

# ALLIED HEALTH PROFESSIONAL COURSES (CAH)

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## **CAH 132 - Certified Nursing Assistant, Part 1**

This course was developed for students to learn basic patient care skills, the role as a member of the healthcare team, disease processes, infection control and safety issues. Combined with the clinicals, this course meets all requirements to be eligible for CNA certification in the state of Maryland and prepares students for the Geriatric Nursing Assistant test. The program requires study time outside of class and includes tests, which must be passed prior to starting the clinical sessions.

## **CAH 133 - Certified Nursing Assistant, Part II**

Part two of a three-part certification prep course for individuals wishing to enter the health care field as a Certified Nursing Assistant.

## **CAH 145 - Foundations for Healthcare Careers**

This course introduces students to important healthcare concepts and professional career development skills to prepare students for working in a healthcare setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control and medical terminology. Communication skills are practiced with special focus on customer service and interpersonal communication concepts. Students will also gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment.

## **CAH 156 - Phlebotomy Technician Preparation I: Theoretical Applications**

In Phlebotomy Technician Preparation I, Theoretical Applications, students learn basic phlebotomy technical background and professional preparation for working as a phlebotomist. Topics covered include basic anatomy and physiology of main body systems with emphasis on cardiovascular and lymphatic systems; medical terminology and overview of healthcare settings where phlebotomy services are performed; professional ethics and behavior, interpersonal and written communications, including cultural competency; systems of documentation; and safety and infection control. Students will develop knowledge and comprehensive skills to prepare them to perform venipunctures completely and safely when they progress to Part 2: Practical Applications. The full program includes classroom and on-site clinical practice with experienced phlebotomists at local health care. The program also prepares students to take several national certification exams.

## **CAH 157 - Phlebotomy Technician Preparation II: Practical Applications**

Phlebotomy Technician II: Practical Applications is a continuation of Part I: Theoretical Applications. In this course students learn to perform venipuncture and specialized phlebotomy procedures. Students are familiarized with blood collection equipment and selection, specimen handling and identifying complications related to blood collection and medical errors. Students train on a variety of procedures and techniques for typical and special populations. Special topics in specimen uses for testing in forensics, workplace and sports are explored. Hands-on skills practicums prepare students for the clinical course. The full program includes classroom and clinical practice with experienced phlebotomists at local health care facilities to give students professional experience and prepare students to take several national certification exams. The program requires study time outside of class and includes both written and skills testing.

## **CAH 158 - Phlebotomy Technician Clinical**

This course provides students hands on work experience and practice to successfully perform the role and responsibilities of a phlebotomist technician in a professional setting. Students complete 100 hours and a minimum of 100 successful venipunctures under the supervision of an experienced phlebotomist. Student progress is evaluated during each clinical shift.

## **CAH 185 - Anatomy & Physiology for Medical Coding**

This course is designed to teach medical coding students the basics of human anatomy and physiology and how it relates to medical records and coding. Students will learn about the structure and function of the body, various body systems, and anatomical terms. This course is a prerequisite of Medical Coding and is not intended for a clinical provider.

## **CAH 190 - Certified Nursing Assistant--Clinicals**

This course fulfills the Maryland Board of Nursing requirements for a certified nursing assistant clinical experience. Students participate in supervised clinical rotations with experienced nursing faculty in local health care facilities. Students will interact with residents performing all duties and responsibilities of a nursing assistant with daily evaluation and feedback provided to support student development and improvement.

## **CAH 195 - Medical Terminology for Billing & Coding**

Learn the language of healthcare to prepare for success in AAPC medical coding and/or billing certification classes. You will learn how to interpret medical terms by recognizing root words, prefixes, and suffixes, and will explore how this terminology relates to specific human body systems and conditions.

## **CAH 250 - Medical Coding for the Physician's Office-AAPC**

Prepare for the American Academy of Professional Coders (AAPC) national certification exam. Learn medical terminology and how to use the coding manuals for CPT, ICD-10 and HCPCS to describe and document medical services. Cost includes first year's membership in AAPC, textbooks and certification exam. The certification exam will be scheduled 2 weeks following the last class

## **CAH 252 - Medical Billing - AAPC Certified Professional Biller (CPB)**

This continuing education course prepares students to sit for the AAPC Certified Professional Biller (CPB) exam. By covering topics such as preauthorization, charge entry, claims transmission, submitting appeals, payment posting, and insurance and patient follow-up, students will gain the expertise to understand the medical billing and reimbursement cycle.

**CAH 253 - Medical Coding - AAPC Certified Professional Coder (CPC)**

This continuing education course prepares students for a career in medical coding and to sit for the AAPC Certified Professional Coder (CPC) exam. Topics covered include overview and application of ICD-10, CPT and HCPCS code books for proper coding of various systems and procedures.

**CAH 272 - Fundamentals of Dental Assisting**

Dental assistants serve as an integral member of the dental professional team working with the dentist chairside, in the dental lab and in the business office. This course introduces students to all aspects of entry-level dental assisting knowledge and skills and prepares students for the Dental Association National Board National Entry Level Dental Assistant (NELDA) Certification Exam. Topics include: dental terminology, roles of the dental assistant and dental team, legal and ethical responsibilities, anatomy and physiology, dental care delivery including oral health and hygiene, prevention, clinical dentistry, chairside assisting, charting, instruments and accessories, dental lab materials and procedures, infection control, sterilization and OSHA regulations. Oral radiography is introduced in preparation for Oral Radiography class. This hands-on course provides practice on equipment in a dental lab setting.

**CAH 273 - Oral Radiography**

Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety (RHS) exam and apply to become a Maryland state certified Dental Radiation Technologist. This course is approved by the Maryland State Board of Dental Examiners. Students in this course should be actively employed as a dental assistant. Completion of a hands-on clinical practicum is expected to be completed at your place of employment. Course includes an online component, internet access required. In addition to online work, students will meet during scheduled class times either in-classroom or in a live virtual format.

**CAH 275 - Oral Radiography with Clinical**

Further your dental assisting career and prepare to sit for the DANB Radiation Health and Safety (RHS) exam and apply to become a Maryland state certified Dental Radiation Technologist. This course is approved by the Maryland State Board of Dental Examiners. Completion of a three-hour, hands-on clinical practicum at the Maryland State Dental Association is included as part of this course. Course includes an online component, internet access required. In addition to online work, students will meet during scheduled class times either in-classroom or in a live virtual format.

**CAH 333 - Sterile Processing Technician Training: Fundamentals**

This course trains individuals to become competent sterile processing technicians and prepares participants for sterile processing technician certification. Upon completion of training, students are prepared to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the International Association of Healthcare Central Service Materiel Management (IAHCSCMM). The course will cover the following topics: anatomy and physiology, microbiology, instrumentation (identification of and handling of), safety standards, cleaning, decontamination, disinfection, preparation, infection control, sterilization process, packaging, wrapping, processing patient care equipment, sterile storage, distribution and inventory management, documentation and record management, ethics and standards. This course has both a lecture and interactive lab component in the classroom where students will receive hands-on experience with instruments and wrapping techniques.

**CAH 487 - Patient Care Technician/Advanced Patient Care**

This course is designed for certified nursing assistants (CNAs) to learn more advanced care skills within the CNA scope of practice or work as a Patient Care Technician in hospitals and other health care settings. Patient care technicians are part of a multidisciplinary team, caring for patients who require both acute and chronic care. Students will learn to perform advanced skills for complex care settings and situations. Practiced skills include sterile technique, phlebotomy, Electrocardiograms (EKG), glucose monitoring, enteral nutrition, respiratory care, Intravenous therapy, advanced wound care, urinary catheterization, pre/post-surgical care and pediatric patient care. Students successfully completing this course fulfill the PCT educational requirements for the National Healthcareer Association Patient Care Technician Certification Exam.

**CAH 520 - Fundamentals of Dental Assisting**

This course introduces students to all aspects of entry-level dental assisting knowledge and skills and prepares students for the Dental Association National Board National Entry Level Dental Assistant (NELDA) Certification Exam. Topics include: dental terminology, roles of the dental assistant and dental team, legal and ethical responsibilities, anatomy and physiology, dental care delivery including oral health and hygiene, prevention, clinical dentistry, chairside assisting, charting, instruments and accessories, dental lab materials and procedures, infection control, sterilization and OSHA regulations. Oral radiography is introduced in preparation for Oral Radiography class. This hands-on course provides practice on equipment in a dental lab setting.