

# ALLIED HEALTH

The Allied Health department offers a variety of independent, non-program classes in health interest areas. Some may enable students to work by completing only one class, such as Medical Insurance, Certified Nursing Assistant, or Basic Arrhythmias. Other courses support various medical and secretarial programs or meet general interest needs.

The Medical Assistant is a professional, multi-skilled person dedicated to assisting in patient care management. The practitioner performs administrative and clinical duties and may manage emergency situations, facilities, and/or personnel. Competence in the field also requires that a medical assistant display professionalism, communicate effectively, and provide instructions to patients.

The Medical Assistant program is a one-year program that is designed to prepare students to work effectively in a physician's office, medical records or business office of a clinic or a hospital. Upon completion of the required courses, the student will demonstrate proficiency in both front and back office procedures. Successful completion of the program leads to a Certificate of Achievement.

While students are encouraged to complete the entire certificate, they are employable in the Medical Assisting field upon successful completion of ALDH 82 Medical Office Procedures and ALDH 82C Medical Office Procedures - Clinical.

Note: Upon successful completion of ALDH 82 Medical Office Procedures the student may enroll in ALDH 82C Medical Office Procedures - Clinical. On the first day of ALDH 82C Medical Office Procedures - Clinical the student is required to bring to class the following:

- Students must demonstrate physical health as determined by a history and physical examination.
- The students must submit a current physical and meet required immunizations, titers, and have a chest X-ray and/or PPD. Also, a current American Heart Association Health Care Provider CPR Certificate, or equivalent, must be obtained and current. Criminal background checks are required in order to comply with the program and clinical agencies' contractual requirements. Per individual facility requirements, random drug testing may also be required.

## Career Opportunities

Insurance Biller/Coder, Monitor Technician, Certified Nursing Assistant, Phlebotomist, Medical Assistant, Patient Account Representative, Receptionist, Medical Secretary, Medical Records Technician

## Faculty

Gray, Tiana

Truelove, Terry

## Transfer

Allied Health is not typically a transfer major. Some Allied Health courses transfer as electives or fulfill subject credit requirements. For the most up-to-date information on these programs and others, visit [assist.org](http://assist.org) (<http://www.assist.org>). Please stop by the Transfer Center in Bldg 23.

## Programs of Study

- Medical Assistant Certificate of Achievement (<https://catalog.vvc.edu/degrees-certificates/allied-health/medical-assistant-ca/>)
- Medical Assistant, AS (<https://catalog.vvc.edu/degrees-certificates/allied-health/medical-assistant-as/>)

## Program Learning Outcomes

Program Learning Outcomes (PLOs) are statements of the kind of learning a program hopes a student will achieve. The PLOs describe the knowledge, skills, problem-solving, communication and values that apply to all certificates and/or degrees within that program.

Upon completion of this program, students should be able to:

- Demonstrate administrative and clerical medical office procedures.
- Demonstrate clinical back office procedures.

## Allied Health Courses

### ALDH 60 Nursing Assistant (6.5 Units)

Enables students to become familiar with basic principles of nursing, including procedures and techniques. Clinical experience is provided in extended care facilities. Students will learn to provide and meet the patient's basic physical and psychological needs and promote a spirit of restoration and independence in a safe, efficient and competent manner. Lecture Hours: 72.0; Lab Hours: 135.0  
Transfer: Not transferable

### ALDH 61 Home Health Aide (2.0 Units)

Enable students to become familiar with basic principles of nursing care in a home style setting. Clinical experience is provided in residential care facilities. Students will learn to provide and meet the patient's basic physical and psychological needs and to promote a spirit of rehabilitation and independence in a safe, efficient and competent manner. State approved certification course. A grade of C or above must be earned to receive state certification. Prerequisite: Must have a current and active CA CNA certificate.

Prerequisite(s): ALDH-60, minimum grade C. Must have a current and active CA CNA certificate  
Corerequisite: Current Healthcare Provider CPR card.

Lecture Hours: 27.0; Lab Hours: 27.0  
Transfer: Not transferable

### ALDH 62 Acute Care C.N.A. (4.5 Units)

This course will allow the Certified Nursing Assistant to expand upon basic nursing practices to include those specific for the acute care setting. Clinical experience is provided in acute care facilities. Students will learn nursing practice skills related to the medicalsurgical patient and will have an understanding of physical and psychosocial changes seen in the acute setting. Also introduces the student to ancillary departments & provides an opportunity for student to learn how all departments work together to care for patients. Must achieve a grade C or better to receive Victor Valley College Certification. Students who have completed Victor Valley ALDH 60 Nursing Assistant course this semester may enter the program prior to taking state exam. Certification of completion will be contingent upon the student also passing the State CNA Certification exam.

Prerequisite(s): ALDH 60, Minimum grade C, Current and active California CNA certificate. Current Healthcare Provider CPR card.

Lecture Hours: 54.0; Lab Hours: 81.0  
Transfer: Not transferable

**ALDH 80 Pharmacology (3.0 Units)**

Current concepts of pharmacology, its relationship to patient care, and legal and ethical considerations are covered. Basic mechanisms of drug action, administration, toxicity, side effects and dosages are also included  
Lecture Hours: 54.0

Transfer: Not transferable

**ALDH 81 Medical Insurance (3.0 Units)**

Intensive instruction in completing medical insurance forms for the private, industrial, Medi-Care/Cal patient. Also, billing, collecting, ICD-10-CM, CPT, and HCPCS procedures.

Lecture Hours: 54.0

Transfer: Not transferable

**ALDH 82 Medical Office Procedures (4.0 Units)**

This course provides practice in medical office procedures, proficiency in typing medical correspondence, case histories, insurance forms, and reports. Study of telephone techniques, medical record keeping, and filing. Verbal communication with patients, other offices, and facilities. In addition, a lab component for students to become familiar with preparation and assistance with common back office procedures.

Lecture Hours: 36.0; Lab Hours: 108.0

Transfer: Not transferable

**ALDH 82C Medical Office Procedures - Clinical (5.0 Units)**

This course is designed to provide the externship component of Allied Health 82 Medical Office Procedures. The individual students will be presented with 256-270 hours of practical clinical experience. This will be performed in rotation sequence in the offices and clinics of qualified physicians located throughout the High Desert. ALDH 82C must be taken within one year of completing ALDH 82 to gain externship placement.

Prerequisite(s): ALDH 82, Minimum grade C

Lab Hours: 270.0

Transfer: Not transferable

**ALDH 82D Medical Assisting Exam Review (3.0 Units)**

This class will prepare the student for the medical assisting certification exam. The student will learn strategies to help identify strengths and weaknesses and develop a realistic study plan.

Lecture Hours: 54.0

Transfer: Not transferable

**ALDH 83 Basic Arrhythmia (3.0 Units)**

A review of the general anatomy and physiology of the heart and coronary system, with complications associated with acute myocardial infarction with strong electrophysiological/arrhythmogenic component. Upon successful completion, the student will receive a certificate in Basic Electrocardiography and Arrhythmia interpretation. This course has been approved by the Board of Registered Nursing for Continuing Education credit.

Lecture Hours: 54.0

Transfer: Not transferable

**ALDH 125 Medical Aspects of Drugs & Alcohol (3.0 Units)**

This course will provide an in-depth study of the physiological effects and medical consequences of drug and alcohol use and abuse, including the effects on the central nervous system and behavior. The pharmacological aspects of drug and alcohol use will be presented including metabolism of various drugs, the meaning and implication of half-life, tolerance, dependence, addiction process, and withdrawal. Categories of substances covered will include major and minor stimulants, alcohol, depressants, psychotropic drugs, opiates, marijuana, hallucinogens, and other prescription and over-the-counter drugs. CSU

Lecture Hours: 54.0

Transfer: Transfers to both UC/CSU

**ALDH 139 Medical Terminology (3.0 Units)**

This course describes the body's anatomical systems with stress placed on medical terms, their use, spelling, and pronunciation. The use of these terms is defined in regard to anatomy, physiology, treatment, and surgery. CSU

Lecture Hours: 54.0

Transfer: Transfers to CSU only

**ALDH 141 Athletic Training I (3.0 Units)**

Introduction to principles of athletic training, including prevention, evaluation, treatment and rehabilitation of common athletic injuries.

Recommended preparation: Interest and/or experience in athletics and sports. Crosslisted with KIN 141. CSU,UC

Lecture Hours: 36.0; Lab Hours: 54.0

Transfer: Transfers to both UC/CSU

**ALDH 142 Athletic Training II (3.0 Units)**

This course will build on the students basic knowledge of human anatomy and athletic injuries. Topics will include emergency procedures, current health concerns of the athlete, protective devices, advanced taping techniques and injury management. Crosslisted with KIN 142.

CSU,UC

Prerequisite(s): ALDH 141 or KIN 141, Minimum grade C

Lecture Hours: 36.0; Lab Hours: 54.0

Transfer: Transfers to both UC/CSU