



Health Care Technician

Program No: 31-510-3

Technical Diploma

Degree Completion Time: Two Terms

Degree completion time may vary based on student scheduling needs and class availability.

2013-2014

Catalog No.	Class Title	Credit(s)	
Term 1			
10510108	Health Care and Health Behavior	3.00	<p>About the Career</p> <p>The Health Care Technician program prepares graduates for work in one or multiple roles, making them highly flexible in today's health care workforce. Health care organizations value multi-skilled professionals in combination roles, including nursing assistant, health unit coordinator, EKG/phlebotomy technician, and dietary aide and/or roles that utilize the EMT-Basic course.</p> <p>LTC's Health Care Technician program uses a planned, sequenced course progression leading to an excellent career path. If you are interested in working in different roles in a health care setting, this is an excellent option for you.</p> <p>Careers</p> <ul style="list-style-type: none"> • Nursing Assistant • Health Unit Coordinator • Phlebotomist • EKG Technician • Dietary Aide • Unit Clerk • Health Unit Secretary • Nursing Secretary • Unit Clerk Coordinator • Medical Receptionist • Communication Systems Coordinator <p>Admission Steps</p> <ul style="list-style-type: none"> • Submit Application and \$30 Processing Fee • Complete an Assessment for Placement (Accuplacer or ACT) • Submit Official Transcripts (High School and Other Colleges) • Complete Background Check and \$16 Processing Fee • Complete Health Requirements • Admission to Nursing Assistant Program • Meet with Program Advisor • Complete Functional Ability Statement of Understanding Form <p>Program Outcomes</p> <p>You will learn to:</p> <ul style="list-style-type: none"> • Communicate professionally with clients, families, and coworkers. • Maintain and protect client rights. • Report and record observations. • Perform basic clinical and supportive skills. • Work under stress of time and job demands. • Maintain emotional control. • Coordinate health care and personal services.
31509309	Medical Law, Ethics, and Professionalism	2.00	
10501101	Medical Terminology	3.00	
10501104	Healthcare Customer Service	2.00	
10501107	Introduction to Healthcare Computing	2.00	
10510109	EKG/Phlebotomy OR	4.00	
	30501301 Dietary Aide 3.00 cr.		
	Total	16.00	
Term 2			
30510301	Health Unit Coordinator Procedures 1	3.00	
30510302	Health Unit Coordinator Procedures 2	3.00	
30510303	Health Unit Coordinator Clinical	3.00	
10501102	Health Insurance and Reimbursement	3.00	
10530182	Human Diseases for the Health Professions	3.00	
	Total	15.00	
	Program Total	31.00	
PREREQUISITE COURSE:			
30543300	Nursing Assistant	3.00	
Note:	Program start dates vary; check with your counselor for details.		
	Curriculum and program acceptance requirements are subject to change.		

10501101 Medical Terminology

...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

10501102 Health Insurance and Reimbursement

...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

10501104 Healthcare Customer Service

...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

10501107 Intro to Healthcare Computing

...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

10510108 Health Care and Health Behavior

...introduces learners to the U.S. health care delivery system including the role of hospitals, public health services, various health care professionals, and alternative providers and services. Learners will explore contemporary legal, ethical and societal issues impacting health care in America. Various behaviors of the ill patient, the relationship between social influences and illness, and theories of disease prevention through healthy lifestyles will be explored.

10510109 EKG/Phlebotomy

...cross-trains health care employees and students prior to employment with a variety of clinical skills including phlebotomy, Electrocardiography, and insertion and care of intravenous lines. This course is delivered using in-class lecture and laboratory, online learning and clinical experience.

10530182 Human Disease For Hlth Profes

...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or CONDITION: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

30501301 Dietary Aide

...prepares learners for work in dietary services including hospitals, long-term care, assisted living and educational institutions. Introduces learners to principles of sanitation and hygiene, infection control, preparation and service of meals, meeting unique nutritional needs, reporting appropriately and safety practices related to food service. The National Restaurant Association certification is included.

30510301 Health Unit Coordinator Procedures 1

...is an introductory course to the HUC profession. The course will introduce the student to the environment, communication, and managing client information in healthcare.

CONDITION: 305102 Health Unit Coordinator requirements met or 315103 Health Care Technician requirements met

30510302 Health Unit Coordinator Procedures 2

...is a more advanced course that introduces the student to the order process, transcription of medication and infusion orders, laboratory and diagnostic orders, interdisciplinary treatment orders, and specialty unit orders.

COREQUISITE: 30510301 Health Unit Coord Procedure 1

30510303 Health Unit Coordinator Clinical

...provides opportunities for learners to apply the concepts and skills of a Health Unit Coordinator in a clinical setting.

COREQUISITE: 30510301 Health Unit Coordinator Procedures 1 and 30510302 Health Unit Coordinator Procedures 2

31509309 Medical Law, Ethics & Profess

...provides the student with the skills to display professionalism, maintain confidentiality, perform within ethical and legal boundaries, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

CONDITION: 315091 Medical Assistant or 315164 Ophthalmic Medical Assistant or 315103 Health Care Technician program requirements met