

ALLIED HEALTH

Graduates of this program will:

Allied Health

1. Describe the role and responsibilities related to the health care professionals including Medical Assistant, Phlebotomist Technician, Electrocardiogram Technician, and Nursing Assistant.
2. Evaluate occupational exposures, environmental safety hazards, high-risk situations, and emergency responses related to health care professions.
3. Apply anatomy and physiology principles to patient care across the lifespan and in a variety of health care settings.
4. Demonstrate soft skills related to assisting with patient assessment, screenings, and informed consent.
5. Demonstrate professionalism when interacting with patient populations across the lifespan; including, patient education, office management, and emergency situations.
6. Explain legal and ethical considerations, including HIPAA, informed consent, and scope of practice related to health care settings.
7. Demonstrate an understanding of health care professions and how their personal knowledge and skills will contribute to the health care field.

Medical Assistant

1. Describe the role and responsibilities related to the Medical Assistant profession.
2. Apply knowledge of health care systems, legal and ethical considerations, body systems, disease processes, and patient care to health care settings.
3. Demonstrate skills related to assisting with patient assessment in a variety of health care settings.
4. Demonstrate professionalism and soft skills when interacting with patient populations across the lifespan; including difficult conversations, patient education, and patient consent.
5. Practice collaboration with the health care team related to patient care.

Medical Office Administration & Management Certificate of Achievement

1. Apply theoretical knowledge associated with medical assisting in managing basic administrative tasks within a medical office.
2. Effectively perform essential administrative skills within the medical assistant scope of practice in ambulatory clinic settings.
3. Recognize factors that affect appointment scheduling, medical documentation and finances, as well as, overall office management, and take appropriate actions within predetermined limits when indicated.
4. Demonstrate professional conduct, written and interpersonal communication skills with patients, other health care professionals, and with the public.
5. Recognize the responsibilities of other health care personnel and interact with them with respect for their jobs and patient care.
6. Apply basic financial principles in medical office administration procedures.