>1</sup>	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-240	INSURANCE CLAIMS PROCESSING <sup>1</sup>	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
ALH-280	MEDICAL CODING AND BILLING CAPSTONE	

BUS-104	INTRO TO BUSINESS <sup>1</sup>	
<b>Total Credits</b>		<b>24.00</b>

<sup>1</sup> Course has prerequisite(s)

1. The student must achieve a 2.0 GPA in all ALH curriculum courses.
2. Qualifications for the capstone course requires that students have all course work completed and an overall 2.0 GPA or above.

**Note:** No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/30/2022

## Medical Assistant

Code	Title	Credits
<b>Required Coursework</b>		<b>31.00</b>
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING <sup>1</sup>	
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF <sup>1</sup>	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL <sup>1</sup>	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH <sup>1</sup>	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	
ALH-238	MEDICAL ASSISTANT EXTERNSHIP <sup>1</sup>	
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY <sup>1</sup>	
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS <sup>1</sup>	
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	
<b>Total Credits</b>		<b>31.00</b>

<sup>1</sup> Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.0 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.0 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

**Note:** No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/22/2022

## Medical Assistant

Course	Title	Credits
<b>Fall 1</b>		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00

ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
<b>Credits</b>		<b>18.00</b>
<b>Winter 1</b>		
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-238	MEDICAL ASSISTANT EXTERNSHIP	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
<b>Credits</b>		<b>16.00</b>
<b>Fall 2</b>		
COM-110 or COM-150 or ENG-122		3.00
SOCIAL SCIENCE FROM MTA COURSE LISTING (MAY NOT BE A PSY PREFIX)		3.00
MATH-201	INTRO TO STATISTICS	4.00
PSY-101	PSYCHOLOGY	3.00
<b>Credits</b>		<b>13.00</b>
<b>Winter 2</b>		
BIO-120	INTRODUCTION TO BIOLOGY	4.00
PHIL-210	ETHICS	3.00
NATURAL SCIENCE ELECTIVE FROM MTA LISTING (MAY NOT HAVE A BIO PREFIX)		4.00
HUMANITIES OR FINE ARTS ELECTIVE FROM MTA LISTING (MAY NOT HAVE A PHIL PREFIX)		3.00
<b>Credits</b>		<b>14.00</b>
<b>Total Credits</b>		<b>61.00</b>

## Medical Coding and Billing

Course	Title	Credits
<b>Fall 1</b>		
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-111	DIAGNOSTIC CODING	3.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
ELECTIVES (PSY 210 RECOMMENDED)		3.00
<b>Credits</b>		<b>14.00</b>
<b>Winter 1</b>		
ALH-210	PROCEDURAL CODING	3.00
ALH-240	INSURANCE CLAIMS PROCESSING	3.00
BUS-104	INTRO TO BUSINESS	4.00
ENG-121	ENGLISH COMPOSITION I	3.00
<b>Credits</b>		<b>13.00</b>
<b>Summer 1</b>		
ALH-280	MEDICAL CODING AND BILLING CAPSTONE	3.00
ELECTIVE CREDIT (RECOMMEND BIO-101)		3.00
<b>Credits</b>		<b>6.00</b>
<b>Fall 2</b>		
COM-110 OR COM-150 OR ENG-122		3.00
MATH-201	INTRO TO STATISTICS	4.00
PSY-101	PSYCHOLOGY	3.00
SOCIAL SCIENCE FROM MTA COURSE LISTING (MAY NOT HAVE A PSY PREFIX)		3.00
<b>Credits</b>		<b>13.00</b>
<b>Winter 2</b>		
BIO-120	INTRODUCTION TO BIOLOGY	4.00
PHIL-210	ETHICS	3.00
NATURAL SCIENCE ELECTIVE FROM MTA LISTING (MAY NOT HAVE A BIO PREFIX)		4.00
HUMANITIES OR FINE ARTS ELECTIVE FROM MTA LISTING (MAY NOT HAVE A PHIL PREFIX)		3.00
<b>Credits</b>		<b>14.00</b>
<b>Total Credits</b>		<b>60.00</b>