

HEALTH, ALLIED

College of Rural and Community Development
Community and Technical College
907-455-2887
www.ctc.uaf.edu/programs/health/

Certificate; A.A.S. Degree

Minimum Requirements for Certificate: 30 – 42 credits;
for Degree: 60 – 61 credits

The occupational endorsement, certificates, degrees and occupational training programs in allied health provide students with the knowledge and technical skills for employment in health care. Course work in phlebotomy is available, as are occupational endorsements in medical billing, medical coding, and medical office reception. Certificates offered include medical assistant, dental assistant, health care reimbursement and medical/dental reception. A.A.S. degrees offered include dental assistant and medical assistant. A.A.S. degrees in nursing and radiologic technology are offered in Fairbanks at the Community and Technical College through the University of Alaska Anchorage.

Special admission, licensing, or certification requirements may apply to students in this program. Applicants should familiarize themselves with these and speak with a faculty advisor if they have any questions or concerns.

Dental Assistant

The dental assistant certificate and A.A.S. degree programs prepare students to become skilled members of the dental health care team. The duties of the dental assistant are among the most comprehensive and varied in the dental office. Upon completion of the course work, students are eligible to take the Dental Assisting National Board (DANB) examination components for radiology and infection control. After 600 hours or six months employment in a dental office, they will be eligible to take the general chairside component of the examination and become Certified Dental Assistants. Prerequisites are graduation from high school or equivalent (GED) and completion of a dental assisting application form.

Health Care Reimbursement

The health care reimbursement certificate program prepares students for employment as medical billers and coders in medical offices, clinics, hospitals and other medical facilities. Students in the program learn analysis of medical records and the assigning of codes for indexing diagnoses and procedures to provide information for reimbursement purposes. The successful completion of this certificate prepares the student for the national certification exam through the American Academy of Professional Coders. The occupational endorsements in medical billing and medical coding are part of the Health Care Reimbursement Certificate.

Medical Assistant, Medical/Dental Reception

The medical assistant certificate and A.A.S. degree programs prepare students for employment in ambulatory care settings. Students receive education in the theory and skills for both office work and clinical care. Prerequisites for the program include a high school diploma or GED and completion of the medical assistant application. The UAF Community and Technical College medical assistant certificate is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assisting Education Review Board (MAERB), CAAHEP, 353 East Wacker Drive, Chicago, IL 60601, 312-553-9355. The medical assistant certificate incorporates both the medical office reception occupational endorsement and the medical/dental reception certificate.

Phlebotomist

Training is also available in phlebotomy. A student who completes the two-course sequence in phlebotomy may sit for national certification through the American Society for Clinical Pathology to become a certified Phlebotomy Technician. Students wishing to enroll in phlebotomy must document current immunizations for measles, mumps, rubella, tetanus and hepatitis A, show a positive antibody titer for chickenpox and hepatitis B, and have received a negative PPD for tuberculosis within the past year.

Nursing Qualifications, Pre-

The Allied Health certificate in pre-nursing qualifications is designed to guide students preparing to apply to the University of Alaska Anchorage associate of applied science in nursing. The certificate includes all of the prerequisite and co-requisite courses for the A.A.S. in nursing in addition to a clinical course. Admission to this certificate program requires a high school diploma or GED and test scores sufficient for placement into ENGL F111X and DEVM F060.

Admission to the UAA nursing program is competitive. While this certificate prepares the student to be highly qualified, it does not guarantee admission to the UAA nursing program. Before applying to the UAA A.A.S. program in nursing, students must complete the Nurse Entrance Test and are strongly encouraged to work in a clinical practice. Students should work closely with an advisor while completing this certificate and preparing an application for admission to the nursing program.

Students who have not completed high school chemistry will need to complete either CHEM F100X or CHEM F103X. Students who have not completed high school algebra must take DEVM F105 or MATH at the 100-level or higher. Students who have completed high school algebra may take HLTH F116 to review computation skills used in the medical field.

Registered Nurse

The A.A.S. degree in nursing is offered by the University of Alaska Anchorage at the Community and Technical College in cooperation with the Allied Health department. Graduates of the nursing program are prepared to provide effective nursing services to individuals receiving care in inpatient settings and in structured outpatient settings. The academic program provides students with a closely related mix of theory and clinical practice; students gain experience in hospitals, nursing homes, clinics and community agencies. Graduates of this A.A.S. degree are eligible to take the NCLEX examination that grants professional licensure to practice nursing as a Registered Nurse. Additional information is available online at <http://nursing.uaa.alaska.edu>.

Radiologic Technologist

The A.A.S. degree in radiologic technology is offered by the University of Alaska Anchorage in cooperation with the Community and Technical College and Fairbanks Memorial Hospital. Course work for the degree is delivered through a combination of the traditional classroom setting, distance delivery and clinical experience. Upon completion of the program, students may apply to the American Registry of Radiologic Technologists (ARRT) for national certification. Additional information is available online at www.uaa.alaska.edu/ctc/programs/alliedhealth/radtech/.

Information on any of the Allied Health programs is available from the Allied Health Division at Community and Technical College, PO Box 758040, Fairbanks, AK 99775; by calling 907-455-2822; by email at fyhealth@uaf.edu; or at www.ctc.uaf.edu/health/.

Dental Assistant — Certificate Program

1. Complete the general university requirements (page 95).
 2. Complete the certificate requirements. (See page 97. As part of the certificate requirements, the communication, computation and human relations content is embedded in the major required courses for this program.)
 3. Complete the following program (major) requirements:*
- | | |
|---|---|
| DA F132—Administrative Procedures for the Dental Assistant... | 2 |
| DA F150—Dental Radiography | 4 |
| DA F151—Dental Infection Control | 2 |
| DA F152—Dental Materials and Applications | 4 |
| DA F153—Anatomy for Dental Assistants | 3 |
| DA F251—Clinical Chairside I for Dental Assistants | 6 |
| DA F252—Clinical Chairside II for Dental Assistants | 6 |
| DA F254—Dental Assistant Practicum | 4 |
| HLTH F110—Professional Skills for the Workplace..... | 2 |
| HLTH F122—First Aid and CPR..... | 1 |
4. Minimum credits required 34
- * Students must earn a C grade (2.0) or better in each course.

Health Care Reimbursement — Certificate Program

1. Complete the general university requirements (page 95).
 2. Complete the certificate requirements. (See page 97. As part of the certificate requirements, the communication and human relations content are embedded in the major required courses for this program.)
 3. Complete the following computation requirement:*
- | | |
|--|---|
| HLTH F116—Mathematics in Health Care | 3 |
|--|---|
4. Complete the following:*
- | | |
|--|---|
| ABUS F271—Business Communications..... | 3 |
| CIOF F150—Computer Business Applications | 3 |
| HLTH F100—Medical Terminology | 3 |
| HLTH F110—Professional Skills for the Workplace..... | 2 |
| HLTH F132—Administrative Procedures I..... | 2 |
| HLTH F208—Human Diseases..... | 3 |
| HLTH F234—Administrative Procedures II | 4 |
| HLTH F235—Medical Coding..... | 4 |
| HLTH F236—Outpatient Health Care Reimbursement | 3 |
5. Minimum credits required..... 30
- * Students must earn a C grade (2.0) or better in each course.

Medical Assistant — Certificate Program

1. Complete the general university requirements (page 95).
 2. Complete the certificate requirements (page 97).
- a. Complete ENGL F111X for the communications requirement.
 - b. Complete 3 credits from one of the following computation courses:
- | | |
|--|---|
| HLTH F116—Mathematics in Health Care | 3 |
| DEVM F105—Intermediate Algebra..... | 3 |
| MATH at the 100-level of higher..... | 3 |
- c. Complete 3 credits from one of the following human relations courses:
- | | |
|---|---|
| HLTH F106—Human Behavior in Health Care | 3 |
| ABUS F154—Human Relations | 3 |
| SOC F100X—Individual, Society and Culture | 3 |
| PSY F101—Introduction to Psychology | 3 |

3. Complete the following program (major) requirements:*
- | | |
|--|---|
| HLTH F100—Medical Terminology | 3 |
| HLTH F110—Professional Skills in the Workplace | 2 |
| HLTH F114—Fundamentals of Anatomy and Physiology (4)
or BIOL F100X—Human Biology (4) | 4 |
| HLTH F118—Medical Law and Ethics | 2 |
| HLTH F122—First Aid and CPR..... | 1 |
| or current First Aid/CPR card | |
| HLTH F132—Administrative Procedures I..... | 2 |
| HLTH F142—Clinical Procedures I..... | 4 |
| HLTH F234—Administrative Procedures II | 4 |
| HLTH F236— Outpatient Health Care Reimbursement..... | 3 |
| HLTH F244—Clinical Procedures II..... | 4 |
| HLTH F268—Medical Assisting Practicum (4)
or HLTH F261—Medical/Dental Office Reception
Practicum (2)
and HLTH F267—Medical Assisting Externship
Completion (2 – 4) | 4 |
4. Minimum credits required 38 – 42
- * Students must earn a C grade (2.0) or better in each course.

Medical/Dental Reception — Certificate Program

1. Complete the general university requirements (page 95).
 2. Complete the following certificate requirements:*
- a. Complete 3 credits from one of the following communication courses:
- | | |
|---|---|
| ABUS F271—Business Communications (3)
or ENGL F111X—Introduction to Academic Writing (3) | 3 |
|---|---|
- b. Complete 3 credits from one of the following computation courses:
- | | |
|--|---|
| MATH at the F100-level or above (3)
or HLTH F116—Mathematics in Health Care (3) | 3 |
|--|---|
- c. Complete the following human relations course:
- | | |
|---|---|
| HLTH F106—Human Behavior in Health Care | 3 |
|---|---|
3. Complete the following:*
- | | |
|--|---|
| CIOF F150—Computer Business Applications (3)
or CIOF elective at the F200-level (3) | 3 |
| HLTH F100—Medical Terminology | 3 |
| HLTH F110—Professional Skills for the Workplace..... | 2 |
| HLTH F118—Medical Law and Ethics | 2 |
| HLTH F122—First Aid and CPR..... | 1 |
| HLTH F132—Administrative Procedures I..... | 2 |
| HLTH F234—Administrative Procedures II | 4 |
| HLTH F236— Outpatient Health Care Reimbursement..... | 3 |
| HLTH F261—Medical/Dental Office Reception Practicum | 2 |
| Approved HLTH, CIOF, ABUS, HUMS, DEVS or
COMM elective | 2 |
4. Minimum credits required 30 – 33
- * Students must earn a C grade (2.0) or better in each course.

Nursing Qualifications, Pre- — Certificate Program

1. Complete the general university requirements (page 95).
 2. Complete the certificate requirements (page 97). As part of the certificate requirements, complete:
- Communications*
- | | |
|--|---|
| ENGL F111X—Introduction to Academic Writing..... | 3 |
|--|---|
- Computation*
- | | |
|---|---|
| DEVM F105—Intermediate Algebra (3)
or HLTH F116—Mathematics in Health Care (3)
or MATH at the 100 level or higher (3) | 3 |
|---|---|
- Human Relations*
- | | |
|---|---|
| PSY F101—Introduction to Psychology | 3 |
|---|---|

3. Complete the following program requirements:*
 - ENGL F211X—Academic Writing about Literature (3)
or ENGL F213X (preferred)—Academic Writing
About the Social and Natural Sciences (3)..... 3
 - COMM F131X—Fundamentals of Communication: Group Context
(3)
or COMM F141X—Fundamentals of Communication:
Public Context (3)..... 3
 - PSY F240—Lifespan Developmental Psychology..... 3
 - HTLH F203—Science of Nutrition 3
 - BIOL F111X—Human Anatomy and Physiology 4
 - BIOL F112X—Human Anatomy and Physiology II 4
 - BIOL F240—Beginnings in Microbiology 4
 4. Complete one of the following clinical courses (4 – 9 credits)
 - HLTH F107—Nurse Aide Training 9
 - HLTH F111—Personal Care Attendant..... 4
 - HLTH F113—PCA to CNA Bridge 5
 - EMS F170—Emergency Medical Technician I 6
 - or other approved clinical course
 5. Minimum credits required 37 – 42
- * Students must earn a C grade (2.0) or better in each course.

Dental Assistant — A.A.S. Degree

1. Complete the general university requirements (page 95).
 2. Complete the A.A.S. degree requirements (page 99).
 3. Complete the following program (major) requirements:*
 - DA F132—Administrative Procedures for the Dental Assistant... 2
 - DA F150—Dental Radiography 4
 - DA F151—Dental Infection Control 2
 - DA F152—Dental Materials and Applications 4
 - DA F153—Anatomy for Dental Assistants 3
 - DA F251—Clinical Chairside I for Dental Assistants 6
 - DA F252—Clinical Chairside II for Dental Assistants 6
 - DA F253—Clinical Chairside III for Dental Assistants 3
 - DA F254—Dental Assistant Practicum 4
 - HLTH F110—Professional Skills for the Workplace..... 2
 - HLTH F114—Fundamentals of Anatomy and Physiology 4
 - HLTH F122—First Aid and CPR..... 1
 - or first aid/CPR card
 - HLTH F203—Science of Nutrition 3
 - HLTH F247—Introduction to Pharmacology 2
 4. Minimum credits required 61
- * Students must earn a C grade (2.0) or better in each course.

Medical Assistant — A.A.S. Degree

1. Complete the general university requirements (page 95).
 2. Complete the A.A.S. degree requirements* (page 99).
 3. Complete the following program (major) requirements:*
 - CIOF F150—Computer Business Applications (3)
or appropriate CIOF elective (3)..... 3
 - HLTH F100—Medical Terminology 3
 - HLTH F110—Professional Skills for the Workplace..... 2
 - HLTH F114—Fundamentals of Anatomy and Physiology (4)
or BIOL F100X—Human Biology (4) 4
 - HLTH F118—Medical Law and Ethics 2
 - HLTH F122—First Aid and CPR..... 1
 - or current First Aid/CPR card
 - HLTH F132—Administrative Procedures I 2
 - HLTH F142—Clinical Procedures I..... 4
 - HLTH F208—Human Diseases..... 3
 - HLTH F234—Administrative Procedures II 4
 - HLTH F236— Outpatient Health Care Reimbursement..... 3
 - HLTH F244—Clinical Procedures II..... 4
 - HLTH F247—Introduction to Pharmacology 2
 - HLTH F268—Medical Assisting Practicum (4)
or HLTH F261—Medical/Dental Office Reception
Practicum (2)
and HLTH F267—Medical Assisting
Externship Completion (2 – 4)..... 4
 - Approved HLTH, CIOF, ABUS, HUMS, DEVS or
COMM elective 3 – 7
 4. Minimum credits required 60
- * Students must earn a C grade (2.0) or better in each course.

All degrees (e.g. Certificate, A.A., A.A.S., A.S., etc) require additional courses. Refer to specific degree and program requirements.

Certificate Requirements

COMMUNICATION (2-3)

Complete one of the following:

ENGL F111X.....	(3)	_____
ABUS F170	(3)	_____
ABUS F271	(3)	_____
ENGL F211X.....	(3)	_____
ENGL F212	(3)	_____
ENGL F213X.....	(3)	_____
COMM F131X.....	(3)	_____
COMM F141X.....	(3)	_____
DEVS F104	(1 – 3)	_____
DEVS F105	(3)	_____

Other program-approved discipline-based communication course or discipline-based courses with embedded communication content. (2 – 3)

* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

COMPUTATION (2-3)

Complete one of the following:

Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).....	(3)	_____
ABUS F155	(3)	_____
DEVM F105.....	(3)	_____
ECE F117	(3)	_____
HLTH F116	(3)	_____
HUMS F117.....	(3)	_____
PRT F155.....	(3)	_____
TTCH F131	(3)	_____

Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (2 – 3)

HUMAN RELATIONS (2-3)

Complete one of the following:

ANTH F100X/SOC F100X	(3)	_____
ABUS F154	(3)	_____
ANL F287	(3)	_____
ECE F245	(3)	_____
ED/PSY F245	(3)	_____
HLTH F106	(3)	_____
HUMS F120.....	(3)	_____
RHS F110	(1)	_____
AND RHS F115	(2)	_____

Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. (2 – 3)

MAJOR SPECIALTY CREDITS (minimum)..... 21

Minimum credits for required certificate..... 30

Associate of Applied Science Requirements

COMMUNICATION (9)

ENGL F111X.....	(3)	_____
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Complete one of the following:

ABUS F271	(3)	_____
ENGL F211X.....	(3)	_____
ENGL F212	(3)	_____
ENGL F213X.....	(3)	_____

* ENGL F212 does not fulfill the second half of the written communication requirement for the bachelor's degree.

Complete one of the following:

COMM F131X.....	(3)	_____
COMM F141X.....	(3)	_____

COMPUTATION (3)

Complete one of the following:

Any course at the F100-level or above in mathematical sciences (computer science, math or statistics).....	(3)	_____
ABUS F155	(3)	_____
DEVM F105.....	(3)	_____
ECE F117	(3)	_____
HLTH F116	(3)	_____
HUMS F117.....	(3)	_____
PRT F155.....	(3)	_____
TTCH F131	(3)	_____

Other program-approved discipline-based computation course or discipline-based courses with embedded computation content. (3)

HUMAN RELATIONS (2-3)

Complete one of the following:

ANTH F100X/SOC F100X	(3)	_____
ABUS F154	(3)	_____
ANL F287	(3)	_____
ECE F245	(3)	_____
ED/PSY F245	(3)	_____
HLTH F106	(3)	_____
HUMS F120.....	(3)	_____
RHS F110	(1)	_____
AND RHS F115	(2)	_____

Other program-approved discipline-based human relations course or discipline-based courses with embedded human relations content. (3)

MAJOR SPECIALTY CREDITS (minimum)..... 30

Minimum credits required for degree 60



UNIVERSITY OF ALASKA FAIRBANKS

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