

2013-2014 CATALOG ADDENDUM

CUMBERLAND, MD | EVERETT, PA | SOMERSET, PA



New & Revised Course Descriptions

ALLIED HEALTH (AHLT)

New courses:

124 Workplace Social Skills 1 credit hour

Offered as demand warrants.

In today's workplace environment, it is imperative that people seeking employment become knowledgeable in appropriate ways of conducting themselves. Students will learn ways to curtail inappropriate responses and actions, how to develop effective group relationships, and identify why developing a sense of community in the workplace is important.

125 Legal Issues and HIPAA 1 credit hour

Offered as demand warrants.

Students learn about developing and maintaining professional boundaries pertaining to mistakes, miscommunication, challenging clients and families, and difficult situations. They will identify ways to properly resolve issues. What the Health Insurance Portability and Accountability Act Privacy Rule is and why it exists will be covered, along with the role of health personnel as defined by federal guidelines.

DENTAL HYGIENE (DENT)

Course revision:

199 Clinical Dental Hygiene IA 1 credit hour

Offered summer session. Fee: \$75.00.

Fifty-six hours of clinical experiences devoted to improving skills and techniques in rendering dental hygiene services.

Prerequisite: Dental Hygiene 108.

EDUCATION (EDUC)

New course:

214 Professional Practice and Classroom Management 2 credit hours

Offered spring semester. Two hours lecture a week.

This course is designed to deepen and to coalesce previously studied concepts, such as developmentally appropriate practice, the accommodation and inclusion of cultural, behavioral and educational diversity, and the social, emotional, language and cognitive stages of child development that have been introduced and explored throughout the student's preparation program. Students will learn the principles necessary to effectively integrate the elements of time, space and resources into healthy, respectful

and collaborative learning environments to both support and challenge the learner. Additional aspects to be studied are: legal and ethical issues, technology as a classroom support, recordkeeping, observation, cumulative and formative assessment and family and community partnerships.

Prerequisite: Appropriate criminal background clearance, Education 100 and 204, and either 201 or 252.

OFFICE TECHNOLOGIES (OFTE)

Course revision:

232 Intermediate Medical Coding 4 credit hours

Offered spring semester and fall semester as demand warrants. Four hours lecture a week. Fee: \$70.00.

This course is designed to enhance diagnostic and procedural coding skills. Emphasis will be placed on assigning procedural and diagnostic codes to inpatient and ambulatory records. Students will learn the differences in payment systems for inpatient and ambulatory care facilities including the use of Diagnosis Related Groupings (DRG) and Ambulatory Payment Classifications (APC). Students will also learn to assign procedural and diagnostic codes through the use of encoding software.

Prerequisite: Office Technologies 118.

Course deletions:

131 Acute Care Coding 3 credit hours

234 Intermediate Medical Transcription 4 credit hours

237 Medical Transcription Applications 3 credit hours

PHYSICAL THERAPIST ASSISTANT (PTA)

Course revisions:

201 Introduction to Physical Therapist Assistant 2 credit hours

Offered fall semester. One hour lecture and three hours laboratory a week.

The student will learn: 1) the roles of the physical therapist (PT) and the physical therapist assistant (PTA) including the history, ethical, and legal aspects; 2) information regarding acquiring malpractice insurance; 3) structure and organization of the health care system in general and as it relates to the physical therapist assistant; 4) general information of the American Physical Therapy Association (APTA) as an organization and enrollment; 5) psycho-social aspects of the health care professional and the patient; 6) verbal and

New & Revised Course Descriptions

nonverbal communication; 7) principles of teaching and learning; 8) basic medical terminology and record keeping, including SOAP note documentation (subjective, objective, assessment and plan); 9) asepsis, sterile techniques, and hand washing; 10) body mechanics and lifting; and 11) vital signs. This course includes laboratory practicals on appropriate clinical topics.

Prerequisite: Acceptance into Phase II of the PTA Program.

207 Procedures **3 credit hours**

Offered fall semester. Two hours lecture and three hours of laboratory a week. Fee: \$95.00.

This course includes: 1) wheelchair parts, use and adaptations; 2) basic movement patterns of the body as it relates to body mechanics including lifting, transfers, and the mechanically efficient body position of comfort; 3) basic activities of daily living; 4) massage, including effleurage, petrissage, tapotement, and friction, etc; 5) basic gait training technique and equipment for orthopedic adaptation; 6) the measurement of ROM (range of motion) including goniometric measurements and basic ROM techniques; and 7) body measurements and girth. Includes lab practicals on all topics.

Prerequisite: Acceptance into Phase II of the PTA Program.

208 Principles of Rehabilitation **4 credit hours**

Offered spring semester. Three hours lecture and three hours laboratory a week. Fee: \$95.00.

The course includes advanced anatomy and physiology of the pediatric nervous system, wheelchair assessments, neurodevelopmental sequencing, treatment of the neurologically involved pediatric patient, pediatric orthotics and prosthetics, pediatric SOAP notes in the medical/educational setting, medical terminology and cultural differences. The student will also learn: 1) advanced anatomy and physiology of the adult nervous system; 2) assessment and treatment of the following rehabilitation areas: cerebral vascular accidents, cardiac rehabilitation, pediatric rehabilitation, traumatic brain injury, amputees, spinal cord injuries, burns; 3) orthotic and prosthetic considerations; and 4) related SOAP format documentation and medical terminology. Includes lab practicals on all topics.

Prerequisite: Successful completion of all PTA third semester courses.

209 Clinical Kinesiology **4 credit hours**

Offered fall semester. Three hours lecture and three hours laboratory a week. Fee: \$95.00.

The student will learn: 1) advanced anatomy of the musculoskeletal system with special considerations of joints of the body; 2) movement analysis of the body with emphasis on osteokinematics and arthrokinematics; 3) gait analysis in the normal and involved patient; 4) gross muscle testing, basic understanding of manual muscle testing; 5) related medical and SOAP format documentation; and 6) palpation of bony and soft tissue structures. Includes laboratory practicals on all topics.

Prerequisite: Acceptance into Phase II of the PTA Program.

210 Therapeutic Exercise **4 credit hours**

Offered spring semester. Two hours lecture and six hours laboratory a week. Fee: \$95.00.

This course provides an in depth study of therapeutic exercise with development of understanding in basic exercise physiology. The student will learn: 1) theory and practice of therapeutic exercise in a treatment and preventative role; 2) proper use of exercise equipment, mat activities etc. to address flexibility, strengthening, endurance, etc.; 3) measurement of endurance, flexibility and ROM including goniometric measurement; and 4) related medical terminology and SOAP format documentation.

Prerequisite: Successful completion of all PTA third semester courses.

New & Revised Programs of Study

New program:

CHILD CARE PROFESSIONAL TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

The Child Care Professional program is designed to prepare a student for a career as a child care provider in licensed child-care facilities. Additionally, graduates may be eligible for positions in public schools as instructional aides or paraprofessionals, or in Head Start or Early Head Start programs. Much of the general education coursework will transfer to teacher preparation programs for students who may later wish to pursue teacher certification. Some of the education-specific classes—those classified as Education, ART 110, MUSIC 252, PHED 154 and MATH 217—may also meet course requirements for teacher-preparation programs at transfer institutions. Please consult your academic advisor or the College transfer advisor.

Coursework requirements, standards, indicators and learning outcomes within specific courses have been developed to align with the standards established by education organizations such as the National Association for the Education of Young Children (NAEYC), the Council for Exceptional Children (CEC), and Interstate New Teachers Assessment and Support Consortium (INTASC). Additionally adopted principles include Common Core State Standards (CCSS), Universal Design for Learning (UDL), Response to Intervention (RTI) and Direct Instruction (DI).

Students enrolled in this program must successfully complete the fingerprint and criminal background check process appropriate to the local school district in which the student will complete field placements. Additionally school districts have specific requirements regarding health screenings and immunizations, and students may be required to complete specified screenings or immunizations before participating in field experiences. Students should, at the minimum, complete a tuberculin skin test, also known as the PPD, during their first semester in this program.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Child Care Professional.

FIRST SEMESTER

Credit Hours

Art 110 (Visual Imagery)	3
Education 100 (Career Analysis in Education)	1
Education 252 (Early Childhood Foundations)	3
English 101 (Freshman English I)	3
History 105, 103 or 104 (Contemporary World History, United States History I or United States History II)	3
Psychology 101 (General Psychology)	3
Total:	16

SECOND SEMESTER

Credit Hours

Education 195 (Introduction to Emergent Literacy Skills).....	2
Education 293 (Early Childhood Learning Environments).....	4
English 103 or 112 (Introduction to Literature or Business and Technical Communications)	3
Physical Education 151 (First Aid and Safety)	2
Physical Education 154 (Integrated Health and Physical Education)	3
Sociology 104 (Interdisciplinary Studies In Human Society)	3
Total:	17

THIRD SEMESTER

Biological Science 101 (General Biology I)	4
Education 191 (Education Assistantship)	1
Education 295 (Process and Acquisition of Reading)	3
Mathematics 216 (Mathematics for Elementary Education I).....	3
Psychology 207 (Child Psychology)	3
Speech 101 (Speech Communication I).....	3
Total:	17

FOURTH SEMESTER

Biological Science 114 (Fundamentals of Nutrition).....	3
Education 191 (Education Assistantship)	1
Education 214 (Professional Practice and Classroom Management)	2
Education 296 (Special and Multicultural Education)	3
Mathematics 217 (Mathematics for Elementary Education II)....	3
Music 252 (Music and Creative Interaction for the Elementary Teacher)	3
Physical Education 148 (Cardiopulmonary Resuscitation).....	1
Total:	16
Total Credit Hours:	66

NOTE: All courses specifically identified by course number are graduation requirements for this program.

PENDING MHEC AND PDE APPROVAL

New & Revised Programs of Study

Program revision:
(formerly *Office Technologies – Medical Office Systems*)

OFFICE TECHNOLOGIES – ADMINISTRATIVE MEDICAL ASSISTANT TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

The Administrative Medical Assistant program is designed to prepare students for administrative careers in medical office settings. The program develops technical, medical and administrative competencies essential for performing administrative support in the healthcare environment. Communication and patient relation techniques are stressed. Classroom skills and knowledge are refined through practicum/internship experience at a college-approved medical facility. Upon completion of this plan of study, students will be qualified for administrative medical support positions in ambulatory and acute care settings.

Proficient keyboarding and computer skills are necessary for successful completion of this program. Course work in entry-level keyboarding is available through the college for students to meet this requirement.

To participate in practicum/internship experiences, students must obtain a criminal record check. If participating in practicum/internship at a Pennsylvania site, students must also obtain a Child Abuse History Clearance. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required Criminal or Child Abuse Background Checks must be reported immediately by the student to the Director of the Office Technologies program. In addition, students planning to enroll in Office Technologies 212 must have a physical examination. This examination will be done by the student's own health care provider at the student's expense.

Graduates of the Office Technologies program, Administrative Medical Assistant option, will have the knowledge and competencies required to take the American Medical Technologies' Certified Medical Assistant Specialist (CMAS) certification examination.

This is a career program. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in the Administrative Medical Assistant Option of Office Technologies.

FIRST SEMESTER	Credit Hours
Computer Technology 101 (Computer Literacy)	3
English 101 (Freshmen English I)	3
Medical Assistant 102 (Introduction to Health Records).....	3
Office Technologies 102 (Document Processing)	3
Office Technologies 110 (Medical Terminology)	3
Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)	2
Total:	17

SECOND SEMESTER	Credit Hours
Biological Science Elective	3-4
English 112 (Business and Technical Communications)	3
Mathematics Elective	3
Office Technologies 107 (Medical Office Applications and Procedures I).....	3
Office Technologies 132 (Elements of Human Disease)	3
Office Technologies 200 (Administrative Medical Software)	3
Total:	18-19

THIRD SEMESTER	
① Allied Health or Integrative Health Elective	1
Office Technologies 115 (Fundamentals of Medical Transcription)	3
Office Technologies 118 (Introduction to Medical Coding)	3
Office Technologies 119 (Information Management)	2
Office Technologies 211 (Practical Medical Skills)	3
Speech 101 (Speech Communication I).....	3
Total:	16

FOURTH SEMESTER	
Office Technologies 212 (Medical Office Applications and Procedures II).....	4
Office Technologies 213 (Principles of Medical Insurance)	3
Office Technologies 232 (Intermediate Medical Coding)	4
Office Technologies 236 (Medical Coding Applications)	3
Psychology 101 or 199 (General Psychology or Thanatos - A Humanities Approach to Death and Dying)	3
Total:	17
Total Credit Hours: 68-69	

① *Allied Health 104, 105, 109, and 111; Integrative Health 101, 106, 110, 112, and 115.*

NOTE: All courses specifically identified by course number are graduation requirements for this program.

New & Revised Programs of Study

Program revision:
(formerly Office Technologies – Medical Coding)

OFFICE TECHNOLOGIES – MEDICAL CODING AND BILLING CERTIFICATE ONE-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

The Medical Coding and Billing certificate program is designed to prepare graduates for employment as medical coders and billers in hospitals, physician offices, nursing homes, ambulatory care facilities, and insurance companies. Students are trained in evaluating and interpreting health records and reports in order to accurately code diagnoses and procedures according to recognized classification systems. This program will also provide students with the basic skills and knowledge needed to submit medical claims for reimbursement, track claims, and process payments. Students will also be prepared to perform entry-level front office skills including patient registration and scheduling, mail processing and patient communication. Graduates of the Office Technologies Medical Coding and Billing Certificate option will have the knowledge required to take the nationally recognized coding certification exams. These exams are not entry-level and work experience is recommended.

The Medical Coding and Billing curriculum at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office.

Successful completion of this program qualifies a student to apply for a Certificate in Office Technologies — Medical Coding and Billing.

SUMMER OR PREVIOUS SEMESTER	Credit Hours
Office Technologies 110 (Medical Terminology)	3
Total:	3

FIRST SEMESTER	Credit Hours
Biological Science 116 (Human Biology).....	3
Computer Technology 101 (Computer Literacy).....	3
Medical Assistant 102 (Introduction to Health Records).....	3
Office Technologies 118 (Introduction to Medical Coding)	3
Office Technologies 132 (Elements of Human Disease)	3
Total:	15

SECOND SEMESTER	Credit Hours
Office Technologies 107 (Medical Office Applications and Procedures I).....	3
Office Technologies 200 (Administrative Medical Software)	3
Office Technologies 213 (Principles of Medical Insurance).....	3
Office Technologies 232 (Intermediate Medical Coding)	4
Office Technologies 236 (Medical Coding Applications).....	3
Total:	16
Total Credit Hours:	34

The U.S. Department of Education, under final regulations issued October 29, 2010, requires us to report certain information about this certificate program regarding gainful employment. Please be advised the information is viewable on our website at www.allegany.edu/gainfulemploymentdisclosure/.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

Revised Admissions Procedures

Admissions revision:
(replaces PRE-CATEGORY, page 21)

SELECTIVE ADMISSION HEALTH PROGRAMS

Allegany College of Maryland offers several selective admission health programs*. Students typically begin the program by completing one or more semesters taking preparatory courses to become eligible for admission to the “clinical phase” of the program of their choice. Preparatory courses include general education courses, developmental courses, and other courses recommended to prepare students for the “clinical phase” of their program.

The courses in the “clinical phase” are open only to those students who have completed the selective admission process and are admitted to the “clinical phase.” In some cases, where class sizes permit, eligible students are admitted directly to the “clinical phase” upon completion of requirements for admission to the College. The “clinical phase” of each program must be completed to earn a degree or certificate.

Students who are not admitted to the “clinical phase” are considered in a pre-phase of the designated program. Students in a pre-phase who meet the minimum requirements for the “clinical phase” of the program of their choice are admitted, as space is available, competing for limited spaces. **Students are not guaranteed a space in any “clinical phase” merely on the basis of having achieved minimum eligibility requirements.** Students that are in a pre-phase will follow the General Studies program requirements.

*Dental Hygiene, Human Service Associate, LPN-RN Online, Medical Assistant, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Radiologic Technology, Respiratory Therapist, and Therapeutic Massage.