

HEALTH, ALLIED

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

Occupational Endorsement

Minimum Requirements for Endorsement: 9 – 13 credits

The occupational endorsements in allied health provide students with the knowledge and technical skills for employment in health care. Occupational endorsements are available in medical billing, medical coding, medical office reception and nurse aide.

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.

Medical Billing and Medical Coding

The occupational endorsements in medical billing and medical coding prepare students for employment 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.

Medical Office Reception

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.

Nurse Aide

The nurse aide occupational endorsement provides education and training to students in theory and basic nursing skills necessary to become efficient and productive health care team members. Students who successfully complete the program will be prepared to sit for the state of Alaska nurse aide examination for certification. This program is open to those who can document a high school diploma or GED and 10th grade reading level by exam or have the instructor's permission. Students must also be in good physical condition (capable of repeatedly lifting 50 pounds) and have the following immunizations: Hepatitis B full series, two MMRs, chickenpox vaccine (or titer to prove immunity to MMR/chickenpox) and have a negative PPD for tuberculosis within the past year.

Information on any of the Allied Health programs is available from the Allied Health Division at the 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/.

Medical Billing — Occupational Endorsement Program

1. Complete the general university requirements (page 88).
2. Complete the occupational endorsement requirements (page 88).
3. Complete the following:*
- CIOS F150—Computer Business Applications (3)
or documentation of computer skills and approved elective..... 3
- HLTH F100—Medical Terminology 3
- HLTH F236—Outpatient Health Care Reimbursement 3
- HLTH F237—Inpatient Health Care Reimbursement..... 3
4. Minimum credits required 12
- * Students must earn a C grade (2.0) or better in each course.

Medical Coding — Occupational Endorsement Program

1. Complete the general university requirements (page 88).
2. Complete the occupational endorsement requirements (page 88).
3. Complete the following:*
- CIOS F150—Computer Business Applications (3)
or documentation of computer skills and approved elective..... 3
- HLTH F100—Medical Terminology 3
- HLTH F208—Human Diseases..... 3
- HLTH F235—Medical Coding** 4
4. Minimum credits required 13
- * Students must earn a C grade (2.0) or better in each course.
- ** Must complete HLTH F235 with a B grade (3.0) or better.

Medical Office Reception — Occupational Endorsement Program

1. Complete the general university requirements (page 88).
2. Complete the occupational endorsement requirements (page 88).
3. Complete the following:*
- CIOS F150—Computer Business Applications (3)
or documentation of computer skills and approved elective..... 3
- HLTH F100—Medical Terminology 3
- HLTH F110—Professional Skills in the Workplace 2
- HLTH F118—Medical Law and Ethics 2
- HLTH F132—Administrative Procedures I 2
4. Minimum credits required 12
- * Students must earn a C grade (2.0) or better in each course.

Nurse Aide — Occupational Endorsement Program

1. Complete the general university requirements (page 88).
2. Complete the occupational endorsement requirements (page 88).
3. Complete the following:
- HLTH F107—Nurse Aide Training (9)
or HLTH F111 Personal Care Attendant Training (4)
and HLTH F113—Personal Care Attendant to
Nursing Assistant Bridge (5) 9
4. Minimum credits required 9