



Central Penn College – Catalog Addendum

2020-2021 Catalog, Volume 98

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(Deletions denoted by strikethrough text. Revisions denoted by underscores)

Phlebotomy Technician Certificate (p.67)

*The cost for the Phlebotomy Technician Certification (CPT) is ~~\$115.00~~ \$117.00.

Networking and Security Concentration – 18 (p.74)

credits Graduates are prepared to lead project development teams in the design, installation, and maintenance of complex networks. Additionally, graduates will have developed the management and professional skills to promote and justify technology projects to meet business objectives.

Students choosing this concentration must take 18 credits labeled TEC including the following 9 credits:

TEC222 Networking II

~~TEC245 Routing and Switching~~

~~TEC330 Network Management~~

TEC310 Wirtualization

TEC350 Firewalls and Intrusion Detection

Certificate and Diploma Programs (p.66)

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In addition to traditional degree programs, Central Penn College also offers short-term, credit-bearing, programs designed to meet the demands of employers in the community. All certificate and diploma program courses fully transfer into designated degree programs.

Medical Assisting Diploma Program (p.67)

Medical Assisting Diploma Mission

The Medical Assisting Program is dedicated to preparing competent, entry-level paraprofessionals to serve healthcare needs by engaging students in current theory and hands-on education.

Program Learning Outcomes

- Effectively communicate with all members of the healthcare team, the patients, and their families using written, verbal, and nonverbal skills.
- Treat patients with respect, dignity, and understanding in sensitivity of disability, culture, or socioeconomic status.
- Be proficient in the use of technology applied in the healthcare settings.
- Develop a confident and ethical professional image to meet the constant challenges and changing needs of the classroom, the profession, and the community.
- Demonstrate entry-level skills in all current cognitive, psychomotor, and affective competencies as specified by the Medical Assisting Education Review Board.

Admissions Requirements

Applicants for the Medical Assisting program must have a minimum GPA of a 2.00 from the official transcripts from the last school attended to be considered for acceptance. GED scores will be accepted. Applicants are required to submit two reference forms. Reference forms can be attained through the admissions office. If the student does not meet this criteria they are able to file an appeal for acceptance to the Program Director.

Program Requirements

Students are required to complete the following group of 10 core courses totaling 30 credit hours (including internship)

Curriculum- 30 Credits

ALH102 Medical Assisting Administrative Skills I

ALH104 Medical Assisting Clinical Skills I

ALH106 Structure, Function, & Pathophysiology I

ALH124 Medical Assisting Administrative Skill II
ALH126 Medical Assisting Clinical Skills II
ALH128 Structure, Function, & Pathophysiology II
ALH132 Health Insurance
ALH134 Medical Assisting Clinical Skills III
ALH136 Structure, Function, & Pathophysiology III
ALH285 Medical Assisting Diploma Internship

Medical Assisting Diploma core courses must be taken at Central Penn College. There will be no transfer credits accepted for these courses.

Progression in the Medical Assisting Diploma

All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. All required courses of the Medical Assisting diploma program must be passed with a “C” or higher.

Additional Fees

Lab supply fee- \$120 per term (3 terms)
RMA(AMT) Certification Exam \$120 (with internship)

Course Descriptions:

An asterisk (*) denotes a C is required to progress

ALH104 MA Clinical Skills I*

3 Credits

This course provides students with the basic overall health procedures. Students will learn vital sign assessments, bloodborne pathogen training, and develop communication skills for the clinical setting. HIPAA, maintaining and understanding the components of medical record along with documentation students will learn. Safety precautions, plans also will be introduced in this course.

Prerequisite: none

ALH126 MA Clinical Skills II*

3 Credits

This course will focus on identifying classification of medications including use, desired effects, side effects and adverse reactions. Student will learn basic math concepts and apply those to solve dosage calculations. Surgical asepsis, assisting with minor office surgeries and understanding the role of the MA in this type of ambulatory setting will be taught.

Prerequisite: ALH104, ALH102, ALH106

ALH134 MA Clinical Skills III*

3 Credits

In this course students will be introduced to the laboratory component of the medical office. Students will be taught phlebotomy, CLIA waived testing, and how to collect specimens. CPR, first aid training, emergency management and emergency preparedness is presented.

Prerequisite: ALH126, ALH124, ALH128

ALH102 MA Administrative Skills I***2 Credits**

This course begins the study of the administrative skills. Communication will be studied in-depth. The medical record will be introduced along with proper documentation. Telephone techniques, scope of practice, and medical law and ethics will be covered.

Prerequisite: none

ALH124 MA Administrative Skills II***2 Credits**

This course continues the study of administrative skills for the healthcare office. It will cover office finances, written and electronic communication, the electronic medical record, and managing medical records. The role of a patient navigator and assisting with community resources will be presented. Professionalism and job search skills will be discussed.

Prerequisite: ALH104, ALH106

ALH132 Healthcare Insurance***2 Credits**

This course will present information on the main types of health insurance used in the medical office. The procedures for insurance claims, ICD-10 coding procedures, and CPT-4 coding requirements will be discussed.

Prerequisite: ALH104, ALH124, ALH128

ALH106 Structure, Function, & Pathophysiology of the Human Body I* **3 Credits**

The organization of the human body is presented. Some basic chemistry, the structure of the human cell, and tissues of the body are studied. The basis of medical terminology will be covered. The anatomy and physiology, the medical terminology, and the pathophysiology of the muscular, skeletal, reproductive and digestive systems will be explored.

Prerequisite: none

ALH128 Structure, Function, & Pathophysiology of the Human Body II* **3 Credits**

This course continues the study of the functioning of the human body. The anatomy and physiology, the medical terminology, and the pathophysiology of the integumentary, respiratory, nervous, and endocrine systems will be explored. Special senses will be discussed.

Prerequisite: ALH126, ALH102, ALH106

ALH136 Structure, Function, & Disease of the Human Body III* **3 Credits**

The structure, function, medical terminology, and pathophysiology of the cardiovascular (including the blood), lymphatic, immune, and urinary systems are explored.

Prerequisite: ALH126, ALH124, ALH128

ALH285 MA Diploma Internship***6 Credits**

The Medical Assisting internship experience of the Central Penn diploma program includes 160 hours of on-the-job educational experience. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment. The student will complete a formal program review course and sit for the national certification exam.

Prerequisite: All core courses of the program

Continuing Education Programs (p.65)

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Central Penn offers Continuing Education programs in addition to the traditional degree programs, a variety of certificates, and custom corporate certificates. These programs are short term and very specific in scope. Participants will receive a certificate of completion at the end of the program. Continuing Education Programs are non-credit programs and are not eligible for financial aid.

Telehealth Continuing Education Program (p.65)

Telehealth Program Mission

This program is designed to educate healthcare professionals on the fundamental concepts of telehealth and telemedicine. This introductory course is designed to assist healthcare professionals to effectively and efficiently deliver telehealth services through the implementation of best practices. The course begins with an introduction to telehealth and transitions into the best practices and the legal and ethical issues related to the implementation of

Telehealth Program Learning Outcomes

- Identify the key components of the history of Telehealth as well as the basic terms, concepts and definitions that are commonly used in Telehealth.
- Identify the applications, benefits and challenges of Telehealth delivery.
- Describe the ethical, legal, and regulatory guidelines and concerns surrounding Telehealth and it's delivery.
- Identify which of the technologies (video, email, text messaging, or phone) for Telehealth that is used today is most preferred by insurance companies.
- Recognize the role of the telehealth facilitator within the inter-professional health team.
- Describe general troubleshooting tips during Telehealth encounters for network, connection and audiovisual concerns.
- Explore the Informed Consent Process and understand it's importance in Telehealth.
- Identify coding and billing procedures that are commonly used in Telehealth.
- Develop and understanding of the importance of patient portals and the use and benefits of Electronic Health Records in improving patient outcomes.
- Discuss various processes that are used to evaluate Telehealth practices to ensure quality care for patients.

Admissions Requirements

There are no admissions requirements for continuing education programs

Program Requirements

The Telehealth Program is a non-degree, non-credit course. Students are required to successfully complete all assignments within the five weeks of the course to receive a Certificate of Completion.

For those looking to complete continuing education units (CEU), this course is approved for up to 17 CEUs for physical therapists, physical therapist assistants, occupational therapists, occupational therapy assistants, and medical assistants who practice in Pennsylvania. We encourage you to check with your state licensing agency to ensure that these CEUs are approved for these and other medical professionals.

Program Overview

- Introduction to Telehealth
- Regulatory Requirements and Ethics in Telehealth
- Best Clinical Practices in Telehealth
- Evaluating your Telehealth Practice
- Implementing Best Telehealth Practice

Course Start Dates and Fees

Please refer to www.centralpenn.edu/telehealth/ for start dates and required fees

Student Success (p.167)

STS300 Job Pursuit Seminar

1 Credit

Job Pursuit Seminar teaches the job seeker the positive and beneficial concepts and skills of finding sustainable and meaningful employment including self-appraisal, resume and cover letter preparation, sources of employment, and interviewing techniques.

Prerequisite: Successful completion of any 48 academic credits