

# ALLIED HEALTH (ALH)

## ALH 0001. Electronic Health Record/Billing

*Units: 2.5*

Prerequisite: Completion of BIOL 55, BUS 250, HED 2, and HSCI 3 with grades of "C" or better

Hours: 63 (36 lecture, 27 laboratory)

How to document the total patient encounter in the Electronic Health Record using a current vendor product along with Medisoft Clinical Practice Management which incorporates the electronic billing process. (letter grade only) (not transferable)

## ALH 0002. Medical Coding

*Units: 2.5*

Hours: 63 (36 lecture, 27 laboratory)

Students will acquire basic knowledge of the functions of coding in the ambulatory medical setting. In addition, students will learn to interpret and locate codes in both the CPT (Current Procedural Terminology) and ICD-10-CM (International Classification of Disease, clinical modification 10) manuals. (letter grade only) (not transferable)

## ALH 0003. Introduction to Pharmacology for Medical Assisting

*Units: 2.5*

Hours: 63 (36 lecture, 27 laboratory)

Introduction to the principles of pharmacology and medication forms, routes of administration, and common medication for each body system as used in the ambulatory setting. (letter grade only) (not transferable)

## ALH 0004. Physical Exam Procedures

*Units: 3*

Hours: 90 (36 lecture, 54 laboratory)

Prepares students to perform clinical tasks within the scope of practice of a medical assistant. Skill competencies include preparation of exam rooms, acquisition of patient history and vital signs, introduction to oral medication administration, nutritional education planning, orthopedic bracing/casting, handling office emergencies, and performing CPR and electrocardiograms. (letter grade only) (not transferable)

## ALH 0005. Medical Office Procedures

*Units: 3*

Prerequisite: Completion of ALH 1, 2, 3, and 4 with grades of "C" or better  
Hours: 90 (36 lecture, 54 laboratory)

Designed for the Clinical Medical Assistant to learn legal/ethical and accepted procedures for any ambulatory setting. (letter grade only) (not transferable)

## ALH 0006. Medical Office Laboratory Procedures

*Units: 3*

Prerequisite: Completion of ALH 1, 2, 3, and 4 with grades of "C" or better  
Hours: 90 (36 lecture, 54 laboratory)

Students will acquire skills to competently implement and evaluate standard laboratory tests as performed in medical offices or general lab settings. Emphasis on specimen collection, handling and storing procedures, analysis and interpretation of normal and abnormal lab values. Acquire phlebotomy skills that prepare students to practice within their scope of work as a medical assistant. (letter grade only) (not transferable)

## ALH 0007. Medical Asepsis and Surgical Procedures

*Units: 3*

Prerequisite: Completion of ALH 1, 2, 3, and 4 with grades of "C" or better  
Hours: 90 (36 lecture, 54 laboratory)

Students will acquire knowledge to apply theory to practice while assisting with minor office surgeries and wound care. Sterile and aseptic techniques, sterile field and instrument sanitization procedures and protocols prepare students with the necessary skills to practice within the scope of practice of a medical assistant. (letter grade only) (not transferable)

## ALH 0008. Medication Administration and Injection Procedures

*Units: 3*

Prerequisite: Completion of ALH 1, 2, 3, and 4 with grades of "C" or better  
Hours: 90 (36 lecture, 54 laboratory)

Students will acquire and apply knowledge of various routes of medication administration and the related injection safety, techniques, and site selection. Medication dosage calculations, medication side effects and emergencies pertaining to medication administration will prepare students to practice within the scope of practice of a medical assistant. (letter grade only) (not transferable)

## ALH 0009. Medical Assisting Clinical Practicum Experience

*Units: 3*

Prerequisite: Completion of ALH 5, 6, 7, and 8 with grades of "C" or better  
Hours: 162 laboratory

Students will acquire clinical Medical Assisting experience in the work setting under the supervision of a licensed physician in a Board-Certified medical office setting or outpatient facility. (letter grade only) (not transferable)

## ALH 0010. Introduction to Phlebotomy

*Units: 3*

Hours: 80 (43 lecture, 37 laboratory)

Introduction to the principles of Phlebotomy. Emphasis on phlebotomy techniques, infection control, safety, specimen collection and handling, medical and legal considerations, patient care and preparation and performance in venipunctures, capillary punctures, and basic laboratory tests expected of the entry level phlebotomy position (CPT 1). Upon successful completion of ALH 10 and ALH 11, students will be eligible to sit for the phlebotomy exam to become a Certified Phlebotomy Technician I (CPT 1) with the state of California. (letter grade only) (CSU)

## ALH 0011. Phlebotomy Clinical Practicum Experience

*Units: 0.5*

Prerequisite: Completion with grade of "C" or better or concurrent enrollment in ALH 10

Hours: 40 laboratory

Students will acquire Phlebotomy experience in the work setting under the supervision of a certified phlebotomist. The clinical practicum is conducted as a non-paid clinical laboratory experience. Students will perform at least 50 venipuncture procedures on patients that represent a variety of age groups and medical conditions. Emphasis on phlebotomy techniques, infection control, safety, specimen collection and handling, medical and legal considerations, patient care and preparation and performance in venipunctures, capillary punctures, and basic laboratory tests expected of the entry level phlebotomy position (CPT 1). (letter grade only) (CSU)

**ALH 0020. Introduction to Allied Health**

*Unit: 1*

Hours: 18 lecture

Introduction to career choices in the Allied Health field. Topics include: education and career mapping, job outlooks, occupational and professional requirements, pay ranges, and employer expectations. Students will get hands-on experience related to various Allied Health occupations and gain insight into job roles and responsibilities through guest speakers. Course includes an overview of health care delivery systems, associated career opportunities, infection control, and laws governing patient confidentiality. Students will have the opportunity to participate in organized field trips. (letter grade only) (CSU)