

De Anza College
Health Technology Programs
Information Packet

Medical Assisting (MA)

Medical Secretary (MS)

Medical Receptionist (MR)

Medical File Clerk (MFC)

Business Office Clerk (BOC)

Medical Records Clerk (MRC)

Combination (BOC, MFC, MRC)

Insurance/Coding Specialist (IC)

Medical Transcription w/ Editing (MTE)

Lab Assistant (LA)

Phlebotomy Technician I (Phleb)

For Students Starting

Winter 2020

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Health Technologies Department General Information

Admission to Programs

Admission to Health Technology Programs is open to all students. High school level reading, excellent communications skills, and graduation from high school (or GED) are required. *The only restriction would be class size (we are limited to the number of seats in most classes).* To start a program in this department, complete a De Anza College application on-line and register for the classes mentioned in the **SUGGESTED SCHEDULES** page included in this packet.

Department Policies

1. HTEC students are required to pass (“C” or better) all major courses; if the student does not successfully pass a major course, they may repeat that course once.
2. HTEC students may repeat a failed course only 2 times.
3. **Background checks and drug screening are required of all HTEC externs at the student’s expense (approximately \$88); if the extern is not cleared in their background and drug screening checks, De Anza College will not place the extern in an externship.**
4. Pre-requisite/co-requisite courses have to be taken either before or concurrently.
5. Health Technologies does not offer job placement services.
6. Any student who exhibits gross negligence in any HTEC course including externship will automatically be disqualified from their HTEC course(s) and program(s).
7. Asking a fellow student to share their answers for individual assignments/homework/take-home exams in any HTEC class is considered unethical, therefore cheating.
8. All HTEC phlebotomy students must have a social security number to be eligible for externship as required by our clinical sites.
9. Required to access and read the students handbook. An on-line copy is available through our website.
10. HTEC students must attend the first day of each course; not attending will result in being dropped from the class.

Fees Legal residents of California (those who have lived in this State for at least one year):

Each unit (no cap)	*\$31.00/unit/quarter
Student Activities	*\$49.00/quarter
Parking	*\$26.65/quarter (single car)
VTA SmartPass (formerly ECO pass)	*varies depending on units \$6-\$8
Out-of-State Tuition, Non-resident	*\$177.00/unit/quarter (tentative)
Foreign Citizens	*\$177.00/unit/quarter (tentative)
	<i>*fees subject to change without notice</i>

Plus textbooks, USB's, stethoscope and BP cuff for Basic Patient Care, disposable gloves for lab and coats, physical exam, immunizations, and blood tests.

Degree/Certificate

A.S. Degree: *28-36 units General Education requirements plus major requirements
*minimum 2.0 grade point average
*proficiency in Intermediate Algebra and English 1A or substitute
*evidence of good health; clear background check & drug screening

Certificate of Achievement- Advanced:

*2.0 grade point average
*proficiency in Elementary Algebra and English (English 1A eligible)
*evidence of good health; clear background check and drug screening

Certificate of Achievement:

*minimum of 2.0 grade point average/
*HTEC 50 first quarter
*evidence of good health; clear background check/drug screening

Class Offerings

Day and Evening classes are available for Part-Time and Full-Time students. Most HTEC courses are offered at least two to four times per year; however, several HTEC courses are offered only once a year. Follow **SUGGESTED SCHEDULES** or check with Program Coordinator.

Antidiscrimination Policy

De Anza College will not discriminate against any person in the provision of any program or services based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability.

Student Learning Outcomes for all HTEC programs

Upon completion of each Health Technologies program, the student will be able to be eligible to be employed in a medical facility, hospital (if applicable), clinical or doctor's office. In addition, the students will be prepared to pass a national examination in Phlebotomy Technician I, Coding (CPC), and EKG technology (Lab Assisting). Medical Assisting graduates will be prepared to pass the State and National Certification Examination.

Medical Assisting

A.S. Degree

Certificate/Degree (minimum length of time for completion):
 Associate of Arts degree (18 mos.+ full-time or 2 years part-time)
Cost of Program: \$4,500-5,000 subject to change(depends on length) Includes fees, textbooks-
Skills: CLINICAL skills includes vital signs, assisting with minor surgery, EKGs, routine lab procedures, administration of medications, basic patient care. ADMINISTRATIVE skills include computer skills, transcription, scheduling appointments, bookkeeping, billing, insurance, records management, public relations.
Career Opportunities: Private physician's office, outpatient department, health services, medical clinics, business offices of medical facilities, medical office manager and many others. Full-time, part-time, and on-call jobs are available.
Salary Range and Benefits: \$16-\$25 per hour depending on the geographical location and medical specialty. The benefits are usually better in the larger medical facilities.

A.S. Degree in Medical Assisting (eligible for CA-CMA, NCCT, AMT Exam/not AAMA's)

Program Requirements:

1. High School Graduation or GED recommended
2. Proficiency in Intermediate Algebra and English prior to externships
3. Evidence of good health (prior to externships)

Corequisites

1. HTEC 50 (mandatory-first quarter)
2. CIS 4 Computer Literacy (recommended)
3. CIS 99 Office Software Applications

Units

- 2
4.5
4.5

Major Course Requirements

BIOL 54G,H,I,J**	Applied Anatomy and Physiology (1.5 each)	6
HTEC 60A,G,H	Basic and Advanced Medical Terminology (3,2,2)	7
HTEC 90G	Clinical Techniques-Basic Patient Care	1.5
HTEC 61	Medical Communications	1.5
HTEC 64A,B	Basic and Advanced Clinical Lab Procedures	4.5
HTEC 68***	Medical Reception Externship (72 hours)	2
HTEC 71	Medical Office Reception	2
HTEC 72	Medical Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 74A	Medical Transcription with Editing	1.5
HTEC 75	Electronic Health Records	1.5
HTEC 90H	Medical Office Clinical Techniques	1.5
HTEC 91	Medical Office Diagnostic Tests	1.5
HLTH 57A*	First Aid in the Workplace, Community and Wilderness	1
OFF SITE *	CPR Pro and Automated External Defibrillation-BLS	0
HTEC 93	Pharmacology for Medical Assistants	3
HTEC 94	Administration of Medications	1.5
HTEC 95A***	Health Technologies Externship (Medical Assisting-108 hours)	3
HTEC 96A***	Health Technologies Externship (Medical Assisting-144 hours)	4
HTEC 110	Health Technologies Employment Prep	1.5
HTEC 101 A,B,C,D,E,F,H	Skill Building Labs (1,1,1,1,1,1,1)	7

Total Units Not Including General Education Requirements **67**

Plus General Education Requirements

Psych 1: General Psychology (4) Soc 1: Introduction to Sociology (4)

*must be certified through the American Heart Association courses **Biology 40A,B,C may be substituted

Note: See counselor for academic planning and to petition (at completion) for A.S. degree

Suggested Tentative Schedules

A.S. Medical Assisting Program

Major Courses Only

(General Education Courses Not Included)

Plan A (June 2021 Completion)

Winter 2020	Spring 2020	Summer 2020
HTEC 60A	HTEC 60G	CIS 99
HTEC 93	HTEC 75	MATH
HTEC 90H/101E	*HTEC 64A	
BIO 54 I,J	HTEC 94	
HTEC 50	CPR-FA Offsite	
HTEC 73	HTEC 61/101C	
HTEC 71	HTEC 90G/101B	

Fall 2020	Winter 2021
ENGLISH	HTEC 68
HTEC 72/101D	HTEC 95A
HTEC 110	HTEC 96A
BIO 54 G, H	HTEC 95B IF DESIRED
HTEC 91/101F	
HTEC 74A/101H	
**HTEC 64B/101A	
HTEC 60H	

Plan B (December 2021 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020
HTEC 50	BIO 54 I, J	MATH	HTEC 74/101H
HTEC 60A	HTEC 60G	ENGLISH	CIS 4 = R
HTEC 73	HTEC 61/101C		HTEC 72/101D
HTEC 71	HTEC 90G/101B		HTEC 60H

Winter 2021	Spring 2021	Summer 2021	Fall 2021
*HTEC 64A	HTEC 94	HTEC 68	HTEC 95A
HTEC 90H/101E	**HTEC 64B/101A	CIS 99	HTEC 96A
BIO 54 G,H	CPR-FA Offsite		HTEC 95B if desired
HTEC 75	HTEC 110		
CIS 93			

YOU ARE REQUIRED TO BE CERTIFIED BY THE AMERICAN HEART ASSOCIATION FOR CPR, THEREFORE YOU DO NOT TAKE CPR ON CAMPUS.

*** Provide proof of 3 Hepatitis B vaccines **Must provide proof of a positive Hepatitis B blood test**

Medical Assisting Certificate of Achievement-Advanced

Certificate/Degree (minimum length of time for completion):
 Certificate of Achievement-Advanced (18 mos.+ full-time or 15 mos. part-time)
Cost of Program: \$3,500-4,000 *subject to change* (depends on length) Includes fees, textbooks
Skills: CLINICAL skills includes vital signs, assisting with minor surgery, EKGs, routine lab procedures, administration of medications, basic patient care. ADMINISTRATIVE skills include computer skills, transcription, scheduling appointments, bookkeeping, billing, insurance, records management, public relations.
Career Opportunities: Private physician's office, outpatient department, health services, medical clinics, business offices of medical facilities, medical office manager and many others. Full-time, part-time, and on-call jobs are available.
Salary Range and Benefits: \$16-\$22 per hour depending on the geographical location and medical specialty. The benefits are usually better in the larger medical facilities.

Certificate of Achievement-Advanced in Medical Assisting (eligible for CA-CMA & NCCT, AMT Exam/not AAMA's)

Program Requirements:

1. High School Graduation or GED recommended
2. Proficiency in Elementary Algebra and English prior to externships ***
3. Evidence of good health (prior to externships)

Corequisites

	<u>Units</u>
1. HTEC 50 (mandatory-first quarter) may be taken with other courses	2
2. CIS 4 Computer Literacy (recomemmeded)	4.5
3. CIS 99 Office Software Applications	4.5

Major Course Requirements

BIOL 54G,H,I,J**	Applied Anatomy and Physiology (1.5 each)	6
HTEC 60A,G,H	Basic and Advanced Medical Terminology (3,2,2)	7
HTEC 90G	Clinical Techniques-Basic Patient Care	1.5
HTEC 61	Medical Communications	1.5
HTEC 64A,B	Basic and Advanced Clinical Lab Procedures	4.5
HTEC 68***	Medical Reception Externship(72 hours)	2
HTEC 71	Medical Office Reception	2
HTEC 72	Medical Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 74A	Medical Transcription with Editing	1.5
HTEC 75	Electronic Health Records	1.5
HTEC 90H	Medical Office Clinical Techniques	1.5
HTEC 91	Medical Office Diagnostic Tests	1.5
HLTH 57A	First Aid in the Workplace, Community and Wilderness	1
OFF SITE*	CPR Pro and Automated External Defibrillation	0
HTEC 93	Pharmacology for Medical Assistants	3
HTEC 94	Administration of Medications	1.5
HTEC 95A***	Health Technologies Externship (Medical Assisting-108 hours)	3
HTEC 96A***	Health Technologies Externship (Medical Assisting-144 hours)	4
HTEC 110	Health Technologies Employment Prep (Special Project)	1.5
HTEC 101A,B,C,D,E,F,H	Skill Building Labs (1,1,1,1 1,1,1)	7
Total Units HTEC		67

Recommended Electives

Psych 1 General Psychology

*must be certified through the American Heart Association courses

**BIO 40A,B,C may be substituted

*** See externship information

***Mathematic Proficiency can be met by completing MATH 212 (Elementary Algebra) or higher level mathematics on De Anza mathematic placement test. English proficiency is eligibility for EWRT 1A or ESL 5, and can be met by qualifying for EWRT 1A on the De Anza College English placement test or qualifying for ESL 5 for on the English as a second Language placement test;completing EWRT 211 & READ211 or LART211 (Or earlier EWRT,READ,LARTcourses that were pre-requisites to EWRT 1A);or completing ESL272 &273 (or earlier ESL courses that were prerequisites to ESL5)

Suggested Tentative Schedules Medical Assisting Program (Certificate of Achievement-Advanced)

Plan A (June 2021 Completion)

Winter 2020	Spring 2020	Summer 2020
HTEC 93	HTEC 60G	MATH
HTEC 73	HTEC 94	CIS 99
HTEC 71	HTEC 90G/101B	ENGLISH
HTEC 50	BIO 54 I,J	
HTEC 60A	HTEC 75	
CIS 4 =R	HTEC 61/101C	

Fall 2020	Winter 2021	Spring 2021
BIO 54 G, H	HTEC 110	HTEC 95A
HTEC 60H	**HTEC 64B/101A	HTEC 96A
HTEC 72/101D	CPR-FAOffsite	HTEC 68
*HTEC 64A	HTEC 90H/101E	HTEC 95B IF DESIRED
HTEC 91/101F	HTEC 74A/101H	

*R = recommended

Plan B (September 2021 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020
HTEC 50	HTEC 90G/101B	CIA 4= R	HTEC 60H
CIS 99	HTEC 75		HTEC 72/101D
HTEC 60A	HTEC 60G		HTEC 91/101F
HTEC 73	HTEC 61/101C		BIO 54 G, H
HTEC 71	BIO 54 I,J		

Winter 2021	Spring 2021	Summer 2021	
HTEC 90H/101E	HTEC 110	HTEC 95A	
*HTEC 64A	*HTEC 64B/101A	HTEC 96A	
CPR FA Offsite	HTEC 94	HTEC 68	
HTEC 93	HTEC 74/101H	HTEC 95B IF DESIRED	

YOU ARE REQUIRED TO BE CERTIFIED BY THE AMERICAN HEART ASSOCIATION FOR CPR- Therefore do not take it on campus.

*** Must bring proof of 3 Hepatitis B vaccines **Must bring proof of positive Hep B blood test.**

Medical Secretary

Certificate of Achievement-Advanced

Certificate/Degree (minimum length of time for completion):

Certificate of Achievement-Advanced (1 ½ year part-time)

Cost of Program:\$3,500-4,000 *subject to change* (depends on length) Includes fees, textbooks

Skills: ADMINISTRATIVE skills include typing, transcription, scheduling appointments, bookkeeping, billing, insurance, records management, public relations.

Career Opportunities: Private physician's office, business offices of medical facilities, medical office manager and many others. Full-time, part-time, job sharing, and on-call jobs are available.

Salary Range and Benefits:\$15-\$22 per hour depending on the geographical location and medical specialty. The benefits are usually better in the larger medical facilities.

Certificate of Achievement-Advanced in Medical Secretary

Program Requirements:

1. Proficiency in Elementary Algebra and English prior to externships***
2. Evidence of good health (prior to externships)

Corequisites

	<u>Units</u>
1. HTEC 50 (mandatory-first quarter)	2
2. CIS 4 Computer Literacy	4.5
3. CIS 99 Office Software Applications (recommended)	4.5

Course Requirements

		<u>Units</u>
ACCT 1A	Financial Accounting I	5
BIOL 54G,H,I,J**	Applied Anatomy and Physiology (1.5 each)	6
HTEC 60A,G,H	Basic and Advanced Medical Terminology(3,2,2)	7
HTEC 61	Medical Communications	1.5
HTEC 68	Medical Reception Externship(72 hours)	2
HTEC 71	Medical Office Reception	2
HTEC 72	Medical Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 74A	Medical Transcription with Editing	1.5
HTEC 75	Electronic Health Records	1.5
HTEC 96B	Medical Secretarial Externship (144 hours)	4
HTEC 101C,H	Skill Building in Medical Secretarial (with HTEC 61 & 74)	2
HTEC 101D	Skill Building in Medical Office Management (HTEC 72)	1
Total HTEC Units		49

Recommended Electives

**BIOL 40A,B,C may be substituted

***Mathematic Proficiency can be met by completing MATH 212 (Elementary Algebra) or higher level mathematics on De Anza mathematic placement test. English proficiency is eligibility for EWRT 1A or ESL 5, and can be met by qualifying for EWRT 1A on the De Anza College English placement test or qualifying for ESL 5 on the English as a second Language placement test; completing EWRT 211 & READ211 or LART211 (Or earlier EWRT,READ,LARTcourses that were pre-requisites to EWRT 1A);or completing ESL272 &273 (or earlier ESL courses that were pre-requisites to ESL5)

Suggested Tentative Schedules

Medical Secretary Program

(Certificate of Achievement-Advanced)

Plan A (March 2021 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021
HTEC 50	HTEC 60G	MATH	HTEC 74A/101H	HTEC 96B
HTEC 60A	ACCT 1A	ENGLISH	CIS 4	HTEC 68
HTEC 71	HTEC 61/101C	CIS 99 =R	HTEC 72/101D	
BIO 54 I, J	HTEC 75		HTEC 60H	
HTEC 73	BIO 54 G,H			

Plan B (June 2021 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020
HTEC 50	HTEC 61/101C	MATH	CIS 4
HTEC 60A	HTEC 60G	ENGLISH	HTEC 72/101D
HTEC 71	ACCT 1A		HTEC 74A/101H

Winter 2021	Spring 2021	Summer 2021	
BIO 54 G,H	BIO 54 I,J	HTEC 68	
HTEC 73	CIS 99=R	HTEC 96B	
HTEC 75			

*R=recommended

Medical Reception

Certificate of Achievement

Certificate/Degree (minimum length of time for completion):

Certificate of Achievement (9-12 months+ part-time)

Cost of Program: \$3,000-3,500 *subject to change* (depends on length) Includes fees, textbooks

Skills: Answers telephones, schedules appointments, record management, and, in some instances, codes, completes insurance forms, and handles money transactions.

Career Opportunities: Outpatient departments, medical clinics, and private medical offices. Full-time, part-time, job sharing, and on-call jobs are available.

Salary Range and Benefits: \$16-\$22/benefits are usually better in the larger medical facilities.

Certificate of Achievement in Medical Reception

Program Requirements:

Evidence of good health (prior to externships)

Corequisites

1. HTEC 50 (mandatory-first quarter)
2. CIS 4 Computer Literacy
3. CIS 99 Office Software Applications (Recommended)

Units

2
4.5
4.5

Course Requirements

HTEC 60A	Basic Medical Terminology	
HTEC 61	Medical Communications	1.5
HTEC 71	Medical Office Reception	2
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 75	Electronic Health Records	1.5
HLTH 57A	First Aid in the Workplace, Community and Wilderness	1
CPR offsite*	CPR Proand Automated External Defibrillation	0
HTEC 101C	Skill Building in Medical Secretarial (HTEC 61)	1
HTEC 101D	Skill Building-Medical Office Management (HTEC 72)	1
HTEC 68	Medical Reception Externship (72 hours)	2

Units

Total Units

28.5

*Must be certified by the American Heart Association

Suggested Tentative Schedules

Medical Reception Program

Plan A (March 2021 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021
HTEC 50	HTEC 75	CIS 99 =R	CIS 4	HTEC 68
HTEC 60A	HTEC 73		HTEC 72/101D	
HTEC 71	*CPR (Offsite)			
	HTEC 61/101C			

Plan B (June 2021 Completion)

Winter 2020	Spring 2020	Summer 2020
HTEC 50	HTEC 61/101C	CIS 4
HTEC 60A	HTEC 73	
HTEC 71	HTEC 75	

Fall 2020	Winter 2021	Spring 2021
CIS 4	CIS 99 =R	HTEC 68
HTEC 72/101D	HLTH 57A	
	*CPR (Offsite)	

***Must be certified through American Heart Association**

CPR Certification MUST be done through the American Heart Association, therefore do not take it on campus.

Medical File Clerk

Certificate of Achievement

Certificate/Degree (minimum length of time for completion):
Certificate of Achievement (9 months/part-time)
Cost of Program: \$2,000-2,500 *subject to change* (depends on length) Includes fees, textbooks
Skills: ADMINISTRATIVE Skills- answer telephones, keyboarding and filing.
Career Opportunities: Outpatient departments, medical clinics, and private medical offices.
Full-time, part-time, job sharing, and on-call jobs are available.
Salary Range and Benefits: \$10-\$18/per hour; benefits are usually better in the larger medical facilities.

Certificate of Achievement in Medical File Clerk

Program Requirements:

Evidence of good health (prior to externships)

Corequisites

HTEC 50 (mandatory-first quarter)

Units

2

Course Requirements

CIS 4	Computer Literacy
CIS 99	Office Software Applications
HTEC 60A	Basic Medical Terminology
HTEC 73	Medical Law and Ethics
HTEC 96C	Medical File Clerk Externship(144 hours)
HTEC 75	Electronic Health Records

Units

4.5
4.5
3
3
4
1.5

Total Units 22.5

Suggested Schedule

Please note! Suggested Schedules are subject to change

Medical File Clerk Program

Plan A (December 2020 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020
HTEC 50	HTEC 73	CIS 99	HTEC 96C
HTEC 60A	CIS 4		
	HTEC 75		

**NO PLAN B – AVAILABLE. YOU CAN MAKE
YOUR OWN.**

Business Office Clerk

Certificate of Achievement

Certificate/Degree (minimum length of time for completion):
Certificate of Achievement (9-12+ months/part-time)

Cost of Program: \$2,500-3,000 *subject to change* (depends on length) Includes fees, textbooks

Skills: ADMINISTRATIVE Skills- Insurance claims billing, collections and appeals, reception relief, and other clerical duties.

Career Opportunities: Outpatient departments, medical clinics, and private medical offices. Full-time, part-time, job sharing, and on-call jobs are available.

Salary Range and Benefits: \$12-\$18/per hour; benefits are usually better in the larger medical facilities.

Certificate of Achievement in Business Office Clerk

Program Requirements:

Evidence of good health (prior to externships)

Corequisites

HTEC 50 (**mandatory-first quarter**) may be taken with other courses

Units

2

Course Requirements

CIS 4	Computer Literacy	4.5
CIS 99	Office Software Applications	4.5
HTEC 60A	Basic Medical Terminology	3
HTEC 72	Medical Office Financial Procedures	1.5
HTEC 73	Medical Law and Ethics	3
HTEC 96E	Business Office Clerk Externship (144 hours)	4
HTEC 101D	Skills Lab for HTEC 72	1
HTEC 75	Electronic Health Records	1.5

Total Units

25

Suggested Schedule

Please note! Suggested Schedules are subject to change

Business Office Clerk Program

Plan A
(March 2021 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020
HTEC 50	HTEC 73	CIS 99	HTEC 75
HTEC 60A	CIS 4		HTEC 72/101D
Winter 2021			
HTEC 96E			

NO PLAN B – AVAILABLE. YOU CAN MAKE YOUR OWN.

Medical Records Clerk

Certificate of Achievement

Certificate/Degree (minimum length of time for completion):
Certificate of Achievement (6-9+ months/part-time)
Cost of Program: \$2,500-3,000 *subject to change* (depends on length) Includes fees, textbooks
Skills: ADMINISTRATIVE Skills- customer service skills, assist patients, assemble and combine charts, answer phones, keyboarding and filing.
Career Opportunities: Outpatient departments, medical clinics, and private medical offices. Full-time, part-time, job sharing, and on-call jobs are available.
Salary Range and Benefits: \$10-\$18/per hour; benefits are usually better in the larger medical facilities.

Certificate of Achievement in Medical Records Clerk

Program Requirements:

Evidence of good health (prior to externships)

Corequisites

HTEC 50 (mandatory-first quarter)

Units

2

Course Requirements

		<u>Units</u>
CIS 4	Computer Literacy	4.5
CIS 99	Office Software Applications	4.5
HTEC 60A	Basic Medical Terminology	3
HTEC 71	Medical Office Reception	1
HTEC 73	Medical Law and Ethics	3
HTEC 96D	Medical Records Clerk Externship(144 hours)	4
HTEC 75	Electronic Health Records	1.5

TOTAL UNITS 23.5

Suggested Tentative Schedules

Medical Records Clerk Program

Plan A

(December 2020 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020
HTEC 50	HTEC 75	CIS 99	HTEC 96D
HTEC 60A	HTEC 73	CIS 4	
HTEC 71			

Plan B

(March 2021 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021
HTEC 50	HTEC 75		CIS 99	HTEC 96D
HTEC 60A	CIS 4			
HTEC 71				

Insurance/Coding Specialist

Certificate of Achievement

Certificate/Degree (minimum length of time for completion):

Certificate of Achievement (12-24 months+ part-time)

Cost of Program:\$3,000-3,500 *subject to change* (depends on length) Includes fees, textbooks

Skills: Preparation of insurance claim forms, maintains insurance claims register, tracing unpaid claims, evaluation of claims rejection, and translates medical terminology into procedural and diagnostic codes.

Career Opportunities: Business offices of medical clinics and medical record department. Full-time, part-time, and on-call jobs are available.

Salary Range and Benefits:\$15-\$23 per hour/benefits are usually better in the larger medical facilities.

Certificate of Achievement in Insurance and Coding

Program Requirements:

1. Evidence of good health (prior to externships)

Corequisites

	<u>Units</u>
1. HTEC 50 (mandatory-first quarter)	2
2. CIS 4 Computer Literacy (recommended)	4.5
3. CIS 99 Office Software Applications (recommended)	4.5

Course Requirements

	<u>Units</u>
BIOL 54 G,H,I,J** Applied Anatomy & Physiology (required for externship)	6
HTEC 60A,G,H Basic and Advanced Medical Terminology (3,2,2)	7
HTEC 61 Medical Communications	1.5
HTEC 72 Medical Financial Procedures	1.5
HTEC 73 Medical Law and Ethics	3
HTEC 76A,B Advanced Medical Coding I,II	3
HTEC 101C,D Skill Building for HTEC 61, 72(1 each)	2
HTEC 96F Insurance & Coding Externship (Coding-144-160 hours)	4

Total Units **39**

Strongly Recommended

HTEC 75 Electronic Health Records	1.5
HTEC 93 Pharmacology	1.5

Total Units **42**

**BIOL 40A,B,C may be substituted

Suggested Tentative Schedules

Insurance and Coding Program

Plan A (September 2021 Completion)

Winter 2020	Spring 2020	Summer 2020
HTEC 50	HTEC 61/101C	CIS 4 =R
HTEC 60A	HTEC 75 =R	
HTEC 73	BIO 54 I,J	
BIO 54 G,H		

Fall 2020	Winter 2021	Spring 2021	Summer 2021
CIS 99 =R	HTEC 76A	HTEC 76B	HTEC 96F
*HTEC 72/101D	HTEC 60G		
HTEC 60H	HTEC 93 =R		

Plan B (December 2021 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020
HTEC 50	HTEC 60G	CIS 99 =R	HTEC 75 =R
HTEC 60A	HTEC 61/101C		*HTEC 72/101D

Winter 2021	Spring 2021	Summer 2021	Fall 2021
BIO 54 G,H	BIO 54 I,J	CIS 4 =R	HTEC 96F
HTEC 93 =R	HTEC 73		
HTEC 76	HTEC 76B		

*HTEC 72/101D is prerequisite to HTEC 76A

Medical Transcription/Editing Certificate of Achievement

Certificate/Degree (minimum length of time for completion):
 Certificate of Achievement (15 months part-time, 20 months full time)

Cost of Program: \$3,000-3,500 *subject to change* (depends on length) Includes fees, textbooks

Skills: Transcribes audio dictation of patient's medical records into electronic medical record system (EHR). Edits speech recognition documentation of patient's medical records into an EHR. These medical records include, history and physical reports, consultation reports, operative reports, emergency room reports, and discharge summaries.

Career Opportunities: Medical Transcription Services providing transcription and speech recognition editing for hospitals, major medical clinics, and other medical service institutions. Many of these job opportunities are offsite positions (work from your home office). Full-time, part-time, and on-call jobs are available. *Job entry level usually requires 65 wpm and 100 lines per hour of transcription.*

Salary Range and Benefits: \$15-\$22 per hour/benefits are usually better in the larger medical facilities.

Certificate of Achievement in Medical Transcription/Editing

Program Requirements:

1. Evidence of good health (prior to externships)

<u>Corequisites</u>	<u>Units</u>
1. HTEC 50 (mandatory-first quarter)	2
2. CIS 4 Computer Literacy (recommended)	4.5
3. CIS 99 Office Software Applications (recommended)	4.5

<u>Course Requirements</u>	<u>Units</u>
BIOL 54G,H,I,J*	Applied Anatomy and Physiology (1.5 each) -RECOMMENDED 6
HTEC 60A,G,H	Basic and Advanced Medical Terminology (3,2,2) 7
HTEC 61	Medical Communications 1.5
HTEC 73	Medical Law and Ethics 3
HTEC 74A,B,C**	Medical Transcription with Editing 3
HTEC 96G	Medical Transcription Externship (144 hours) 4
HTEC 101C,H,J,K	Skill Building for HTEC 61/74 A, B, C 3
Total Units	38.5

*BIOL 40A,B,C may be substituted

**8 specialties of transcription have to be successfully completed by taking HTEC 74A,B,C

Student is required to keyboard at 65 wpm and 100 lines per hour of transcription to be eligible for externship.

Biology 54 G, H, I, J is strongly recommended and highly advised.

Suggested Tentative Schedules

Medical Transcription/Editing Program

Plan A (September 2021 Completion)

Winter 2020	Spring 2020	Summer 2020
HTEC 50	*HTEC 61/101C	CIS 99 =R
HTEC 60A	HTEC 73	
BIO 54 G,H = R		

Fall 2020	Winter 2021	Spring 2021	Summer 2021
BIO 54 I,J =R	HTEC 60G	HTEC 74C/101K	HTEC 96G
HTEC 74A/101H	HTEC 74B/101J		CIS 4 =R
HTEC 60H			

(September 2021 Completion) Plan B

Winter 2020	Spring 2020	Summer 2020	Fall 2020
HTEC 50	HTEC 60G	CIS 4 =R	HTEC 60H
HTEC 60A	*HTEC 61/101C	CIS 99 =R	HTEC 74A/101H
	BIO 54 I,J =R		

Winter 2021	Spring 2021	Summer 2021
BIO 54 G,H =R	HTEC 73	HTEC 96G
HTEC 74B/101J	HTEC 74C/101K	

R = Recommended

***HTEC 61/101C is pre-requisite to HTEC 74A/101H**
 Note: 74A, 74B, and 74C cannot be taken concurrently

Lab Assistant

Certificate of Achievement

Combination Certificate: Phlebotomy Technician I/EKG Technician

Certificate/Degree (minimum length of time for completion):

Certificate of Achievement (12+ months plus externship as part-time student)

Cost of Program: \$3,700-4,000 *subject to change* (depends on length) Includes fees, textbooks

Skills: Performs venipuncture, sets up lab tests and processes specimens for testing in clinical labs of medical clinics and hospitals; performs electrocardiograms(EKGs).

Career Opportunities: Clinical laboratories of medical clinics and hospitals and private labs and/or EKG Department. Full-time, part-time, and on-call jobs are available.

Salary Range and Benefits: \$16-\$25 per hour/benefits are usually better in the larger medical facilities.

Certificate of Achievement in Lab Assisting

Program Requirements:

1. High School Graduation or GED recommended
2. Evidence of good health (prior to externships)

Corequisites

1. HTEC 50 (mandatory-first quarter)
2. CIS 4 Computer Literacy

Units

2
4.5

Major Requirements

		<u>Units</u>
HTEC 60A	Basic Medical Terminology (3)	3
HTEC 90G	Basic Patient Care	1.5
HTEC 64A,B	Basic and Advanced Clinical Lab Procedures	4.5
HTEC 73	Medical Law and Ethics	3
HTEC 91	Medical Office Diagnostic Tests	1.5
HLTH 57A*	First Aid in the Workplace, Community and Wilderness	1
OFF SITE*	CPR Pro and Automated External Defibrillation	0
HTEC 101A	Skills Lab for HTEC 64B	1
HTEC 101B, F	Skills Lab for HTEC 90G, 91	2
HTEC 95B	Phlebotomy Tech I Externship(108-160 hours)	3
HTEC 96H	EKG Externship (160 hours)	4

Total Units

31

Recommended

CIS 99 Office Software Applications

4.5

*must be certified through American Heart Association

Students are expected to keyboard at 35 words per minute to be eligible for externship
New California Phlebotomy Regulations, as of April 9, 2003, include high school graduation or GED, completion of Certificate of Achievement in Phlebotomy Technician I approved training program, passing written national phlebotomy examination, obtaining California Certified Phlebotomy Technician I certificate; upon fulfilling all these requirements, you will be eligible to apply for employment.

Externs in this program are placed according to their % in HTEC 64B and HTEC 91

Suggested Tentative Schedules

Lab Assistant

Plan A (March 2021Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021
HTEC 50	**HTEC 64A	CIS 4	CIS 99 =R	HTEC 95B
HTEC 60A	HTEC 90G/101B		***HTEC 64B/101A	HTEC 96H
HTEC 73	CPR (Offsite)		HTEC 91/101F	
	HLTH 57A			

Plan B (September 2021 Completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020
HTEC 50	HTEC 90G/101B		CIS 99 =R
HTEC 60A	**HTEC 64A		HTEC 91/101F

Winter 2021	Spring 2021	Summer 2021	Fall 2021
***HTEC 64B/101A	HTEC 73		HTEC 95B
*CPR (Offsite)	HLTH 57A		HTEC 96H

*R =Recommended

* Must be CPR certified by the American Heart Association

**Must have your 3 Hepatitis B vaccines prior to entering HTEC 64A

***Must have your positive Hepatitis B titer entering HTEC 64B

Phlebotomy Technician I

Certificate of Achievement

Certificate/Degree (minimum length of time for completion):
Certificate of Achievement (12+ months plus externship as part-time student)
Cost of Program: \$3,500-3,700 *subject to change* (depends on length) Includes fees, textbooks
Skills: Performs venipuncture, sets up lab tests and processes specimens for testing in clinical labs of medical clinics and hospitals.
Career Opportunities: Clinical laboratories of medical clinics and hospitals and private labs. Full-time, part-time, and on-call jobs are available.
Salary Range and Benefits: \$16-\$25 per hour/benefits are usually better in the larger medical facilities.

Certificate of Achievement in Phlebotomy Technician I*

**this program has been approved by California Department of Public Health-Laboratory Field Services*

Program Requirements:

1. High School Graduation or GED recommended
2. Evidence of good health (prior to externships)

Prerequisites/Corequisites

	<u>Units</u>
HTEC 50 (mandatory-first quarter)	2
CIS 4 Computer Literacy	4.5

Major Requirements

		<u>Units</u>
HTEC 60A	Basic Medical Terminology	3
HTEC 64A,B	Basic and Advanced Clinical Lab Procedures	4.5
HTEC 73	Medical Law and Ethics	3
HLTH 57A	First Aid in the Workplace, Community and Wilderness	1
OFF SITE*	CPR Pro and Automated External Defibrillation	0
HTEC 101A	Skills Lab for HTEC 64B	1
HTEC 95B	Phlebotomy Tech I Externship (108 hours)	3
Total Units		22

Recommended

CIS 99 Office Software Applications	4.5
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*Must certify through American Heart Association

Students are expected to keyboard at 35 words per minute to be eligible for externship
New California Phlebotomy Regulations, as of April 9, 2003, include high school graduation or GED, completion of Certificate of Achievement in Phlebotomy Technician I approved training program, passing written national phlebotomy examination, obtaining California Certified Phlebotomy Technician I certificate; upon fulfilling all these requirements, you will be eligible to apply for employment.

Externs in this program are placed according to their % in HTEC 101A

Suggested *Tentative* Schedules

Phlebotomy Technician I (Certificate of Achievement)

Plan A (March 2021 completion)

Winter 2020	Spring 2020	Summer 2020	Fall 2020	Winter 2021
HTEC 50	**HTEC 64A	CIS 4	***HTEC 64B/101A	HTEC 95B
HTEC 60A	*CPR (Offsite)			
HTEC 73	HLTH 57A			

Plan B

No plan B for this quarter

*** Must be CPR certified by the American Heart Association**

****Must have your 3 Hepatitis B vaccines prior to entering HTEC 64A**

*****Must have your positive Hepatitis B titer entering HTEC 64B**

Tentative Course Offerings

<u>Course</u>	<u>Fall '19</u>	<u>Winter '20</u>	<u>Spring '20</u>	<u>Summer '20</u>
HTEC 50	Day	Day	Day	Day
HTEC 60A	Day/Evening/OL	Day/OL	Day/OL	Day
HTEC 60G	Day		Day	
HTEC 60H		Day		
HTEC 61	Evening		Evening	
HTEC 64A	Day	Day	Day	
HTEC 64B	Evening	Evening	Evening	
HTEC 68	Day	Day	Day	Day
HTEC 71		Day		
HTEC 72	Day			
HTEC 73	Evening	Evening	Evening	
HTEC 74	Evening		Evening	
HTEC 75	Evening		Evening	
HTEC 76A		Evening		
HTEC 76B			Evening	
HTEC 90G	Day		Sometimes	
HTEC 90H		Day		
HTEC 91	Evening			
HTEC 93		Day		
HTEC 94			Day	
HTEC 95A,B	Day	Day	Day	Day
HTEC 96A-H	Day	Day	Day	Day
HTEC 101A,L,M	Evening	Evening	Evening	
HTEC 101B	Day		Sometimes	
HTEC 101C,H,J,K	Day		Day	
HTEC 101D	Day			
HTEC 101E		Day		
HTEC 101F	Evening		Evening	
HTEC 110		Day	Day	

Courses in **bold** are offered only once a year

Health Technologies Programs Common Questions

- 1. If I have taken computer courses, including Word , (or have taken appropriate courses), do I have to take the courses listed in the Health Technology programs?**

You do not have to take the courses listed if you have taken similar courses at DAC or elsewhere; you will have to complete an “academic petition” to substitute your courses for our courses.

- 2. Will De Anza College accept similar Health Technology or Medical Assisting courses taken elsewhere?**

We will accept similar courses if they were taken at an accredited college or university (have your transcripts sent to our Admissions Office). We cannot accept courses taken at a non-accredited institution.

- 3. Will De Anza College's Health Technologies Department give credit for "On-The-Job" training?**

The Health Technology Department will not give credit for this type of experience.

- 4. Does De Anza College offer Financial Aid? Tutorial Center? Counseling Center?**

Yes, De Anza College offers these services Tutorial for Math and English (check in the Schedule of Classes for details). Smart thinking (free online tutoring for Allied Health).

- 5. How do I Petition a class?**

For the classes that are accepted we need the following:

- *Unofficial Transcripts*
- *Class description*
- *Petition form (the form is found in My Portal, under the student tab. Fill out the form and drop off in the white mailbox outside S-77A.*

HTEC Course Descriptions

- HTEC 50 Introduction to Health Technology 2 Unit**
Survey of Health Technology careers with emphasis on the professions, designed to assist in identifying personal strengths and weaknesses related to these careers; understanding human behavior. **Required in all programs.** May be taken with other courses.
- HTEC 60A Basic Medical Terminology 3 Units**
Basic structure of medical terms and their components: prefixes, suffixes and roots with emphasis on analysis, definition, spelling, and pronunciation. **Required in all programs.**
- HTEC 60G Advanced Medical Terminology 2 Units**
Application of medical terminology to the following body systems: digestive, urinary, reproduction, nervous, integumentary, sensory organs and radiology. **Required in MA, MS, IC, MT, LA programs.** HTEC 60A is a pre-requisite for this course or instructor approval.
- HTEC 60H Advanced Medical Terminology 2 Units**
Application of medical terminology to the following body systems: cardiovascular, respiratory, blood and lymphatic, musculoskeletal, endocrine, oncology, pharmacology, and psychiatry. Required in MA, MS, IC, MT, LA programs. **HTEC 60A is a pre-requisite for this course or instructor approval.**
- HTEC 90G Basic Patient Care 1.5 Units**
Medical asepsis, nutrition and diet therapy, vital signs, preparation of exam room and patient, assisting with various procedures (student must enroll with HTEC 101B Skills Lab). HTEC 60A is a pre/co-requisite. **Required in MA, LA programs.**
- HTEC 61 Medical Communications (Keyboarding) 1.5 Units**
Application of medical terminology, abbreviations, symbols, numbers, appropriate formats in medical typing/keyboarding, medical chart notes, history and physicals, consultations, and operative reports (student must enroll in HTEC 101C Skills Lab). **Required in MA, MS, MR, IS and MT programs.** Pre-requisites are HTEC 60A, CIS 4 and CIS 99 (Word 6.0 and keyboarding 35-40 wpm.).
- HTEC 64A Basic Clinical Laboratory Procedures 1.5 Unit**
Introduction to clinical laboratory, microbiology and diseases, urinalysis collection, microscopic and macroscopic examination of urine. **Required in MA, Phleb, LA programs.** Prerequisite is HTEC 60A. **3 Hepatitis B Vaccinations prior to the first class.** Pre-requisite for HTEC 64B-**No exceptions.**
- HTEC 64B Advanced Clinical Laboratory Procedures 3 Units**
Introduction to immunology and hematology technique, blood collection, hematocrit, white blood cell count and differential, preparation of blood smears, preservation, storage and mailing of blood samples. (student must be enrolled in HTEC 101A Skills Lab). **Required in MA, Phleb and LA programs.** Students must have a positive Hep B titer prior to enrolling; also, **HTEC 64A is a prerequisite- No exceptions.**
- HTEC 68 Medical Reception Externship (72 hours) 2 Units**
Reception practical experience in medical facilities. **Required in MA, MS, MR programs.**
- HTEC 71 Medical Office Reception 2 Units**
Duties of medical receptionist with emphasis on oral communications and appointment scheduling. (HTEC 71 is prerequisite). **Required in MA, MS, MR, MRC programs.** HTEC 60A is pre/co-requisite.
- HTEC 72 Medical Office Financial Proc (Insurance /Basic Coding) 1.5 Units**
Fee determination, credit and collection, billing, diagnostic and procedure coding, private and government health insurance programs (student must enroll in HTEC 101 D Skills Lab). Emphasis on Ambulatory Coding. **Required in MA, MS, MR, IC, BOC programs.** Prerequisite is HTEC 60A .

HTEC 73	Medical Law and Ethics	3 Units
Medical ethics, medical practice acts, legal relationship of patient and physician, legal responsibilities of medical personnel, professional liability, physician's civic duties and arbitration. Required in all programs.		
HTEC 74A	Med Transcription with Editing	1.5 Units
Development of transcription skills necessary for a medical facility using actual dictation from various medical specialties; advanced medical terminology (student must enroll in HTEC 101C, H, J, K skills lab). May be taken 3 times for credit. <u>HTEC 61 is pre-requisite.</u> Required in MA, MS, MT programs.		
HTEC 75	Electronic Health Records	1.5 Units
Qualities and duties of medical office manager, personnel recruitment and training, office policy and procedure manuals, editorial and research duties. Required in most programs.		
HTEC 76AB	Advanced Medical Coding I & II	1.5 Units
Introduces the advanced concepts and guidelines from (AHA) American Hospital Association, (AHIMA) American Health Information Association, and (AMA) American Medical Association: ICD-10-CM/PCS, CPT4 (Current Procedural Terminology), HCPCS, Outpatient Procedure Coding Systems. Required only in IC class. <u>HTEC 72 is the pre-requisite.</u>		
HTEC 90H	Medical Office Sterile Technique	1.5 Units
Local application of heat and cold, medical office instruments, sterilization and disinfection of equipment and instruments, application of sterile gloves, assisting with minor surgery, and bandaging (student must enroll in HTEC 101E Skills Lab). Required in MA program only. HTEC 60A is pre/corequisite.		
HTEC 91	Medical Office Diagnostic Tests	1.5 Units
Electrocardiography, theory of assisting with physical therapy and x-ray therapy or diagnostic lab procedures and instructions (students must enroll in HTEC 101F Skills Lab). Required in MA, LA programs. HTEC 60A is pre/co-requisite.		
HTEC 93	Pharmacology for Medical Assistants	3 Units
Dosage Calculation, drug legislation and standards, drug preparation; and information re the more common drugs. Required in MA program only. HTEC 60A is pre/co-requisite.		
HTEC 94	Administration of Medications	1.5 Units
Administration of injections using all routes, choice of proper equipment, technique, hazards and complications. Satisfactory performance of 30 injections. Only MA students allowed to enroll in this course. HTEC 60A/90G/93/co-requisites (HTEC 60A is pre/co-requisite).		
HTEC 95AB	Medical Facility Externship	3 Units
Practical experience for (95B) Phlebotomy and (95A) MA students (120-160 hours).		
HTEC 96A-H	Medical Facility Externship	4 Units
Practical experience for MA (HTEC 96A), MS (HTEC 96B), MFC (HTEC 96C), BOC (HTEC 96E), MRC (HTEC 96D), Coding (HTEC 96F), Med Transcription (HTEC 96G), EKG (HTEC 96H) (144-160 hours).		
HTEC 101A-M	Skills Lab for HTEC	1 Unit (ea)
HTEC 110	Health Technologies Employment Preparation for MA's only	1.5 Units