# 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.

### Phlebotomy

Training is also available in phlebotomy. A student who completes the phlebotomy course 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 proof of immunity to Hepatitis B, measles, mumps, rubella, varicella (chicken pox), document a flu shot, a completed two-step PPD (Purified Protein Derivative) for tuberculosis within the past year, and any other immunizations required by the externship site, prior to registering for the class.

### 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 F105.

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 F103X or CHEM F105X or have instructor permission for to register for BIOL F213X or BIOL F214X.

### 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 Technology

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/alliedhealth/academics/radiologictechnology/**.

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/**.

**U N I V E R S I T Y   O F   A L A S K A   F A I R B A N K S**
Office of Admissions and the Registrar • P.O. Box 757480 • Fairbanks, AK 99775-7480 • admissions@uaf.edu • www.uaf.edu
UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIXcompliance/nondiscrimination.

## Dental Assistant — Certificate Program

1. Complete the general university requirements (page 114).

2. Complete the certificate requirements. (See page 114. 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 or better in each course.

## Health Care Reimbursement — Certificate Program

1. Complete the general university requirements (page 114).

2. Complete the certificate requirements. (See page 114. 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:*
   ENGL F111X—Introduction to Academic Writing (3)
       or ABUS F271—Business Communications (3)..............................3
   CIOS F150—Computer Business Applications (3)
       or HLTH F130—Medical Office Technology (3)..............................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

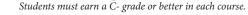5. Minimum credits required ...............................................30
   * Students must earn a C- grade or better in each course.

## Medical Assistant — Certificate Program

1. Complete the general university requirements (page 114).

2. Complete the certificate requirements (page 114).
   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 F130—Medical Office Technology..............................................3
   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 or better in each course.

## Medical/Dental Reception — Certificate Program

1. Complete the general university requirements (page 114).

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:*
   CIOS F150—Computer Business Applications (3)
       or CIOS elective at the F200 level (3)
       or HLTH F130—Medical Office Technology (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, CIOS, ABUS, HUMS, DEVS or
   COMM elective....................................................................................2

4. Minimum credits required .............................................30-33
   * Students must earn a C- grade or better in each course.

## Nursing Qualifications, Pre- — Certificate Program

1. Complete the general university requirements (page 115).

2. Complete the certificate requirements (page 115). 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 F213X—Human Anatomy and Physiology.................................4
   BIOL F214X—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 or better in each course.*

## Dental Assistant — A.A.S. Degree

1. Complete the general university requirements (page 115).

2. Complete the A.A.S. degree requirements (page 115).

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 or better in each course.*

## Medical Assistant — A.A.S. Degree

1. Complete the general university requirements (page 115).

2. Complete the A.A.S. degree requirements (page 115)*.

3. Complete the following program (major) requirements:*
   CIOS F150—Computer Business Applications (3)
      or appropriate CIOS elective (3)
      or HLTH F130—Medical Office Technology (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, CIOS, ABUS, HUMS, DEVS or
   COMM elective........................................................3-7

4. Minimum credits required ..............................................60
*   *Students must earn a C- grade or better in each course.*

# Certificate Requirements

## Communication . . . . . . . . . . . . . . . . . . . . . . . 2-3 Credits

Complete one of the following:
- ENGL F111X—Introduction to Academic Writing........................................ (3)
- ABUS F170—Business English..............................................................(3)
- ABUS F271—Business Communications ............................................(3)
- ENGL F211X—Academic Writing about Literature................................(3)
- ENGL F212—Business, Grant and Report Writing* ...........................(3)
- ENGL F213X—Academic Writing about the Social and Natural Sciences ......(3)
- COMM F121X—Introduction to Interpersonal Communication ...................(3)
- COMM F131X—Fundamentals of Oral Communication: Group Context .....(3)
- COMM F141X—Fundamentals of Oral Communication: Public Context......(3)
  or successful completion of competency test
- DEVS F104—University Communications.......................................(1-3)
- DEVS F105—Intensive Reading Development ....................................(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 Credits

Complete one of the following:
- Any course at the F100-level or above in mathematical sciences (computer
  science, math or statistics).........................................................(3)
- ABUS F155—Business Math.................................................................(3)
- DEVM F105—Intermediate Algebra ..................................................(3)
- ECE F117—Math Skills for Early Childhood Educators...........................(3)
- HLTH F116—Mathematics in Health Care .........................................(3)
- HUMS F117—Math Skills for Human Services ...................................(3)
- TTCH F131—Mathematics for the Trades ..........................................(3)
- Other program-approved discipline-based computation course or
  discipline-based courses with embedded computation content. ..................(2-3)

## Human Relations . . . . . . . . . . . . . . . . . . . . . . . 2-3 Credits

Complete one of the following:
- ANTH F100X/SOC F100X—Individual, Society and Culture (s) .....................(3)
- ABUS F154—Human Relations .......................................................(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h) ....................(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s) ................(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) .............(3)
- ED/PSY F245—Child Development (s) ..............................................(3)
- HLTH F106—Human Behavior in Health Care (s) .................................(3)
- HUMS F120—Cultural Diversity in Human Services........................................(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND
  RHS F115—Issues of Personal Development ......................................(2)
- Other program-approved discipline-based human relations or
  discipline-based courses with embedded human relations content. ............(2-3)

**Major specialty** ..............................................**at least 21 Credits**

**Electives to total** .......................................................... **30 Credits**

# Associate of Applied Science Requirements

## Written Communication. . . . . . . . . . . . . . . . . . . . .6 Credits

- ENGL F111X—Introduction to Academic Writing...........................................(3)

Complete one of the following:
- ABUS F271—Business Communications ..............................................(3)
- ENGL F211X—Academic Writing about Literature......................................(3)
- ENGL F212—Business, Grant and Report Writing* ......................................(3)
- ENGL F213X—Academic Writing about the Social and Natural Sciences ......(3)

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

## Oral Communication . . . . . . . . . . . . . . . . . . . . . . 3 Credits

Complete one of the following:
- COMM F121X—Introduction to Interpersonal Communication ...................(3)
- COMM F131X—Fundamentals of Oral Communication: Group Context .....(3)
- COMM F141X—Fundamentals of Oral Communication: Public Context......(3)
  or successful completion of competency test

## Computation. . . . . . . . . . . . . . . . . . . . . . . . . . . . 3 Credits

Complete one of the following:
- Any course at the F100 level or above in mathematical sciences
  (computer science, math or statistics...............................................(3)
- ABUS F155—Business Math.................................................................(3)
- DEVM F105—Intermediate Algebra ..................................................(3)
- ECE F117—Math Skills for Early Childhood Educators................................(3)
- HLTH F116—Mathematics in Health Care .........................................(3)
- HUMS F117—Math Skills for Human Services ...................................(3)
- TTCH F131—Mathematics for the Trades ..........................................(3)
- Other program-approved discipline-based computation course or
  discipline-based course with embedded computation content..........................(3)

## Human Relations . . . . . . . . . . . . . . . . . . . . . . . . 3 Credits

Complete one of the following:
- ANTH F100X/SOC F100X—Individual, Society and Culture (s) .....................(3)
- ABUS F154—Human Relations .......................................................(3)
- ANL F287—Teaching Methods for Alaska Native Languages (h) ....................(3)
- ECE F104—Child Development: Prenatal, Infants and Toddlers (s) ...............(3)
- ECE F107—Child Development II: Preschool and Primary Years (s) .............(3)
- ED/PSY F245—Childhood Development (s) .......................................(3)
- HLTH F106—Human Behavior in Health Care (s) .........................................(3)
- HUMS F120—Cultural Diversity in Human Services.......................................(3)
- RHS F110—Cross-Cultural Bridging Skills (1) AND
  RHS F115—Issues of Personal Development ......................................(2)
- Other program-approved discipline-based human relations course or
  discipline-based course with embedded human relations content...................(3)

**Major specialty** ..............................................**at least 30 Credits**

**Electives to total** ....................................................... **60 Credits**

**Minimum credits required for degree** ................................... **60 Credits**