

# 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:

1. Students must demonstrate physical health as determined by a history and physical examination.
2. 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.

## Medical Assistant, AS

**State Control Number:** 04956

**Program Code:** MA.AS

**Approved for Federal Financial Aid:** Yes

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 medical assistant display professionalism, communicate effectively, and provide instructions to patients.

To earn this degree, complete the major coursework with "C" grades or better and all of the following graduation requirements: 60 minimum degree-applicable units (including a maximum 4 units of activity); 2.0 minimum overall GPA; 12 degree-applicable units through VVC; Information Competency; Global Citizenship; Kinesiology, and the VVC General Education pattern (<https://catalog.vvc.edu/degrees-certificates/vvcge/#vvcge>). Courses may count in one area only, either in the major or in a general education category. Courses counted in one AA/AS major may not be used in another AA/AS major.

Code	Title	Units
<b>Required Courses</b>		
ALDH 80	Pharmacology	3.0
ALDH 81	Medical Insurance	3.0
ALDH 82	Medical Office Procedures	4.0
ALDH 82C	Medical Office Procedures - Clinical	5.0
ALDH 139	Medical Terminology	3.0
BET 104	Beginning Word Processing/Typing for Windows ABC	3.0
PSYC 110	Developmental Psychology <sup>1</sup>	3.0
Complete 3 units from the following:		3.0
ALDH 60	Nursing Assistant	
ALDH 60	Nursing Assistant	
ALDH 62	Acute Care C.N.A.	
ALDH 82D	Medical Assisting Exam Review	
ALDH 83	Basic Arrhythmia	
ALDH 125	Medical Aspects of Drugs & Alcohol	
ALDH 141	Athletic Training I	
ALDH 142	Athletic Training II	
<b>Total Units</b>		<b>27</b>

<sup>1</sup> PSYC 110 Developmental Psychology is allowed to satisfy VVC's General Education requirement in Category IIA, Social and Behavioral Sciences in addition to this major.

## Medical Assistant Certificate of Achievement

**State Control Number:** 20543

**Program Code:** MED.CERT

**Approved for Federal Financial Aid:** Yes

This certificate prepares students for an entry-level position in a physician's office, clinic, or medical records. It 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.

Code	Title	Units
<b>Required Courses</b>		
Complete all of the following with a C or better		
ALDH 80	Pharmacology	3.0
ALDH 81	Medical Insurance	3.0
ALDH 82	Medical Office Procedures	4.0
ALDH 82C	Medical Office Procedures - Clinical	5.0
ALDH 139	Medical Terminology	3.0
BET 104	Beginning Word Processing/Typing for Windows ABC	3.0
PSYC 110	Developmental Psychology	3.0
<b>Total Units</b>		<b>24</b>

## Allied Health Courses

### ALDH 60 Nursing Assistant (6.5 Units)

Pre-requisite: Current American Heart Healthcare Provider CPR card. Enables students to become familiar with basic principles of nursing, including procedures and techniques. State approved precertification program. Does not guarantee certification. Must achieve grade C or better to take state certification examination. Finger prints must be obtained upon enrollment in program and Department of Justice (DOJ) clearance obtained. Proof of ability to read, write and comprehend the English language at a sixth grade level.

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. Students who have completed VVC's ALDH 60 Nursing Assistant course this semester, but have not completed the state exam, may enter the course. State Home Health Aide certification will be contingent upon passing the State CNA Certification Exam.

Prerequisite(s): ALDH 60, Minimum grade C, current and active California CNA certificate. Co-requisite: current 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, basic mechanisms of drug action, administration, toxicity, side effects and dosages.

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.

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.

Prerequisite(s): ALDH 82 and ALDH 82C, Minimum grade C

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 138 Work Experience Education Allied Health (1-8 Units)**

Work Experience Education is a key element of Victor Valley College's comprehensive approach to career development. Work Experience Education is a 16-, 12-, or 8-week course that enables students to receive college credit for paid or unpaid work opportunities. This course helps students gain valuable on-the-job work experience while providing practical education, best practices in professional development, and academic guidance through the course of their work opportunity. The combination of practical experience and curricular development empowers students to be more competitive, efficient and valuable employees upon completion of this program and/or their academic program trajectory. The course is ideal for students who are cross-training at their current worksite for upward mobility or seeking career changes, as well as those looking for entry-level occupational training through work-based learning experiences such as through an internship. Work Experience Education transforms community businesses, industries, and public agencies into expanded educational training laboratories. Credit is awarded on the basis of learning objectives completed and the number of hours the student trains. Students must create/complete new learning objectives each semester they enroll. Students may utilize their present work sites. More details are available in the Work Experience Education Office, (760) 245-4271, ext. 2281. The office, located in the Academic Commons, is open Monday-Thursday, 8:00 a.m.-1:00 p.m., 2:00-6:00 p.m., and by appointment. Please refer to the Work Experience Education section in this catalog for more information.

CSU

Transfer: Transfers to CSU only

**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

## 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:

1. Demonstrate administrative and clerical medical office procedures.
2. Demonstrate clinical back office procedures.