

## Allied Health Education (AHE)

### Program Description

The Allied Health Education (AHE) designation is an “umbrella” heading for all courses required for certificates offered in Medical Assistant, Medical Secretary, Medical Billing and Coding Specialist, Patient Registration Specialist, Phlebotomy Technician, and Pharmacy Technician. A two-year Medical Assistant Associate in Technical Arts Degree (ATA) is also available. Our focus is to offer entry- and intermediate-level healthcare career options and to provide a stepping stone into other healthcare professions. The educational goal is to provide quality programs that will give students the skills and knowledge needed to provide quality care for diverse patient populations.

America needs more healthcare workers. Healthcare is one of the fastest growing industries and the list of high demand occupations continues to be high for specialists in the healthcare field. The U.S. Department of Labor predicts that healthcare will generate 3 million new jobs between 2006 and 2016. Seven out of the 20 fastest growing occupations are health care related. The aging population, new medical technologies, and changes in the way health care is, and will be provided in the future, are opening doors for people who want to train for a job that pays well and gives them a chance to help other people.

While many health careers don't involve working directly with patients, every health professional plays a part in the health care process. In addition to paying well, health careers offer the satisfaction of helping others. Advances in medical technology also make health careers exciting and ever-changing. Researchers are constantly discovering new ways to diagnose, treat and prevent diseases. Health workers receive ongoing training to learn new skills, use new technologies and improve patient care.

While healthcare workers at all levels of education and training will continue to be in demand, training for many allied health jobs can be completed in one to two years. Employment growth in the healthcare field will be especially high for healthcare workers who work outside the inpatient hospital sector, such as pharmacy technicians, medical assistants, medical secretaries, and personal and home care aides.

Students should be aware that not everyone is prepared to deal with blood and body fluids on a daily basis, interface with people experiencing pain and grief, work odd hours outside the “normal” 8 am to 5 pm time designation, or work 12-hour shifts as required in many healthcare positions. Students choosing to train for a career in one of the many Allied Health professions should be familiar with typical

work environments and the skills needed to be successful in the healthcare field.

### Entry into the Program

Please apply to the Admissions Office and attend an information session (see Allied Health website for dates). Admission and registration guidelines are listed in the catalog and on the college website. Students may attend courses on a full-time or part-time basis for any degree or certificate within AHE. Pharmacy Technician, Medical Secretary, Phlebotomy Technician, Medical Billing & Coding and Patient Registration cohorts must enter fall quarter only and follow the suggested schedule of courses to complete course work in one year. Registration for Medical Assistant cohort entries takes place in the fall and spring quarters. Some key courses are offered only during specific quarters of the year. Students should contact the Allied Health Department Chair for help preparing their course schedules.

It is strongly recommended that students be able to read, write and compute at college level and have basic keyboarding skills. Students lacking this preparation should consult an advisor for appropriate coursework to raise their skill level. Students should review schedules and course descriptions to check for prerequisites when planning their course of study.

### Program Notes

Criminal background checks and illegal substance-illegal drug screens are required for all students entering Allied Health programs. This requirement is based on medical industry standards and Washington State laws protecting vulnerable populations (RCW 43.43.880 and 43.43.842). Drug screens and background checks are required by clinical agencies where students complete their clinical practicums. This screening occurs at the start of all Allied Health programs (AHE 130 for Pharmacy students and AHE 100 for all others). Students should be aware that certain gross misdemeanors and felonies may disqualify them from participating in clinical externships and unable to complete their certificate. Future employment opportunities in the health care field may also be affected. Students who are unable to pass the above-mentioned screens will be removed from the program until such time that they are able to pass both the background check and drug screen. See program website for additional information.

Hepatitis B is the one health condition that may prevent a person from being hired into a position that requires patient contact. It is a serious enough condition that one should research the hiring practices of local healthcare facilities before considering a career in healthcare. There are multiple healthcare positions that require no interaction with patients (i.e., filing, billing, coding), but hiring into these positions is left to the discretion of the healthcare facility.

Occupational Exposure: Students planning to enter any of the Allied Health programs (Phlebotomy in particular) need to know that, as a health care provider, they are at risk for exposure to blood borne pathogens. Tasks and procedures performed by the health care professional involve risks classified by the Center for Disease Control in the following ways:

- Category I – Direct contact with blood or other bodily fluids to which universal precautions apply
- Category II – Activities performed without blood exposure but exposure may occur in emergencies
- Category III – Task/activity does not entail predictable or unpredictable exposure to blood.

### Program Options

The Medical Assistant ATA Degree/Certificate program prepares students to work as a member of a health care team, performing a broad range of clinical and administrative tasks under the supervision of a physician, physician's assistant or nurse practitioner. Program graduates assist health care professionals in many aspects of medical practice, including patient care management, administrative, and clinical procedures such as: assisting with physical examinations, phlebotomy, administering injections, performing electrocardiograms and instrument sterilization. An experienced medical assistant might serve as an office administrator. Primary employers for medical assistants include: ambulatory health care settings, extended health care facilities, public health agencies, schools medical schools, research institutes and medical insurance firms. All students in the Medical Assistant degree/certificate program take the same clinical training and administrative skill coursework. Upon graduating from the Medical Assistant degree or certificate program, students are eligible to take an exam to become Certified Medical Assistants. This is a 95 credit degree requiring 6 quarters of full-time attendance to complete the program of study. The 85 credit certificate option also requires 6 quarters to complete.

The Medical Billing and Coding Specialist Certificate program prepares students for billing/coding careers in medical offices, hospitals, clinics, or insurance companies. Medical coding specialists learn the translation of written documentation of disease, injuries, and/or medical procedures into alphanumeric classifications. Currently, reimbursement for health care services is dependent on the assignment of codes to describe diagnoses, services, and procedures. In addition to coding, professional reimbursement specialists must learn the medical billing process to conform to individual insurance requirements, electronic billing procedures, and responsibilities associated with electronic data management. This is a 69 credit certificate requiring four

to five quarters of full-time attendance to complete the program of study.

The Pharmacy Technician Certificate program prepares students for the role of support personnel in hospital, clinical, community, and other pharmacy settings. Working under the direction of a licensed pharmacist, Pharmacy Technicians provide assistance to the pharmacist in a variety of technical tasks involving the packaging, distribution, compounding, labeling, and recording of drugs. Students will receive training in drug products, calculations, dosages, dispensing techniques, inventory management, third-party billing, and Washington State pharmacy law. In addition to lecture, students will have hands-on training in a lab environment and an opportunity to complete a practicum experience. This is a 64 credit certificate requiring 4 to 5 quarters of full-time attendance to complete the program of study.

The Medical Secretary Certificate program prepares students to perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Employment is generally found in hospitals, doctors' offices, clinics, and other medical care facilities. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence, and other duties as assigned by the employer. Good English, oral and written communication skills, excellent human relations skills, and a typing speed of 40-60 words per minute are strongly recommended for successful job placement. This is a 59 credit certificate requiring 4 quarters of full-time attendance to complete the program of study.

The Phlebotomy Technician Certificate program prepares students to work as a phlebotomist in a hospital setting, clinic, blood bank, blood testing laboratory, or physicians' office. Phlebotomists are primarily responsible for drawing blood and conducting other specimen collections. Because blood analysis is a vital diagnostic tool used routinely in medical practice, phlebotomists must know how to collect, handle, and analyze specimens properly. Training includes the anatomy and physiology of the circulatory system, specimen collection and processing (including microbiology procedures), use of the CLIA waived test, laboratory safety, infection control, and paperwork basics. In addition to lecture, students will have hands-on training in a lab environment and an opportunity to complete a practicum experience. This is a 38 credit certificate requiring 2-3 quarters of full-time attendance to complete the program of study.

The Patient Registration Specialist Micro-Certificate trains students in clerical and reception skills that are needed in medical settings. The Patient Registration Specialist is often the first person a client or patient talks to when entering a medical office, clinic, hospital, or other healthcare facility. Common tasks include greeting the patient, taking information, referring patient questions to appropriate sources, scheduling visits, answering the phone, and other duties as assigned by the employer. The Patient Registration Specialist goes by many names: receptionist, staffing assistant, admitting registrar, patient care coordinator. These positions are usually entry-level and although they require no credential-

ing, the training and experience offered through this certificate should provide a hiring advantage to job seekers. This is a 18 credit micro-certificate requiring 1-2 quarters to complete the program of study.

Please note that specific duties of the Medical Assistant, Medical Billing and Coding Specialist, Medical Secretary, Pharmacy Technician, Phlebotomist, and Patient Registration Specialist may vary between medical settings depending on the facility's specialty, size and location. See Dental Assistant and Veterinary Assistant sections in catalog for further information about these Allied Health program options.

## Certifications and Licensure

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE. The address is CAAHEP, 1391 Park Street, Clearwater, FL 33756; the phone number is (727) 210-2350.

Upon successful completion of the Medical Assistant Certificate or ATA degree, graduates are then eligible to take the national certification exam offered through the American Association of Medical Assistants (AAMA). Upon satisfactory completion of the exam, graduates will be qualified to use the credentials of Certified Medical Assistant (CMA, AAMA). The CMA credentials are recognized nationally; however, each state mandates the scope of practice for Medical Assistants. In the State of Washington, you will be qualified to practice under Categories A, C and E of the Healthcare Assistant Act (RCW 18-135, WAC 246-826).

Medical Billing and Coding certificate program graduates are eligible to sit for the Certified Patient Care Associate (CPCA) Exam. The CPCA is one of the National Health Career Association's (NHA) National Certification Examinations for healthcare school graduates and medical professionals only. The address of the certifying organization is National Health Career Association, 134 Evergreen Place, 9th Fl., East Orange, NJ 07018.

Phlebotomist certificate graduates are eligible to apply for Washington State Licensure as a Healthcare Assistant, Category A (Healthcare Assistant Act of Washington State).

The Pharmacy Technician certificate program is endorsed by the Washington State Department of Health-Board of Pharmacy. This program meets or exceeds the goals and objectives of the American Society of Health Systems Pharmacists and the approved Washington State Pharmacy Technicians Training competencies.

## Work-Based Learning

When eligible to do so, students will integrate classroom learning with a work-based learning/practicum experience. Medical Assistant, Phlebotomy Technician, and Pharmacy Technician students are placed into clinical practicums during their last quarter of study.

In order to be placed into the required practicum, student candidates must have completed all

specified courses (varies with degree/certificate) with a minimum of 'C' grade and must meet the following general requirements:

- Negative TB test or chest X-ray
- Tetanus/diphtheria vaccination within last 10 years
- MMR (measles/mumps/rubella) vaccination or positive titer (if born before 1957, this requirement does not apply, according to CDC recommendations and guidelines)
- Hepatitis B vaccination series. (All 3 doses)
- Current Healthcare Provider CPR/First Aid certificate
- Certificate of Attendance at a 7-hour AIDS Prevention Seminar
- Medical Assistant and Phlebotomy students must present evidence of having current private medical insurance and must purchase professional liability insurance from the college before they will be placed into a practicum experience
- Any other requirements of a specific certificate.

## Employment Outlook

According to the Bureau of Labor Statistics, demand continues to be high for specialists in the healthcare field.

## Dismissal and Re-entry Procedures

Once admitted to an Allied Health Education program, students must comply with the rules and regulations of the program and any of the clinical affiliates or be subject to dismissal from the program. See the Allied Health Student Handbook for more information.

Students must perform in a safe and competent manner in the clinical facilities and comply with the rules and regulation of the Allied Health Education department and clinical affiliates. Failure to do so may result in immediate dismissal from the clinical facility and the Allied Health Department. Unsafe practice in the clinical setting may result in a failing grade in the clinical practicum course.

Prior students not currently enrolled in the program who wish to re-enter must petition for readmission if they have withdrawn from the program for academic reasons. Prior students who have not attended school for two or more quarters must meet with the department chair before continuing in the program. Selected lab skill courses may need to be repeated before a student will be placed in a clinical practicum.

## Medical Assistant Associate in Technical Arts Degree

An Associate of Technical Arts degree (ATA) is awarded upon the completion of a minimum of 90 credits. Students must complete the Medical Assistant certificate with a minimum 2.0 GPA in each course plus additional general education courses required for the certificate and ATA degree.

## STED SCHEDULES

### \*\*ATA MEDICAL ASSISTANT (FALL ENTRY)

Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.

#### First Year

Fall.....Cr	Winter.....Cr	Spring.....Cr
^AHE 100.....2	AHE 107.....6	AHE 106.....6
^AHE 101.....3	AHE 112.....5	AHE 108.....6
~AHE 102.....5	AHE 113.....2	AHE 114.....5
AHE 103.....3	AHE 200.....3	.....
AHE 104.....4	CSS 100.....2	.....
<b>Total.....17</b>	<b>Total.....18</b>	<b>Total.....17</b>

#### Second Year

Summer.....Cr	Fall.....Cr	Winter.....Cr
CMST 125.....3	AHE 105.....5	AHE 116.....6
*LC/Gen. Ed.5-10AHE 109.....4	AHE 110.....4	AHE 117.....1
†HMATH 100.....5	†ENGL 170.....3	SOSC 113.....1
.....AHE 115.....4	OFTEC 122.....3	.....
<b>Total.....15+</b>	<b>Total.....19</b>	<b>Total.....11</b>

\* Learning Community (5-10 credits) or 5 credits of social sciences, natural sciences or humanities. Must be outside of technical area and approved by Department Chair. Please see INDEX regarding Learning Communities.

\*\* A Medical Assistant certificate is awarded to students who complete the 87 credits of the technical portion of the degree with a minimum C grade. General education courses must also be completed with a minimum C grade.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

~AHE 160 and 161 may be substituted for AHE 102.

^ AHE 100 and 101 cover the content of SOSC 125.

### PHARMACY TECHNICIAN CERTIFICATE (64 CREDITS)

Prerequisites to entering this program are AHE 102 (or ~AHE 160 and 161), AHE 112, and †HMATH 100. Courses must be taken in sequence. Consult with department chair or SVC counselor.

#### First Year

Fall.....Cr	Winter.....Cr	Spring.....Cr
AHE 130.....4	AHE 132.....5	AHE 134.....2
AHE 131.....3	AHE 133.....4	AHE 135.....4
AHE 101.....3	OFTEC 122.....3	AHE 106.....6
AHE 200.....3	or OFTEC 162.....	†ENGL 170.....3
.....	SOSC 125.....2	SOSC 113.....1
<b>Total.....13</b>	<b>Total.....14</b>	<b>Total.....16</b>

#### Second Year

Summer.....Cr
AHE 136.....3
AHE 137.....3
AHE 138.....1
<b>Total.....7</b>

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

~AHE 160 and 161 may be substituted for AHE 102.

### Program Certificates and Cohort Entry

Students can start at any time in Allied Health course work. Program Certificates are sequenced to matriculate as a cohort. For entry and completion in a timely manner and availability of courses, it is recommended that you enter during designated time as noted for a specific program.

A certificate is awarded to those students who complete the following with a minimum C grade or above in each course:

### MEDICAL ASSISTANT CERTIFICATE (FALL AND SPRING ENTRY) (88 CREDITS)

Required courses: AHE 100, 101, 102 (or AHE 160 and 161), 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114; 115, 116, 117, 200, CSS 100, ENGL 170, HMATH 100, OFTEC 122, SOSC 113.

### MEDICAL BILLING AND CODING SPECIALIST CERTIFICATE (FALL ENTRY ONLY) (71 CREDITS)

Required courses: AHE 100, 101, 102 (or AHE 160 and 161), 103, 104, 105, 106, 109, 110, 112, 122, 123, 200, CMST 125, CSS 100, ENGL 170, HMATH 100, OFTEC 122, and SOSC 113.

### MEDICAL SECRETARY CERTIFICATE (FALL ENTRY ONLY) (61 CREDITS)

Required courses: AHE 100, 101, 102 (or AHE 160 and 161), 103, 104, 105, 106, 110, 111, 200, CMST 125, CSS 100, ENGL 170, OFTEC 105, 115, 116, 122, and SOSC 113.

### PHARMACY TECHNICIAN CERTIFICATE (FALL ENTRY ONLY) (64 CREDITS)

Students wishing to enter the Pharmacy Technician program will need to complete the prerequisite courses listed below with a "C" grade or better and be placed on a waiting list. Based on the date of their completed application, students will be entered into the program each Fall quarter on a first come, first served. See website for application and further details: [www.skagit.edu/directory.asp\\_Q\\_pagenumber\\_E\\_288](http://www.skagit.edu/directory.asp_Q_pagenumber_E_288). Prerequisite courses follow:

- AHE 102 or AHE 160 and 161
- AHE 112
- HMATH 100

Required courses: AHE 101, 102 (or AHE 160 and 161), 106 (or BIOL& 241 or BIOL& 242), 112, 130, 131, 132, 133, 134, 135, 136, 137, 138; 200, ENGL 170, HMATH 100, OFTEC 162, SOSC 113 and 125.

### PHLEBOTOMY TECHNICIAN CERTIFICATE (FALL AND WINTER ENTRY) (38 CREDITS)

Completion of immunization requirements. Required courses: AHE 100, 101, 102 (or AHE 160 and 161), 103, 113, 114, 120, 121, 200, OFTEC 122 and SOSC 113. Completion of immunization requirements.

### Micro-Certificate

Micro-Certificates of Completion are designed for taking courses over a short period of time focusing on enhancement or development of a specific skill or set of skills. Micro-certificate courses can help enhance employability skills or provide preparation for continuing education in the program area. Students must maintain a 2.0 GPA or above in all required course work. Some courses may require prerequisites.

### PATIENT REGISTRATION SPECIALIST (FALL ENTRY) (18 CREDITS)

Required courses: AHE 100, 101, 102 (or AHE 160 and 161), 111, OFTEC 105 122, and SOSC 113.

## Course Descriptions

### AHE 100 Orientation to Allied Health Careers (2)

Historical developments in medicine; role definition and expectations of selected allied health careers; professional associations for persons with allied health careers; professionalism and image; goal-setting; functioning as a team member. Identification of medical professionals and medical specialties. Influence of cultures on patient compliance. For non-nursing majors. Prerequisite: None. Call either (360) 416-7975 or (360) 416-7948 if you are receiving a "haven't met prereq" message.

### AHE 101 Healthcare Interactions: D (3)

Self-awareness training. Receiving, organizing, prioritizing and transmitting effective and therapeutic communications with patients who have a variety of diagnoses. Development of team member and leadership skills. Discussion of death, dying and the grieving process of a variety of different cultures. Prerequisite: None. Call either (360) 416-7975 or (360) 416-7948 if you are receiving a "haven't met prereq" message.

### AHE 102 Basic Medical Terminology (5)

Learning word parts of medical terms; word building and definitions; medical terms as related to each system of the human body. Correct spelling of medical terms and medical conditions is emphasized. Influence of different cultures on medical terms.

### AHE 103 Medical Law and Ethics(3)

Legal relationships between medical personnel and patients; professional liability; intentional and unintentional torts; contracts; law of agency; informed consent; professional practice requirements; medical ethics; public duties and responsibilities; licenses and accreditation; work-place legalities; influence of cultural mores.

### AHE 104 Medical Practice Finances (4)

Bookkeeping and basic accounting procedures; banking procedures; payroll records; medical office financial records; credit and collection practices; cultural perceptions of credit and collection. Selected computer applications. Prerequisite: 30 wpm typing speed or department chair permission.

### AHE 105 Electronic Medical Documents and Reception (5)

Learn about Electronic Medical Records (EMR) in today's medical office. Covers appointment scheduling, telephone practices, processing mail, downloading/uploading electronic medical records information, inventory, office insurance, ordering and maintenance of office equipment and supplies; organizing a procedure manual, time-management techniques, and cultural differences concerning perception of time and expectation. Prerequisite: 30 wpm typing speed or department chair permission.

### **AHE 106 Anatomy & Physiology (6)**

Study of the structure and function of the multiple systems of the human body. Study how the body systems are interdependent in maintaining homeostasis. Develop an understanding of how cultural influences may alter the external appearances and internal functioning of different populations. Significant virtual laboratory component required. Prerequisite: AHE 102 or AHE 160 and 161 or equivalent with minimum C grade or department chair permission.

### **AHE 107 Clinical Non-Sterile Procedures (6)**

Definition and theory of medical asepsis; information on non-sterile procedures/tests, i.e. temperature, pulse, respiration, blood pressure, electrocardiograms, audiograms, visual acuity, colorblindness, spirometry, height and weight, physical examinations, charting and documentation. Awareness of universal precautions to protect the patient and the healthcare professional. Discussion of cultural beliefs and expectations concerning health care interactions. Includes lab practice of selected non-sterile procedures. Prerequisite: Department chair permission.

### **AHE 108 Clinical Sterile Procedures (6)**

Theory of surgical asepsis and proper disposal of bio-hazardous and contaminated materials. Discussion of body mechanics and rehabilitative medicine. Principles of nutrition and diet therapy. Awareness of culture, ethnicity, and economics regarding patient compliance. Accurate charting and documentation principles. Includes lab practice of selected sterile procedures. Prerequisite: AHE 107 with minimum C grade.

### **AHE 109 Medical Disease & Pathology (4)**

Overview of the many diseases and conditions affecting the human body. Includes discussions of how cultural perceptions and influences affect medical disease and pathology. Prerequisite: AHE 106 or equivalent with minimum C grade or department chair permission.

### **AHE 110 Introduction to Medical Coding and Insurance (4)**

Use of the Current Procedure Terminology (CPT) and International Classification of Disease (ICD) manuals to properly code and process government and private insurance forms. Other procedure/diagnosis coding systems include: Diagnosis Related Groups (DRGs), Healthcare Financing Common Procedural Coding System (HCPCS), Resource Based Relative Value Scale (RSRVS); and managed care referrals and pre-certifications. Utilizes insurance computer software. Prerequisite: AHE 102 or AHE 160 or concurrent enrollment or department chair permission.

### **AHE 111 Medical Forms (2)**

Review of basic English, letter forms and grammar. Preparation and production of chart notes, letters, surgery records, and other pertinent documents from information recorded on a transcriber. Computer

preparation of medical forms for a patient's medical records, i.e. surgical reports, medical history, and physical examination forms. Prerequisite: Minimum 40 wpm typing speed.

### **AHE 112 Basic Pharmacology (5)**

Introduction to drugs: sources, schedules, forms, uses and actions, side effects, adverse effects and classifications. Contributions of different cultures to drug therapy. Information regarding medication orders and prescriptions. Study of the administration of oxygen.

### **AHE 113 Introduction to Phlebotomy (2)**

Review sterile techniques and government regulations concerning blood products. Perform venipunctures and capillary punctures. Perform selected blood tests. Discussion of cultural/religious beliefs concerning blood products. Prerequisite: Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class.

### **AHE 114 Microbiology/Medical Lab Procedures (5)**

Methods of collecting, processing, preparing, and preserving lab specimens. Discussion of government regulations and cultural beliefs concerning specimens. Urinalysis, pertinent hematology, immunology and microbiology tests and procedures are presented. Prerequisite: Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class.

### **AHE 115 Injection Therapy (4)**

Procedures of oral administration of drugs. Familiarization with equipment and supplies for parenteral administration of medications. Theory and practice of reading the medication order, drawing up of medications and parenteral administration of medications, and theory of IV therapy. Cultural aspects of medication administration are discussed. Upon successful completion of AHE 115, each student must meet all requirements for practicum placement. Prerequisite: AHE 108 with minimum C grade or concurrent enrollment, and HMATH 100 with minimum C grade. Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class.

### **AHE 116 Medical Assistant Clinical Practicum (6)**

Supervised practicum in an approved medical facility for medical assistant students. Application of knowledge learned in previous courses; experience to increase understanding and appreciation of other cultures. Interact with other health care professionals and patients to enhance the development of a professional demeanor. Prerequisite: Complete each course in the AHE certificate with a minimum C grade; have current American Heart Association Healthcare Provider CPR card; have current First Aid card; have completed immunization requirements; present evidence of a current negative TB test; and submitted evidence of attending the required 7-hour AIDS prevention seminar. Must have

permission/endorsement of the department chair to enroll. Concurrent enrollment in AHE 117 required.

### **AHE 117 Medical Assistant Clinical Practicum Seminar (1)**

Discussion and critical analysis of student experiences in their various practicum placements. Topics include legal concepts, professionalism, and aspects of culture and application of front office and clinical skills. Includes a community service project and sitting for the CMA (AAMA) exam. Prerequisite: Concurrent enrollment in AHE 116.

### **AHE 120 Phlebotomy Techniques(5)**

Drawing blood specimens from patients with the following conditions: damaged veins, obesity, allergies, burned, scarred or traumatized tissues. Dealing with special populations such as pediatric, geriatric, hearing and visually impaired, and non-English speaking patients; the awareness of the importance of culture. Covers arterial, IV, and special collection procedures. Prerequisite: AHE 113 or equivalent with minimum C grade or department chair permission. Must provide documentation of completed injections of Hepatitis B vaccination series prior to registering for class.

### **AHE 121 Phlebotomy Clinical Practicum (5)**

Clinical practicum for students pursuing a phlebotomy assistant certificate. Application of knowledge and skills in a medical facility. Includes interaction with healthcare professionals and patients, discussions and critical analysis of experiences in clinical practicums, legal concepts, professionalism, and an understanding and appreciation of other cultures. Prerequisite: Must be 18 years old and have a high school diploma or GED to meet Washington State requirements. AHE 113, 120 or equivalent, and completion of required courses for phlebotomy certificate with minimum C grade, department chair permission, possess a current Health Care Provider CPR and First Aid card, have completed a 7-hour AIDS prevention seminar, have completed the Hepatitis B vaccination series and any other required immunizations; and present evidence of a current TB test.

### **AHE 122 Ambulatory Care Coding Procedures (5)**

Application of professional skills in organizing, analyzing, and technically evaluating records for accuracy and completeness in the ambulatory health care setting. Covers assignment of correct code numbers to diagnoses and procedures for indexing health data and processing insurance claims. Prerequisite: AHE 110, AHE 102 or AHE 160 and 161 with minimum C grade or concurrent enrollment in AHE 161 or department chair permission

### **AHE 123 Hospital Care Coding Procedures (5)**

Application of professional skills in organizing, analyzing, and technically evaluating records for accuracy and completeness in the hospital health care setting. Covers assignment of correct code numbers to diagnoses and procedures for indexing health data and processing insurance claims. Prerequisite:

AHE 110,122, 102 or AHE 160/161 with minimum C grade or department chair permission.

### **AHE 124 Phlebotomy Clinical Practicum Seminar (1)**

Discussion and critical analysis of student experiences in practicum placements. Topics include interaction with healthcare professionals and patients, legal concepts, professionalism and an understanding and appreciation of other cultures. Prerequisite: Concurrent enrollment in AHE 121.

### **AHE 128 Introduction to Dental Clinic (2)**

Introduction to a variety of clinical responsibilities designed to enhance competence in performing dental assisting functions. Duties include assisting a RDH with operatory set up and post-op disinfection as well as gathering information through an observation format. Gain hands-on clinical experience in front office, clinical coordination, radiographic techniques, bitewing x-ray exposure, patient management, sterilization and disinfection procedures and maintaining equipment and operatory. Emphasis on professionalism and image, attitude and demeanor, appropriate communication skills, and functioning as a team member.

### **AHE 130 Orientation to Pharmacy Practice (4)**

Introduction and orientation to the influence that medication laws, standards and regulations have on pharmacy practice and to the concept of quality assurance and its procedures. Presentation of the concept of direct patient care and the pharmacy technician's role in its delivery with emphasis on the roles of pharmacists and technicians. Prerequisite: Concurrent enrollment in AHE 131; completion of AHE 102 or AHE 160 and 161, AHE 112 and HMATH 100 with a minimum C grade.

### **AHE 131 Pharmacy Technician Terminology (3)**

Emphasis on specific medical terminology related to pharmacy. Focuses on how to interpret prescription or medication orders, including how to interpret medical abbreviations and terminology. Prerequisite: Concurrent enrollment in AHE 130.

### **AHE 132 Applied Pharmacology (5)**

Use and side effects of prescription medications, non-prescription medications, and alternative therapies commonly used to treat diseases affecting the various systems of the human body including psychiatric disorders. Prerequisite: AHE 130 and 131 with a minimum C grade; concurrent enrollment in AHE 133.

### **AHE 133 Pharmacy Records Management (4)**

Purchasing pharmaceuticals, devices and supplies, including acquisition in emergency situations. Controlling inventory of medications, equipment, and devices according to an established plan. Introduction to the concept of troubleshooting, maintenance and repairing pharmacy equipment, devices and facilities. Use of various forms of technology for storing, accessing and recording phar-

macy data. Includes specialized terminology, filing rules and systems, paper-based and electronic files management, records security, ethical concerns with emphasis on pharmaceutical practical records applications. Prerequisite: Concurrent enrollment in AHE 132.

### **AHE 134 Over-the-Counter (OTC) Drugs (2)**

Covers medications available to patients without prescription, including herbal medications and supplements, cold/flu preparations, gastrointestinal preparations, topical products, etc. and conversion of legend drugs to OTC status. Prerequisite: AHE 132 and 133 with minimum C grade; concurrent enrollment in AHE 135.

### **AHE 135 Community & Hospital Drug Dispensing/Management(4)**

Introduction to the role of pharmacy technicians in the community and hospital pharmacy setting. Filling prescriptions under the supervision of a registered pharmacist. Discussion and demonstration of sensitivity when working with a multicultural population. Prerequisite: AHE 132 and 133 with a minimum C grade; concurrent enrollment in AHE 134.

### **AHE 136 Community Clinical Experience/Pharmacy Technician (3)**

Practical experience in the role of a pharmacy technician in a community setting to integrate knowledge and enhance skills. Prerequisite: AHE 134 and 135 with minimum C grade and department chair approval; concurrent enrollment in AHE 137 and 138.

### **AHE 137 Hospital Clinical Experience/ Pharmacy Technician (3)**

Practical experience in the role of a pharmacy technician in a hospital setting to integrate knowledge and enhance skills. Prerequisite: AHE 134 and 135 with minimum C grade, department chair approval, and concurrent enrollment in AHE 136 and 138.

### **AHE 138 Pharmacy Technician Clinical Experience Seminar (1)**

Discussion and critical analysis of student experiences in their various clinical experience placements. Topics include legal concepts, professionalism, and aspects of culture and application of various pharmacy skills. Prerequisite: Completion of AHE 101, 102 or 160 and 161, 106, 112, 130, 131, 132, 133, 134, 135, 200, ENGL 170, HMATH 100, OFTEC 122 or 162, SOSOC 113 and 125, all with a minimum C grade.

### **AHE 140 AIDS Prevention Seminar(1)**

Meets the seven-hour requirement for AIDS Prevention Training for health care professionals.

### **AHE 141 Healthcare Provider CPR and First Aid Renewal (1)**

Meets the requirements for renewal of American Heart First Aid and Healthcare Provider CPR cards.

### **AHE 143 Health Care Provider CPR Certification (1)**

Fulfills the CPR requirement for those in the medical field such as Medical Assistants, RNs, LPNs, Dialysis

Technicians, EMTs, Paramedics and other medical personnel. Utilizes the American Heart Association Curriculum and includes instruction and certification in adult, child and infant CPR.

### **AHE 160 Medical Dialogue I (3)**

Word building, pronunciation, and correct spelling of medical terms is emphasized. Discussion of how cultures affect medical terms. (AHE 160 is equivalent to the first half of AHE 102)

### **AHE 161 Medical Dialogue II (3)**

Continuation of AHE 160 and the study of medical terminology word-building, pronunciation, and spelling. Includes discussions on how cultures may affect medical terms. (AHE 161 is equivalent to the last half of AHE 102). Prerequisite: completion of AHE 160 with a minimum C grade or department chair permission.

### **AHE 199 Cooperative Education Experience (1-5)**

Supervised work experience in the field of medical documents, reception, electronic medical records, billing and coding. Includes a weekly seminar. Prerequisite: Instructor permission required.

### **AHE 200 First Aid and Emergency Procedures (3)**

Prepares students to recognize, respond, and manage First Aid, CPR emergencies, and disaster preparedness training. First Aid, AHA Healthcare Provider CPR and 7 hour HIV/AIDS prevention certificates are awarded after successful completion of this course.