UAF Health Course Offerings: Spring 2023

Medical Terminology (HLTH 100): Study of medical terminology, including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Designed for healthcare professionals.

Human Behavior in Health Care (HLTH 106): Discussion of general concepts in human behavior and the specialized psychological issues when dealing with patients and loved ones in health care settings. Students perform self-evaluation and survey other cultures to allow examination of perceptions, individual biases, beliefs and their impacts on behavior.

Nurse Aide Training (HLTH 107): Teaches basic nursing skills necessary to assist the nurse as an efficient health care team member. Includes positive communication skills, along with a strong emphasis on personal care of residents' physical and emotional needs in a variety of health care settings. Students are prepared for the National Nurse Aide Examination. Student must be in good physical condition and have documentation of the following immunizations: two varicella, hepatitis B series, two MMRs, two-step PPDs within previous 12 months of the clinical component of class. Students are encouraged to have a titer drawn to prove immunity to the diseases listed above. Other specific immunizations as required by clinical sites.
(**Prerequisites:** High school graduation or GED; placement into MATH F055; placement into WRTG F090.)
**Offered: Tuesday 6:00-7:30pm

Professional Skills for the Workplace (HLTH 110): Presents skills to ensure success for the professional administrative assistant, receptionist, medical worker and others. Includes interview skills, business manners, customer service and dressing for success.

Fundamentals of Anatomy and Physiology (HLTH 114): Provides a basic understanding of human anatomy and physiology. Recommended for individuals interested in health careers or students desiring an introduction to anatomy and physiology prior to taking in-depth course work in this field.(**Prerequisites:** Recommended: HLTH F100 or MA F100; high school biology and chemistry.)

Mathematics in Health Care (HLTH 116): Practical application of mathematics in health care, including arithmetic review, percentages, interest, ratio, proportion, dimensional analysis, metric system, medication calculation, graphs, charts and measurement instruments.(**Prerequisites:** MATH F054; or placement in MATH F055.)

Medical Law and Ethics (HLTH 118): In-depth coverage of legal and ethical issues encountered in health care settings. Students will gain a practical knowledge of legal and ethical principles and application of these principles in health care settings.

Administrative Procedures for the Healthcare Worker (HLTH 126): Introduction to the responsibilities and duties required of medical office assistants and scribes in a variety of healthcare settings. Focus is on reception, scheduling of appointments, insurance, billing and coding, ethical and legal responsibilities, electronic health records, public relations, professionalism and working with the healthcare team. (**Prerequisites:** Placement into WRTG F110; Placement into MATH F055 or HLTH F116.)

Medical Office Technology (HLTH 130): Introduces current and potential health care workers to computers in the medical office. Will study medical office management software and electronic health record systems. Includes discussion of computer hardware and software, working with operating systems, keyboarding, word processing, spreadsheets, presentation creation and formatting, and database concepts.

Science of Nutrition (HLTH 203): Introduction to the principles of nutrition and its relationship to the life cycle. Focus on the importance nutrition plays in personal health and how to objectively evaluate nutritional intake using scientifically sound resources.

Human Diseases (HLTH 208): Introduction to the study of human diseases. Pathogenesis, etiology and predisposing factors will be examined. Common diseases and disorders of each body system are presented along with a review of the pertinent anatomy and physiology. Includes the effects of aging on the systems and the relation of aging to disease. (**Prerequisites:** HLTH F100 with a C or higher.)

Inpatient Health Care Reimbursement (HLTH 237): Rules and regulations governing the reimbursement of inpatient and hospital coding. Includes HIPAA regulations, Medicare, Medicaid, third party billing, and the legal and ethical guidelines of inpatient billing. (**Prerequisites:** HLTH F132; HLTH F135; HLTH F234)

Medical Coding I (HLTH 238): Introduction to clinical classification systems including Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) including interpretation of guidelines and official resources, and correct application, in the inpatient, outpatient, and professional fee coding settings. Combined with Medical Coding II, this course prepares students to take national certification examinations.(**Prerequisites:** HLTH F100; HLTH F114. **Recommended:** HLTH F126; HLTH F208.)
**Offered: Wednesday 5:30-8:30pm

Medical Coding II (HLTH 239): In Depth examination of correct application of clinical classification systems including Current Procedural Terminology (CPT) and International Classification of Diseases (ICD), including principles of confidentiality, coding ethics, and electronic systems for accurate code assignment. Combined with Medical Coding I, this course prepares students to take national certification examinations. (**Prerequisites:** HLTH F238.)