



**Utah System of Higher Education**  
Collision Repair Technology  
FY2023 / 34 Credits (1020 Clock-Hours)

<b>Collision Repair Technology</b>			
Institutions: Bridgerland, Dixie, Salt Lake			
<i>Certificate of Program Completion (Catalog Year: 2023, Required Credits/Clock-Hours: 34/1020)</i>			
<b>Core (34 Credits/1020 Clock-Hours)</b>		<b>Credits</b>	<b>Clock-Hours</b>
TECR 1010	Introduction to Collision Repair and Safety	1	30
TECR 1020	Collision Basic Structural Repair	4	120
TECR 1030	Collision Basic Non-Structural Repair	4	120
TECR 1040	Collision Surface Preparation I	4	120
TECR 1050	Collision Basic Refinishing	4	120
TECR 1060	Collision Repair Shop Operations & Career Success	1	30
TECR 1070	Collision Surface Preparation II	4	120
TECR 1080	Collision Advanced Refinishing	4	120
TECR 1090	Collision Plastic Welding and Adhesives	4	120
TECR 1100	Collision Repair Estimating, Damage Analysis, & Electronics	4	120



## Utah System of Higher Education

Collision Repair Technology

FY2023 / 34 Credits (1020 Clock-Hours)

### PROGRAM DESCRIPTION

The Collision Repair Technology program prepares students for careers as body technicians, paint technicians, and or collision repair estimators. Courses provide instruction in the fundamentals of repairing vehicles from an automotive collision. Curriculum is aligned with the Inter-Industry Conference on Automotive Collision Repair (I-CAR). Upon successful completion of the program, students will be eligible for I-CAR Pro Level 1 testing through I-CAR's Professional Development Program.

#### Objectives:

- Operate common tools and equipment used in auto body repair, auto body painting, and collision repair estimating in a safe manner
- Demonstrate competency in structural and non-structural repair techniques including analysis and damage repair fundamentals with a variety of metals, plastics, glass, electrical, and mechanical parts
- Demonstrate competency in techniques involved in painting and refinishing including surface prep, spray gun equipment operation, paint mixing & matching, paint application, paint defects (causes and cures), and final detail
- Identify & demonstrate correct welding techniques for each specific auto body repair procedure
- Demonstrate proficiency in collision repair estimating, damage analysis, and electronics tools
- Certify in I-CAR Pro Level 1
- Practice professional and responsible behavior
- Use effective communication and critical-thinking skills to solve problems and implement solutions

### COURSE DESCRIPTIONS

#### **Introduction to Collision Repair and Safety**

**1 Credit/30 Clock-Hours**

In the Introduction to Collision Repair and Safety course, students will be required to learn about the safety requirements and tools located within the shop and how to use safe practices when they enter the field. Students will learn from the SP-2 safety training course on-line curriculum, and they must complete it before entering the shop area to work. Students will also have to go through a stringent safety program called SP2. In this course they will know and understand the safety procedures as they apply within the lab areas working with shop tools as well as hazardous materials.

#### Objectives:

- Practice wearing appropriate personal protective equipment in the lab including safety glasses and the proper uniform.
- Complete the safety course and online SP2 training with a passing score.
- Demonstrate proper use of hand tools used in the Collision Repair Technology program.
- Demonstrate proper handling of hazardous materials.
- Complete the I-CAR Online Curriculum Training/PDP.

#### **Collision Basic Structural Repair**

**4 Credits/120 Clock-Hours**

In the Collision Basic Structural Repair course, students will learn the basic skills of how to be a steel structural technician. A steel structural technician restores vehicle dimensions and structural integrity to collision-damaged vehicles. He/she uses three-dimensional measuring and straightening equipment to diagnose and return damaged frame or unibody parts to manufacturer's specifications. Hand tools and power tools are used to remove or repair damaged parts, weld as needed, and properly install new parts.

March 8, 2023



## Utah System of Higher Education

Collision Repair Technology

FY2023 / 34 Credits (1020 Clock-Hours)

The Steel Structural Technician also works with a variety of metals and plastics, as well as glass, electrical, and mechanical parts. Students will understand the structural technician's duties and be able to perform them adequately.

### Objectives:

- Practice personal collision repair safety daily in all collision repair processes.
- Identify and show the uses of all hand and power tools used in the collision repair program.
- Effectively diagnose frame damage using the laser measuring system.
- Determine if a part needs to be repaired or replaced, and what is most cost effective.
- Read and decipher a computerized estimate for auto collision repair.
- Explain a "print out" of a laser measuring system's analysis.
- Demonstrate the set up and uses of a tram (Bar) gauge.

### **Collision Basic Non-Structural Repair**

**4 Credits/120 Clock-Hours**

In the Collision Basic Non-Structural Repair course, students will learn the basic skills of how to be a non-structural technician. A Non-Structural Technician restores damaged exterior panels to their original integrity, function, and appearance. This technician uses hand tools and power tools to remove or repair damaged parts, weld as needed, and properly install new parts. He/she works with a variety of metals and plastics, as well as glass, electrical, and mechanical parts. Students will understand the non-structural technician's duties and be able to perform them adequately.

### Objectives:

- Practice personal collision repair safety daily in all collision repair processes.
- Identify and show the uses of all hand and power tools used in the collision repair program.
- Effectively repair cosmetic damage on numerous vehicle substrates.
- Determine if a part needs to be repaired or replaced, and what is more cost effective.
- Read and decipher a computerized estimate for auto collision repair.

### **Collision Surface Preparation I**

**4 Credits/120 Clock-Hours**

The Collision Surface Preparation I course provides students with an overview of auto collision surface preparation. Students learn how to properly prepare surfaces on vehicles for repair and refinishing. The class covers techniques such as proper masking and sanding, as well as tools and materials used in the process. Through demonstrations and hands-on practice, students develop the skills necessary to achieve professional results.

### Objectives:

- Identify and describe the necessary tools and materials used in surface preparation.
- Explain and follow safety procedures relevant to surface preparation.
- Demonstrate trim, stripe, and vinyl removal and masking techniques.
- Perform the appropriate preparation techniques for a variety of surface substrates.
- Use the appropriate cleaning products for a variety of substrates.
- Demonstrate techniques for removing or preparing existing finishes.
- Evaluate the quality of existing finishes.
- Remove and reapply a variety of sealers, adhesives, and foams.



## Utah System of Higher Education

Collision Repair Technology

FY2023 / 34 Credits (1020 Clock-Hours)

### **Collision Basic Refinishing**

**4 Credits/120 Clock-Hours**

In the Collision Basic Refinishing course, students will be able to understand and implement the learned methods of basic panel preparation and refinishing. Students will learn the different types of undercoating including sealers and primers, their use, limitations, and application. Students will also learn skills with refinish products, their solid levels, coverage, use and maintenance of shop paint spray equipment, along with prevention and removal of refinishing processing defects.

#### Objectives:

- Practice refinishing safety and implement those skills when refinishing.
- Safely operate the paint mixing system and manage its features.
- Demonstrate how to properly tint toners for color matching.
- Explain vehicle substrates and address problems when painting them.
- Practice skills of painting techniques, color, and clear blending.
- Explain how numerous primers, sealers, and ground coats affect refinishing.
- Identify the different types of finishes, single stage, two, and three stage paint processes.
- Discuss the differences between solvent-based and water-based paints.
- Attend and participate in paint company demos, trainings, and painter certifications.

### **Collision Repair Shop Operations & Career Success**

**1 Credits/30 Clock-Hours**

In the Collision Repair Shop Operations & Career Success course, students will participate in class instruction, lecture, discussion, and self-paced online coursework. This course teaches students the soft skills employers demand to help increase job retention, improve employee relations, and make their business stand out from the crowd.

#### Objectives:

- Display responsible and professional behaviors for a work environment.
- Actively look for ways to identify market demands and meet customer or client needs.
- Demonstrate the ability to work effectively with others.
- Maintain open lines of communication with others and communicate effectively.
- Plan and prioritize work to manage time effectively and accomplish assigned tasks.
- Demonstrate the ability to apply critical-thinking skills to solve problems by generating, evaluating, and implementing solutions.
- Display the capability to adapt to new, different, or changing requirements.
- Select, use, and maintain tools and technology to facilitate work activities.

### **Collision Surface Preparation II**

**4 Credits/120 Clock-Hours**

The Collision Surface Preparation II course builds on the techniques taught in Collision Surface Preparation I. Students learn how to properly and safely prepare surfaces prior to painting. Students will learn setup, operation techniques, materials selection, and safety considerations for painting surfaces. Upon completion of the course, students will have a solid foundation in auto collision surface preparation.

#### Objectives:

- Demonstrate safe handling, proper application technique, and calibration of a paint gun.
- Demonstrate proper procedures for masking and taping, including window and trim protection.
- Identify the correct gloss level for a specific job.
- Select proper grit for repair and blend adhesion.
- Determine whether masking or part removal is appropriate.

March 8, 2023



## Utah System of Higher Education

Collision Repair Technology

FY2023 / 34 Credits (1020 Clock-Hours)

- Identify types of finishes for various applications
- Prepare a variety of surfaces for paint application.

### **Collision Advanced Refinishing**

**4 Credits/120 Clock-Hours**

In this Collision Advanced Refinishing course, students will be fully trained on the advanced methods of painting, using both solvent-base and water-base products. Students will also learn and understand how to do advanced painting techniques and problem-solving techniques to utilize when encountering painting problems.

#### Objectives:

- Fully disassemble, reassemble, and adjust all spray guns and equipment.
- Implement storage and disposal of all hazardous waste in lab area.
- Practice refinish safety when entering the lab area and refinishing.
- Demonstrate the importance of proper substrate preparation.
- Acknowledge and explain how surface preparation affects refinishing.
- Explain how and where surface preparation sanding grits are used.
- Discuss the skills in tri-stage painting processes.
- Demonstrate how to detail the inside and outside of a vehicle.
- Demonstrate how to cut, de nib, and polish vehicle panels.
- Demonstrate how to do two-tone painting techniques.

### **Collision Plastic Welding and Adhesives**

**4 Credits/120 Clock-Hours**

In this Collision Plastic Welding and Adhesives course, students will learn how to identify different types/kinds of plastics and proceed through the plastic welding processes. Students will identify and study adhesives to learn how and where they are used in the industry. Students will learn the different application processes.

#### Objectives:

- Explain how various plastic vehicle parts are made.
- Discuss why plastics are used in vehicle construction.
- Demonstrate how to set up the plastic welding equipment.
- Operate the machine(s) used in plastic welding.
- Demonstrate repairing damaged automotive plastics.
- Identify different types of adhesives and their applications.
- Demonstrate how to prepare areas for adhesive uses.
- Demonstrate how to apply the adhesives to various areas of the vehicle.
- Explain how and why seam sealers are used on vehicles.
- Demonstrate how to prepare areas on a vehicle for seam sealing.
- Demonstrate how to apply seam sealers to various areas on a vehicle.
- Explain how and why undercoating and corrosion protectants are used.
- Demonstrate how to prepare areas on a vehicle for undercoating and corrosion protectants.
- Demonstrate how to apply undercoating and corrosion protectants to areas on a vehicle.

### **Collision Repair Estimating, Damage Analysis, & Electronics**

**4 Credits/120 Clock-Hours**

Students will learn how to correctly, effectively analyze damage to a vehicle and write computerized estimates corresponding to it. Students will be fully trained on a visual evaluation of the primary, secondary, and previous damages on a vehicle. After the damage is determined in an accident, students

March 8, 2023



## Utah System of Higher Education

Collision Repair Technology

FY2023 / 34 Credits (1020 Clock-Hours)

will then formulate a computerized estimate for the damaged vehicle. Students will learn and fully understand the estimator's, technician's, and refinisher's roles and expectations. Parts resourcing, insurance company roles, and customer relations will also be integrated within this course.

### Objectives:

- Identify visual damage to a vehicle.
- Analyze damage to a vehicle.
- Discuss collision repair estimating and vehicle terminology.
- Explain how vehicle owners, insurance companies, and repair shops work together.
- Identify vehicle and industry terminology.
- Write a handwritten and computerized estimate for a damaged vehicle.
- Discuss the computerized estimating system and the estimator's role in the industry.
- Locate and read a vehicle's vin plate/trim tag as it pertains to estimating.
- Explain affected areas of damage to panels on a vehicle.
- Discuss the essentials of how vehicles are made and with what products.
- Explain the importance and processes of photo documentation.
- Demonstrate how to book out a vehicle for its actual cash value (ACV).



## Utah System of Higher Education

Commercial Driver's License Class A

FY2023 / 6 Credits (180 Clock-Hours)

Commercial Driver's License Class A			
Institutions: Bridgerland, Dixie, Mountainland, Salt Lake, Southwest, Tooele, Uintah Basin, USU-Eastern			
Certificate of Program Completion (Catalog Year: 2023, 6 Credits/180 Clock-Hours Required, CIP: 49.0205)			
Core (6 Credits/180 Clock-Hours)		Credits	Clock-Hours
TECD 1100	Commercial Driver's License Class A	6	180

### PROGRAM DESCRIPTION

The Commercial Driver's License Class A (CDL) program prepares students with the skills and knowledge they need to join the professional driving industry. This course fulfills Entry Level Driver Training requirements for CDL training in accordance with Part 380 of the Federal Motor Carriers Safety Regulations.

Objectives:

- Demonstrate basic truck operating procedures
- Demonstrate safe operating procedures
- Learn and practice advanced operating procedures
- Practice vehicle inspections (pre/post-trip)
- Review non-driving Activities

### COURSE DESCRIPTIONS

#### Commercial Driver's License Class A

**6 Credits/180 Clock-Hours**

The Commercial Drivers' License Class A Course prepares students in classroom theory, backing skills, and entry-level driving skills including behind the wheel range and public road practice.

Students demonstrate proficiency and competence in accordance with Federal/ State regulations, and college requirements:

- Demonstrate basic truck operating procedures
- Demonstrate safe operating procedures
- Learn and practice advanced operating procedures
- Practice vehicle inspections (pre/post-trip)
- Review non-driving Activities



**Utah System of Higher Education**  
Heavy Equipment Operator  
FY2023 / 10 Credits (300 Clock-Hours)

<b>Heavy Equipment Operator</b>			
Institutions: Bridgerland, USU-Eastern			
<i>Certificate of Program Completion (Catalog Year: 2023, 10 Credits/300 Clock-Hours Required, CIP: 49.0202)</i>			
<b>Core (10 Credits/300 Clock-Hours)</b>		<b>Credits</b>	<b>Clock-Hours</b>
TEHE 1010	Heavy Equipment Introduction/Basics	2	60
TEHE 1050	Skid Steer/Compact Loader Operation	2	60
TEHE 1100	Hydraulic Excavator Operation	2	60
TEHE 1150	Backhoe (Tractor Loader Backhoe) Operation	2	60
TEHE 1200	Front End Loader Operation	2	60





## Utah System of Higher Education

Heavy Equipment Operator

FY2023 / 10 Credits (300 Clock-Hours)

### PROGRAM DESCRIPTION

The Heavy Equipment Operator program introduces students to the heavy equipment industry and basic equipment operations. It also blends classroom time, industry related safety and hands on training for a well-rounded learning experience. Topics include OSHA construction safety, orientation to the trade, identification of heavy equipment, basic operational techniques, introduction to earthmoving, rough grading, and finish grading.

#### Objectives:

- At the completion of the course students should demonstrate entry level criteria related to overall safety awareness in the heavy equipment operator job fields
- Students should meet minimum requirements to safely and effectively perform fundamental operating techniques used in industry
- Students should be capable of performing a machine pre-operation inspection and know the proper procedures for tagging out and addressing maintenance or repair needs
- Demonstrate knowledge of the job site awareness and have the ability to seek information and/or communicate needs and/or concerns
- Meet areas industry needs by providing trained and machine safety certified entry-level operators which relate to the service area of the program

### COURSE DESCRIPTIONS

#### **Heavy Equipment Operator Introduction/Basics**

**2 Credit/60 Clock-Hours**

This course will provide an overview of Safety, Blue Stakes, equipment operation, basic familiarization with equipment utilization/use. The course will also include workplace communication and awareness.

#### Objectives:

- Explain the fundamentals of a safe work environment
- Demonstrate safety procedures and familiarization with equipment use
- Demonstrate proper workplace communication and awareness of the work environment

#### **Skid Steer/Compact Loader Operation**

**2 Credit/60 Clock-Hours**

This course will cover the fundamentals of skid steer and compact loader operation.

#### Objectives:

- Demonstrate safe start procedures for the equipment
- Properly conduct a pre-operation inspection and related maintenance
- Identify and explain the proper use of the machine and associated control devices
- Demonstrate basic operating techniques

#### **Hydraulic Excavator Operation**

**2 Credits/60 Clock-Hours**

This course will cover safety related to and the fundamental operation of hydraulic excavators.

#### Objectives:

- Demonstrate safe start procedures for the equipment
- Properly conduct a pre-operation inspection and related maintenance
- Identify and explain the proper use of the machine and associated control devices
- Demonstrate basic operating techniques



## Utah System of Higher Education

Heavy Equipment Operator

FY2023 / 10 Credits (300 Clock-Hours)

### **Backhoe (Tractor Loader Backhoe) Operation**

**2 Credits/60 Clock-Hours**

This course will cover safety related to and the fundamental operation of tractors, loaders, and backhoes.

#### Objectives:

- Demonstrate safe start procedures for the equipment
- Properly conduct a pre-operation inspection and related maintenance
- Identify and explain the proper use of the machine and associated control devices
- Demonstrate basic operating techniques

### **Front End Loader Operation**

**2 Credits/60 Clock-Hours**

This course will cover safety related to and the fundamental operation of front-end loaders.

#### Objectives:

- Demonstrate safe start procedures for the equipment
- Properly conduct a pre-operation inspection and related maintenance
- Identify and explain the proper use of the machine and associated control devices
- Demonstrate basic operating techniques



# Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

<b>Medical Assistant</b>			
Institutions: Bridgerland, Davis, Dixie, Mountainland, Ogden-Weber, Salt Lake, Snow, Southwest, Tooele, Uintah Basin, USU-E			
<i>Certificate of Program Completion (Catalog Year: 2023, 28 Credits/900 Clock-Hours Required, CIP: 51.0801)</i>			
<b>Core (19 Credits/630 Clock-Hours)</b>		<b>Credits</b>	<b>Clock-Hours</b>
TEMA 1010	Introduction to Medical Assisting	2	60
TEMA 1020	Medical Office I	2	60
TEMA 1030	Medical Office II	2	60
TEMA 1040	Anatomy and Physiology	4	120
TEMA 1050	Pharmacology	3	90
TEMA 1060	Clinical Procedures	2	60
TEMA 1900	Medical Assistant Externship I	2	90
TEMA 1910	Medical Assistant Externship II	2	90
<b>Electives (9 Credits/270 Clock-Hours)</b>			
<b><i>Bridgerland Technical College</i></b>			
TEMA 1090	Emergency Preparedness	1	30
TEMA 1110	Laboratory Procedures	3	90
TEMA 1510	Specialty Exams and Procedures	3	90
TEMA 1400	Workplace Readiness	1	30
TEMA 1070	Medical Terminology	1	30
<b><i>Davis Technical College</i></b>			
TEMA 1080	Medical Terminology	2	60
TEMA 1310	Specialty Procedures	3	90
TEMA 1120	Laboratory Procedures and Emergencies	4	120
<b><i>Dixie Technical College</i></b>			
TEMA 1320	Clinical Procedures II	4	120
TEMA 1330	Clinical Procedures III	3	90
TEMA 1085	Medical Terminology	2	60
<b><i>Mountainland Technical College</i></b>			
TEMA 1130	Intermediate Lab I	2	60
TEMA 1140	Advanced Lab II	3	90
TEMA 1520	Specialty Patient Care and Treatment	2	60
TEMA 1530	Specialty Exams and Office Management	2	60
<b><i>Ogden-Weber Technical College</i></b>			
TEMC 1080	Medical Terminology	2	60
TEMA 1340	Clinical Specialty Procedures	3	90
TEMA 1350	Clinical Laboratory Procedures	4	120
<b><i>Salt Lake Community College</i></b>			
TEMA 1080	Medical Terminology	2	60
TEMA 1150	Medical Assistant Laboratory Procedures	2	60
TEMA 1210	Assisting with Medical Specialties I	2	60
TEMA 1220	Assisting with Medical Specialties II	2	60
TEMA 1410	Workplace Preparation	1	30
<b><i>Snow College</i></b>			
TEMA 1080	Medical Terminology	2	60
TEMA 1540	Patient Care	2	60
TEMA 1160	Laboratory and Surgical Procedures	2	60
TEMA 1600	Health and Wellness	2	60



# Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

TEMA 1420	The Medical Assistant	1	30
<b>Southwest Technical College</b>			
TEMA 1080	Medical Terminology	2	60
TEMA 1230	Medical Assisting Procedures I	2	60
TEMA 1240	Medical Assisting Procedures II	2	60
TEMA 1250	Medical Assisting Lab Procedures	3	90
<b>Tooele Technical College</b>			
TEMA 1070	Medical Terminology	1	30
TEMA 1170	Medical Procedures I	2	60
TEMA 1550	Medical Specialties I	2	60
TEMA 1180	Medical Procedures II	1	30
TEMA 1560	Medical Specialties II	2	60
TEMA 1430	Employment Skills and Strategies	1	30
<b>Uintah Basin Technical College</b>			
TEMA 1080	Medical Terminology	2	60
TEMA 1260	Medical Assisting Lab Procedures	2	60
TEMA 1270	Medical Assisting Specialty Procedures I	2	60
TEMA 1280	Medical Assisting Specialty Procedures II	2	60
TEMA 1440	Prepare for the Workplace	1	30
<b>Utah State University - Eastern</b>			
TEMA 1095	Emergency First Response	3	90
TEMA 1080	Medical Terminology	2	60
TEMA 1700	Phlebotomy I	2	60
TEMA 1710	Phlebotomy II	1	30
TEMA 1450	Preparation for Workforce Entry	1	30



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### PROGRAM DESCRIPTION

Medical assistants are multi-skilled, allied health care professionals responsible for various clinical and/or administrative duties and are an essential part of a healthcare team. This program is designed to prepare students for entry-level positions that will allow them to learn and move into higher-level job opportunities by working with physicians and providers in office settings. Students in this program learn cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains by focusing on administrative and back office clinical skills. Upon successful completion of all required courses, students participate in an externship in a medical office. Graduates of the program are eligible to take a national certification exam.

Objectives:

- Demonstrate competent patient care of a medical assistant in ambulatory healthcare facilities.
- Exhibit basic skills of a medical assistant including: obtaining vital signs, phlebotomy, pharmacology, EKG, and assisting providers with specialty examinations.
- Perform accurate medical documentation, patient education instruction, communication, and apply critical thinking skills in both simulated and clinical settings.
- Describe the areas of general, clinical, and administrative medical assisting.
- Demonstrate competencies and skills in preparation for taking a medical assistant national certification examination.

### COURSE DESCRIPTIONS

#### Introduction to Medical Assisting

**2 Credit/60 Clock-Hours**

The Introduction to Medical Assisting course provides an overview of healthcare professions and their roles in the healthcare environment. Students will be guided through legal concepts and ethical issues in the healthcare setting which will compare and contrast moral issues, professional, and personal ethics. The foundational principles of professional and effective interpersonal communication techniques will be discussed.

Objectives:

- Describe allied health professionals, their various scopes of practice, and their roles as a member in the healthcare industry.
- Apply legal and ethical standards in healthcare.
- Demonstrate workplace professionalism and communication.

#### Medical Office I

**2 Credit/60 Clock-Hours**

The Medical Office I course introduces administrative and general duties in a medical office. These duties include appointment scheduling, records management, electronic health records use and management, written communications, health insurance, office equipment and management, as well as telephone procedures. This course will provide hands-on practice of administrative skills and competency-based examinations.

Objectives:

- Demonstrate professionalism and responsibilities of the medical assistant through written, verbal, and electronic communication.
- Describe the administrative functions of a medical office.
- Demonstrate correct documentation in a medical record.

February 17, 2023



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

- Define types of information contained in a patient's medical record.

### **Medical Office II**

**2 Credit/60 Clock-Hours**

The Medical Office II course introduces students to the management of all aspects of medical office finances. Instruction includes diagnostic and procedural coding for insurance billing. Students will track claims reimbursement, process patient statements, and review fee collection processes.

Objectives:

- Describe how to use procedural, diagnostic, and HCPCS coding required for insurance paperwork.
- Demonstrate professionalism in handling patient accounts and medical records.
- Describe banking and accounting procedures as related to the ambulatory care setting.
- Define healthcare insurance types, utilization, and guidelines.

### **Anatomy and Physiology**

**4 Credit/120 Clock-Hours**

The Anatomy and Physiology course is designed to familiarize the student with the plan and structure of the human body, its function under normal, healthy conditions, and an introduction to the body's response to illness and disease. Instruction covers an overview of all organ systems, including diagnostic treatment modalities. Medical terms as they relate to the body and correct spelling and pronunciation are taught.

Objectives:

- Locate and label major organs and structures in the body systems.
- Identify and state the function of the major anatomical components of the human body.
- Describe common disorders associated with each major anatomical component.
- Identify common pathology related to each body system.

### **Pharmacology**

**3 Credit/90 Clock-Hours**

The Pharmacology course familiarizes the student with pharmaceuticals. Instruction includes commonly prescribed medications, trade and generic names, mode of action, side effects, and usual doses. Concepts covered include the proper administration of oral, injectable, and non-injectable medications. There will be a review of the math skills required to perform medical math conversions and dosage calculations.

Objectives:

- Demonstrate calculation of basic mathematical concepts and units of measurement as related to the ambulatory care setting.
- Describe commonly prescribed medications: uses, names, classifications, and risks.
- List and explain the rights of medication administration.
- Identify and interpret common medication abbreviations.
- Demonstrate the proper handling and administration of prescriptions and medications.

### **Clinical Procedures**

**2 Credit/60 Clock-Hours**

The Clinical Procedures course is an introduction to working in an ambulatory outpatient clinic setting, understanding the role of a medical assistant and patient care. The content of this course will focus on infection control, medical asepsis, taking patient histories, performing patient assessments including vital signs, and preparing for and assisting the provider with examinations.



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### Objectives:

- Identify how infectious and communicable diseases and transmissions relate to the healthcare setting per federal, state, and local health laws regulations and recommendations.
- Explain the purpose of obtaining patient's health information and how to elicit different aspects of the chief medical complaint.
- Accurately identify, measure, and record vital signs.
- Define the normal ranges and values for each vital sign.
- Interpret the medical assistant's role in preparing and assisting in the physical exam.

### **Medical Assistant Externship I**

**2 Credit/90 Clock-Hours**

The Medical Assistant Externship I course allows the medical assistant student the opportunity to demonstrate their administrative and clinical skills in a healthcare setting. This externship takes place in a working medical office or clinic under the supervision of a licensed provider.

### Objectives:

- Demonstrate competency of skills learned in the classroom and lab in the ambulatory healthcare setting.
- Work effectively in diverse workplace environments.
- Acquire additional interpersonal communication and interaction skills.
- Successfully complete required externship hours in an ambulatory healthcare setting.

### **Medical Assistant Externship II**

**2 Credit/90 Clock-Hours**

The Medical Assistant Externship II course allows the medical assistant student the opportunity to demonstrate their administrative and clinical skills in a healthcare setting. This externship takes place in a working medical office or clinic under the supervision of a licensed provider.

### Objectives:

- Demonstrate competency of skills learned in the classroom and lab in the ambulatory healthcare setting.
- Work effectively in diverse workplace environments.
- Acquire additional interpersonal communication and interaction skills.
- Successfully complete required externship hours in an ambulatory healthcare setting.

## **NON-ALIGNED (ELECTIVE) COURSES**

### **Bridgerland Technical College**

#### **Emergency Preparedness**

**1 Credit/30 Clock-Hours**

Emergency Preparedness is designed to assist the medical assisting student in developing and gaining the knowledge and skills needed for safe and effective care of patients, community members, family members, and themselves in a variety of emergency situations.

### Objectives:

- List principles and steps of CPR.
- Demonstrate basic principles of first aid.
- Identify safety issues in a healthcare environment.
- Describe fundamental principles for evacuation of a healthcare setting.
- Discuss critical elements of an emergency plan for response to a natural disaster or other emergency.

February 17, 2023



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

- Discuss proper use of a fire extinguisher.

### Laboratory Procedures

**3 Credit/90 Clock-Hours**

Laboratory Procedures will provide the student with the skills necessary to perform infection control, assist in diagnostic testing, maintain laboratory equipment, perform laboratory safety procedures, and the collection and testing of laboratory specimens.

Objectives:

- Perform federal, state, and local laboratory regulations, as well as quality control/assurance measures.
- Focus on Clinical Laboratory Improvement Amendment (CLIA) waived tests.
- Identify and distinguish between normal and abnormal results for common laboratory testing.
- Identify and perform appropriate venipuncture techniques using applicable equipment.

### Specialty Exams and Procedures

**3 Credit/90 Clock-Hours**

Specialty Exams and Procedures will provide the student with the skills necessary to perform and assist with diagnostic testing and minor surgical procedures, knowing basic surgical instruments, maintaining clinical equipment and assisting with specialty exams.

Objectives:

- Define the medical assistant's role in preparing and assisting in specialty exams.
- Distinguish between specialty exams.
- Identify equipment needed for specialty exams.
- Educate patients in preparation for exams and procedures.

### Workplace Readiness

**1 Credit/30 Clock-Hours**

Workplace Readiness prepares students for future employment by continuing to develop the verbal and written communication skills needed for success in the workplace. This course also helps students gain critical thinking and professional skills that are needed for employer satisfaction.

Objectives:

- Prepare cover and thank you letters.
- Create a resume.
- Participate in a mock interview.
- Demonstrate knowledge of skills required to enter the workplace.

### Medical Terminology

**1 Credit/30 Clock-Hours**

The Medical Terminology course will teach the basic structure of medical words. Emphasis is placed on the correct spelling and pronunciation of prefixes, suffixes, and root words. Students learn how to interpret and understand the meaning and how to effectively apply this knowledge in the language of medicine.

Objectives:

- Identify the various types of word parts that are used to form medical terms.
- Demonstrate the correct pronunciation of medical terms.
- Identify proper deconstruction of complex medical terms to interpret the meaning of each element.

February 17, 2023





## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### **Davis Technical College**

#### **Medical Terminology**

**2 Credit/60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:

- Identify the four types of word parts in forming medical terms.
- Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
- Identify and apply acceptable medical abbreviations.
- Use knowledge of word parts to define unfamiliar medical terms.

#### **Specialty Procedures**

**3 Credit/90 Clock-Hours**

Specialty Procedures is an introduction to specialty outpatient clinic settings. Throughout this course, students will be introduced to the equipment and supplies needed for different types of specialty examinations, as well as how to prepare patients for them. In this course, students will conduct the steps necessary for performing tests while in a medical office. This includes studying the different types of tests that can be performed in a physician's office laboratory, the different supplies and procedures associated with each type of test, and the steps for specimen collection. Students will learn how to respond in an emergency situation, including studying CPR and First Aid.

Objectives:

- Interpret the medical assistant's role in preparing and assisting in specialty exams.
- Recognize non-verbal cues from the patient and respond accordingly.
- Explain the purpose and rationale behind diagnostic screening tools.
- Demonstrate professionalism when giving patient education and instruction.

#### **Laboratory Procedures and Emergencies**

**4 Credit/120 Clock-Hours**

In Laboratory Procedures and Emergencies, students will conduct the steps necessary for performing tests while in a medical office. This includes studying the different types of tests that can be performed in a physician's office laboratory, the different supplies and procedures associated with each type of test, and the steps for specimen collection. Students will learn how to respond in an emergency situation, including studying CPR and First Aid. Students will update a resume and prepare a cover letter for future practicum and job.

Objectives:

- Perform venipuncture, capillary puncture, and IV insertion.
- Differentiate between normal and abnormal test results.
- Recognize and respond to medical office emergencies.
- List principles and steps for CPR.
- Compose a resume and cover letter.



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### **Dixie Technical College**

#### **Clinical Procedures II**

**4 Credit/120 Clock-Hours**

This course focuses on working in an ambulatory outpatient clinic setting and understanding the role of the medical assistant in patient care. The content of this course will focus on specialty examinations and procedures including pediatric and OB/GYN, diagnostic testing, laboratory procedures and safety, patient education as it relates to nutrition and mental health and correctly performing ECG's.

Objectives:

- Identify and distinguish between specialty exams, the equipment needed for the specialty exams, and educating patients in preparing for specialty exams.
- Identify and determine normal and abnormal ranges for pediatric vital signs, immunization procedures, immunization schedules,
- Perform federal, state, and local laboratory regulations, as well as quality control/assurance measures. --Identify and distinguish between normal and abnormal results for common laboratory testing and specialty laboratory equipment.
- Demonstrate proficiency in all skills objectives.
- Perform an ECG and identify any potential artifacts

#### **Clinical Procedures III**

**3 Credit/90 Clock-Hours**

This course continues instruction pertaining to the medical assistant's role in an ambulatory outpatient clinic setting and preparation for future employment. The content of this course will focus on blood collection procedures, assisting with surgical procedures, patient education, first aid, and emergency patient care.

Objectives:

- Manage emergencies in the medical office
- Perform first aid in accidents, injuries, and acute illnesses
- Identify and perform appropriate blood collection techniques using applicable equipment
- Identify and assist with appropriate surgical procedures using applicable equipment
- Write a resume, cover letter and follow-up letter

#### **Medical Terminology**

**2 Credit/60 Clock-Hours**

This course will provide a study of the medical language for use in a health career setting for learners with little or no previous experience. This course presents a study of basic medical terminology including prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on spelling, definition, usage, and pronunciation.

Objectives:

- Identify the four types of word parts in forming terms.
- Pronounce medical terms correctly.
- Construct medical terms from the four types of word parts.
- Recognize the importance of spelling medical terms correctly.
- Identify and apply acceptable abbreviations.



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### **Mountainland Technical College**

#### **Intermediate Lab I**

**2 Credit/60 Clock-Hours**

The Intermediate Lab I course is designed to help the medical assisting student understand the importance of and respond to office emergencies and properly perform routine procedures in the medical office.

##### Objectives:

- Demonstrate visual, auditory exams.
- Successfully perform capillary punctures and their corresponding tests.
- Demonstrate medical assisting skills as pertaining to assisting with minor surgery.
- Describe and demonstrate proper actions for emergencies in the office. For example: first aid, bandaging, CPR, developing emergency plans, hypothermia, choking.
- Explain the different types of rehabilitation procedures and proper mechanics.

#### **Advanced Lab II**

**3 Credit/90 Clock-Hours**

In the Advanced Lab II course the student will learn advanced skills needed in the physician office laboratory. These include: respiratory procedures, laboratory safety measures, venipuncture, basic diagnostic testing, ECG's and Holter monitoring, and preparing for minor surgical assisting.

##### Objectives:

- Perform respiratory testing including spirometry, peak flow meter, and nebulizer.
- Identify and comply with safety regulations in the office lab.
- Identify venous vasculature and perform venipuncture for the collection of patient specimens using the appropriate collection methods and equipment.
- Perform basic homological testing including hemoglobin, hematocrit, blood glucose, erythrocyte sedimentation rate, cholesterol, A1C, mono testing and PKU screening.
- Perform and ECG and troubleshoot potential artifacts.
- Prepare a sterile field, perform a surgical hand scrub and sterile gloving and prepare the patient's skin for a minor surgical procedure.

#### **Specialty Patient Care and Treatment**

**2 Credit/60 Clock-Hours**

In the Specialty Patient Care and Treatment course the student will learn about and perform procedures directed at specific types of patient examinations. These include proctological exams, OB/GYN exams, pediatric exams and collecting and processing specimens collected during these exams. Additionally, medical assisting students will learn the basics in preparing for IV placement.

##### Objectives:

- Practice the proper placement and care of an IV catheter.
- Demonstrate how to assist with flexible sigmoidoscopy including care of the scope.
- Identify the types of gynecological exams, types of specimens collected and the proper assisting techniques.
- Perform basic pediatric exams including head circumference, chest circumference, pediatric vitals, and filling out a growth chart.
- Identify pediatric vaccination schedules, and perform pediatric vision screening.
- Perform basic diagnostic testing including urine collection and examination, pregnancy, occult blood, fecal, sputum, throat culture and rapid strep testing.



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### **Specialty Exams and Office Management**

**2 Credit/60 Clock-Hours**

The Specialty Exams and Office Management course is designed to introduce the student to the basic care and treatment of geriatric patients and issues that arise from aging, and understanding and assisting patients dealing with mental health issues. Additional topics include the specialty of radiology testing and how it assists with diagnosing patients, and nutrition and exercise and its effects on the overall health of a patient. Students will also learn about the importance of practicum experience and how to manage a medical office.

#### Objectives:

- Identify geriatric exams and specific practices that must be followed to keep a geriatric patient safe, and understand issues unique to aging and care of aging patients.
- Exhibit an understanding of mental health issues and the effect they have on patient health and care and understand the medical assistant's role in treatment options related to suicide, substance abuse and mental disorders.
- Identify specific radiological procedures and how they assist with the diagnosing and treatment of patients.
- Identify the components of a healthy lifestyle and assist patients in learning about lifestyle changes and dietary needs when it comes to the disease process.
- Understand the purpose of the practicum and the steps needed to complete one successfully.
- Identify the fundamentals of employee and facility management in a medical office.

### **Ogden-Weber Technical College**

#### **Medical Terminology**

**2 Credit/60 Clock-Hours**

This course will provide an instruction on how to interpret and understand medical language as well as the basic structure of medical words. Additionally, this course will explore interpretations of medical abbreviations for those seeking a career in medicine.

#### Objectives:

- Identify the role of the four main types of word parts that make up medical terms.
- Use knowledge of word parts to define unfamiliar medical words.
- Describe steps to locate medical words using either a medical dictionary or an online resource.
- Define commonly used word parts, medical terms, and abbreviations.
- Recognize the importance of spelling medical terms correctly.

#### **Clinical Specialty Procedures**

**3 Credit/90 Clock-Hours**

Clinical Specialty Procedures expands on the concepts of Clinical Procedures. This course focuses on working in an ambulatory outpatient clinic setting and understanding the role of the medical assistant in patient care. The content of this course will focus on specialty examinations and procedures, diagnostic testing, laboratory procedures and safety.

#### Objectives:

- Identify and distinguish between specialty exams, the equipment needed for the specialty exams, and educating patient in preparing for specialty exams.
- Identify and determine normal and abnormal ranges for pediatric vital signs, immunization procedures, immunization schedules, federal, state, and local laboratory regulations, as well as quality control/assurance measures.

February 17, 2023



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

- Identify and distinguish between normal and abnormal results for common laboratory testing and specialty laboratory equipment.
- Demonstrate proficiency in all skills objectives.

### **Clinical Laboratory and Patient Care Procedures**

**4 Credit/120 Clock-Hours**

Clinical Laboratory and Patient Care Procedures continues instruction pertaining to the medical assistant's role in an ambulatory outpatient clinic setting and preparation for future employment. The content of this course will focus on specialty procedures, laboratory tests and procedures, patient education, rehabilitation, first aid, and emergency patient care.

#### Objectives:

- Identify and perform appropriate blood collection techniques using applicable equipment.
- Identify and distinguish between cardiac testing procedures, monitoring, and technical equipment.
- Identify and assist with appropriate surgical procedures using applicable equipment.
- Identify, perform, and recommend laboratory testing.
- Identify routine health screenings/procedures that are recommended based on patients' age and health status.
- Write a resume, cover letter, and follow-up letter.
- Identify and use appropriate equipment in emergency situations as it pertains to the emergency at hand including wound care and first aid procedures.
- Provide patient education as it relates to rehabilitation, procedures, and nutritional recommendations.
- Demonstrate proficiency in all skill objectives.

### **Salt Lake Community College**

#### **Medical Terminology**

**2 Credit/60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

#### Objectives:

- Identify the four types of word parts in forming medical terms.
- Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
- Identify and apply acceptable medical abbreviations.
- Use knowledge of word parts to define unfamiliar medical terms.

#### **Medical Assistant Laboratory Procedures**

**2 Credit/60 Clock-Hours**

Medical Assistant Laboratory Procedures provides instruction in phlebotomy theory and skill performance; basic concepts, safety and procedures of the clinical lab; specimen handling; performance of CLIA waived hematology/serology, microbiology, and urinalysis testing.

#### Objectives:

- Differentiate the anatomy of venous structures essential in phlebotomy
- Recognize legal aspects of phlebotomy

February 17, 2023



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

- Distinguish equipment and supplies used to obtain blood samples
- Successfully perform technically correct and safe venipuncture using vacutainer butterfly, and syringe techniques
- Utilize basic concepts of clinical lab equipment and procedures
- Practice clinical laboratory safety and QC procedures
- Interpret and demonstrate CLIA waived testing in hematology, serology, microbiology, and urinalysis

### **Assisting with Medical Specialties I**

**2 Credit/60 Clock-Hours**

Assisting with Medical Specialties I provides concepts in nutrition and medical assisting skills for the specialty areas of minor surgery, ophthalmology, otolaryngology, dermatology, allergy and infectious disease, physical medicine/rehabilitation as well as geriatrics and pediatrics.

#### Objectives:

- Describe the roles of various nutrient components in the daily diet
- Describe common surgical instruments, minor surgical procedures, and techniques used to assist the physician with minor surgical procedures, and methods to maintain surgical asepsis
- Demonstrate the medical assisting skills as they relate to ophthalmology, dermatology, allergy and immunology
- Interpret special considerations and demonstrate skills of healthcare professionals as they relate to pediatrics and geriatrics

### **Assisting with Medical Specialties II**

**2 Credit/60 Clock-Hours**

Assisting with Medical Specialties II provides concepts of medical assisting skills for the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, cardiology, and ECG.

#### Objectives:

- Demonstrate the medical assisting skills as they relate to the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, and cardiology
- Demonstrate proper techniques for obtaining an ECG, and critique for heart function and electrocardiograph quality.

### **Workplace Preparation**

**1 Credit/30 Clock-Hours**

Workplace Preparation provides instruction on necessary certifications and preparation to enter the healthcare workforce including First Aid, CPR, application for employment, and preparation for final exam.

#### Objectives:

- Demonstrate first aid techniques
- Demonstrate Healthcare Provider level CPR as defined by the American Heart Association
- Identify and explain personal employment qualifications
- Assemble documents needed as part of the job application process.
- Apply knowledge gained throughout training program for successful completion of final exam



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### **Snow College**

#### **Medical Terminology**

**2 Credit/60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:

- Identify the four types of word parts in forming medical terms.
- Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
- Identify and apply acceptable medical abbreviations.
- Use knowledge of word parts to define unfamiliar medical terms.

#### **Patient Care**

**2 Credit/60 Clock-Hours**

This course will teach students to properly assist a provider and prepare a patient for an exam and small surgeries. Exams included are specialty, OB/GYN, and pediatric examinations and procedures. The basics about radiology and safety will be covered in this course as well as setting up a room for minor surgeries.

Objectives:

- Properly assisting a physician and prepare a patient for different types of exams
- Differentiate between types of radiologic procedures used to diagnose a patient.
- Discuss the importance of infection control when preparing for minor surgery.

#### **Laboratory and Surgical Procedures**

**2 Credit/60 Clock-Hours**

This course will cover the proper way for diagnostic testing and gathering samples. Some of the samples included are, sputum, blood, urine, bowel, throat, skin and several other. Safety around bodily fluids will be empathized. The proper way to run the tests and reading the results for samples collected will be covered. Assisting with minor surgeries will be covered in this chapter as well.

Objectives:

- Properly gather samples for tests ordered from the doctor.
- Demonstrate safety procedures around blood.
- Properly conduct diagnostic tests and read the results.
- Demonstrate how to properly assist a physician on a minor surgery.

#### **Health and Wellness**

**2 Credit/60 Clock-Hours**

The knowledge of geriatric patients and how they affect the medical field will be covered. Mental health will be addressed and different ways to cope with different stresses will be covered. The importance of cardiac procedures and how to competently perform several cardiac procedures will be included. Students will learn how to respond to medical emergencies and how to properly bandage a patient. Rehabilitation will be taught and the importance of nutrition and healthy living for patients and workers is important.



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### Objectives:

- Discuss why the geriatric field is so important in the medical field.
- Identify the concepts of mental health and demonstrate how they can get help for self or others.
- Demonstrate how to respond to medical emergencies and competently pass CPR
- Demonstrate proper technique for bandaging.
- Demonstrate the importance of a healthy lifestyle.

### **The Medical Assistant**

**1 Credit/30 Clock-Hours**

This course will prepare a medical assistant to enter the work field and being ready to apply for jobs and complete interviews. Learning to put together a resume and learning vital interview skills will be covered. Job responsibilities for a medical assistant will be covered and what their role is in those responsibilities.

### Objectives:

- Complete a resume and cover letter.
- Demonstrate professional appearance in an interview setting.
- Demonstrate effective office management skills.

### **Southwest Technical College**

### **Medical Terminology**

**2 Credit/60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

### Objectives:

- Identify the four types of word parts in forming medical terms.
- Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
- Identify and apply acceptable medical abbreviations.
- Use knowledge of word parts to define unfamiliar medical terms.

### **Medical Assisting Procedures I**

**2 Credit/60 Clock-Hours**

Medical Assisting Procedures I will focus on medical emergencies, rehabilitation, specialty exams, and healthy living. Concepts covered include BLS, proper application of bandages, wound care, pediatric, mental health, OB/GYN, patient education of mobility equipment, and healthy nutrition and lifestyles.

### Objectives:

- Manage emergencies in the medical office
- Perform first aid in accidents, injuries, and acute illnesses.
- Educate patients regarding proper diet and nutrition guidelines.
- Demonstrate the use of different mobility equipment.
- Demonstrate proper measurements of pediatric patients.

### **Medical Assisting Procedures II**

**2 Credit/60 Clock-Hours**

Medical Assisting Procedures II explores more advanced topics in the ambulatory care setting such as EKG, radiology procedures, and surgical assisting for in-office procedures. The content will focus on the

February 17, 2023





## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

sterile aspect of in-office surgical procedures. In the skills portion, you will learn the practical application of the procedures and topics presented.

### Objectives:

- Identify skills needed for procedures in areas such as: radiology, cardiac, and minor office surgeries.
- Define the correct steps for specialty procedures in radiology, cardiac and minor office surgeries.
- Demonstrate appropriate steps to safely assist with minor office surgeries.

### **Medical Assisting Lab Procedures**

**3 Credit/90 Clock-Hours**

Medical Assisting Lab Procedures explores the physician's office laboratory (POL). The student will learn appropriate specimen collection, processing, and testing procedures. They will focus on Clinical Laboratory Improvement Amendment (CLIA) waived tests. In the skills portion, they will learn the practical application of the procedures and topics presented. Employment readiness will be addressed as the student constructs documentation for job applications.

### Objectives:

- Identify appropriate CLIA waived tests used in the POL.
- Determine appropriate specimen collection, processing, and testing procedures.
- Identify proper disposal of biohazardous materials in the POL
- Define federal, state, and local health regulations as they relate to the POL
- Recognize the appropriate use of standard precautions when practicing in the POL
- Summarize the steps and rationale for Quality Control.
- Describe proper delivery of patient education in a simulated scenario.
- Explore necessary preparation for employment as a Medical Assistant.

### **Tooele Technical College**

### **Medical Terminology**

**1 Credit/30 Clock-Hours**

The Medical Terminology course will teach the basic structure of medical words. Emphasis is placed on the correct spelling and pronunciation of prefixes, suffixes, and root words. Students learn how to interpret and understand the meaning and how to effectively apply this knowledge in the language of medicine.

### Objectives:

- Identify the various types of word parts that are used to form medical terms.
- Demonstrate the correct pronunciation of medical terms.
- Identify proper deconstruction of complex medical terms to interpret the meaning of each element.

### **Medical Procedures I**

**2 Credit/60 Clock-Hours**

The Medical Procedures I course introduces students to the clinical laboratory and the processes of laboratory testing. Students will practice various methods of capillary and venous blood collection, as well as proper specimen collection technique for several lab tests. Concepts included are the analysis of urine, microbiology and immunology. Tests results will be compared to normal value ranges and students will learn the importance of critical value test results. The difference between bacteria and viruses and the characteristics associated with them will be discussed.

February 17, 2023



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### Objectives:

- Identify proper equipment and demonstrate various techniques of blood collection through capillary puncture and venipuncture methods
- Identify quality assurance practices and discuss quality control guidelines
- Memorize correct order of tube draw
- Prepare patient specimens for use with the microscope and centrifuge
- Understand the importance of using two patient identifiers in labeling patient specimens
- Proper collection, handling, and transport of patient specimens
- Utilize basic concepts of clinical lab equipment and procedures
- Interpret and demonstrate CLIA waived testing in hematology, serology, microbiology, and urinalysis

### **Medical Specialties I**

**2 Credit/60 Clock-Hours**

The Medical Specialties I course provides concepts in nutrition and medical assisting skills for the specialty areas of cardiology and EKGs, ophthalmology and otolaryngology, dermatology, allergy and infectious disease, gastroenterology, orthopedics and rheumatology, and neurology.

### Objectives:

- Describe the roles of various nutrient components in the daily diet
- Demonstrate the medical assisting skills as they relate to the specialty areas of cardiology and electrocardiography, ophthalmology and otolaryngology, dermatology, allergy and infectious disease, gastroenterology, orthopedics and rheumatology, and neurology
- Demonstrate proper techniques for obtaining an ECG

### **Medical Procedures II**

**1 Credit/30 Clock-Hours**

The Medical Procedures II course provides emergency preparedness basics and students will learn safety and survival techniques for various scenarios. Students will acquire their American Heart Association Healthcare Provider (BLS) CPR certification. Students will be introduced to common medical supplies and surgical instruments, as well as assisting with minor surgical procedures and maintaining surgical asepsis.

### Objectives:

- Recognize and explain first aid procedures for medical, injury, and environmental emergencies
- Demonstrate proper compression rates and technique, rescue breathing, and comprehension and use of the AED for infants, adolescents, and adults
- Identify common surgical instruments
- Demonstrate proper technique for sterilization of instruments

### **Medical Specialties II**

**2 Credit/60 Clock-Hours**

The Medical Specialties II course explores the different behavioral health disorders, including the etiology, signs, symptoms, diagnostic procedures, and treatments. It also provides medical assisting skills for the specialty areas of endocrinology, pulmonology, urology, reproduction, obstetrics and gynecology, pediatrics, geriatrics, radiology and nuclear medicine, and cancer medicine (oncology)

### Objectives:

- Describe how a medical assistant should assist with a mental or behavioral health examination

February 17, 2023



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

- Demonstrate the medical assisting skills as they relate to the specialty areas of endocrinology, pulmonology, urology, reproduction, obstetrics and gynecology, pediatrics, geriatrics, radiology and nuclear medicine, and cancer medicine (oncology)
- Interpret special considerations and demonstrate skills of healthcare professionals as they relate to pediatrics and geriatrics
- Identify diagnostic techniques, x-ray views and patient positions used in x-ray examinations
- Recognize terms related to the causes, diagnosis, and treatment of cancer

### **Employment Skills and Strategies**

**1 Credit/30 Clock-Hours**

The Employment Skills and Strategies course is designed to assist students in their journey from the classroom to the workplace. Students will be introduced to the soft skills that are highly desired in today's workplace and they will learn to identify their own unique qualities and learn ways to strengthen them by tracking their habits and setting goals. By the end of the course students will be able to recognize their own strengths and weaknesses, and know how to better engage and develop excellent employee skill sets that will guide them to success in their chosen career field. They will learn to design an effective resume and cover letter and learn essential interview techniques and strategies. Participating in a mock interview will provide invaluable feedback and advice to solidify the student's confidence in achieving their professional goals.

Objectives:

- Self-Management: attitude, goal setting, life management, time and stress management and organization skills, etiquette/dress
- Workplace Basics: ethics, politics, diversity, accountability and workplace relationships, quality organizations and service, human resources and policies
- Relationships: communication, electronic communications, motivation, leadership and teams, conflict and negotiation
- Learn skills to create a personalized and exemplary resume and cover letter.

### **Uintah Basin Technical College**

#### **Medical Terminology**

**2 Credit/60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:

- Identify the four types of word parts in forming medical terms.
- Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
- Identify and apply acceptable medical abbreviations.
- Use knowledge of word parts to define unfamiliar medical terms.

#### **Medical Assisting Lab Procedures**

**2 Credit/60 Clock-Hours**

This course provides instruction in phlebotomy theory and skills performance: basic concepts, safety and procedures of the clinical lab: specimen handling: CLIA waived hematology/serology, microbiology and urinalysis testing.

February 17, 2023



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

### Objectives:

- Differentiate the anatomy of venous structures essential in phlebotomy.
- Recognize legal aspects of phlebotomy.
- Distinguish equipment and supplies used in phlebotomy
- Successfully perform technically correct and safe venipuncture using butterfly, vacutainer, and syringe.
- Practice clinical laboratory safety and QC procedures.
- Interpret and demonstrate CLIA waived testing in hematology, serology, microbiology, and urinalysis.
- Utilize basic concepts of clinical lab equipment/procedures.

### **Medical Assisting Specialty Procedures I**

**2 Credit/60 Clock-Hours**

This course provides concepts in nutrition and medical assisting skills for the specialty areas of minor surgery, ophthalmology, otolaryngology, dermatology, allergy and infectious disease, Physical rehab as well as geriatrics and pediatrics.

### Objectives:

- Describe the roles of various nutrient components in the daily diet.
- Describe common surgical instruments, minor surgical procedures, and techniques used to assist the physician with minor surgical procedures, and methods to maintain surgical asepsis.
- Demonstrate the medical assisting skills as they relate to ophthalmology, dermatology, allergy, and immunology.
- Interpret special considerations and demonstrate skills of healthcare professionals as they relate to pediatrics and geriatrics.

### **Medical Assisting Specialty Procedures II**

**2 Credit/60 Clock-Hours**

This course provides concepts of medical assisting for the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, cardiology and ECG.

### Objectives:

- Demonstrate the medical assisting skills as they relate to the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, and cardiology.
- Demonstrate proper techniques for obtaining an ECG, and critique for heart function and electrocardiograph quality.

### **Prepare for the Workplace**

**1 Credit/30 Clock-Hours**

This course provides instruction on the necessary certifications and preparation to enter the healthcare workforce including First Aid, CPR, application for employment and preparation for final exam and national certifications.

### Objectives:

- Demonstrate First Aid Techniques.
- Demonstrate Healthcare Provider Level CPR as defined by the American Heart Association.
- Identify and explain personal employment qualifications.
- Assemble documents needed as part of the job application process.

February 17, 2023



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

- Apply knowledge of anatomy, physiology, medical terminology, clinical, and administrative medical assisting procedures using certification practice exams.
- Keyboarding skills at 40 WPM or greater.

### Utah State University

#### Emergency First Response

**3 Credits/90 Clock-Hours**

Emergency First Response is a course designed to help the student master the skills and concepts necessary to become an Emergency Medical Responder. An EMR performs basic lifesaving and first aid.

Objectives:

- Explain the basic components of the EMS system and the function of the EMR within EMS.
- Lift, move, and position patients safely and effectively.
- Recognize potential life threats based on a systematic patient assessment.
- Demonstrate the ability to assess patients, including appropriate physical exams, histories, baseline vital, and reassessments, and give a thorough patient report.

#### Medical Terminology

**2 Credit/60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:

- Identify the four types of word parts in forming medical terms.
- Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
- Identify and apply acceptable medical abbreviations.
- Use knowledge of word parts to define unfamiliar medical terms.

#### Phlebotomy I

**2 Credits/60 Clock-Hours**

Students learn about the past and present of phlebotomy practices, infection control, equipment and safety, the circulatory system, medical terminology, anatomy and physiology, pre-analytical consideration, venipuncture, straight venipuncture, butterfly venipuncture, special collections, patient identification and other relevant skills.

Objectives:

- Identify laboratory, OSHA, hazardous material, blood borne pathogen exposures, warning symbols, infection control and patient safety rules.
- Identify and use laboratory equipment and computer systems
- Demonstrate use of basic terminology for the healthcare setting, understand and utilize correct order of draw, and explain the basis of human anatomy and physiology related to venipuncture
- Correctly and safely draw blood from a patient by properly using any equipment and supplies necessary while identifying and adjusting for any challenges associate with the venipuncture.

#### Phlebotomy II

**1 Credit/30 Clock-Hours**

Students learn about advanced phlebotomy procedures to ensure adequate knowledge and skills in their professional field. Students will be able to hone their communication skills and well as their phlebotomy

February 17, 2023



## Utah System of Higher Education

Medical Assistant

FY2023 / 28 Credits (900 Clock-Hours)

skills, while practicing real-life scenarios in a controlled classroom environment. Students learn about phlebotomy jobs and how to prepare the field by applying and demonstrating all skills learned.

### Objectives:

- Obtain knowledge of advanced venipuncture procedures and identify when they are to be used.
- Correctly and safely perform blood draws from a patient by properly using any equipment and supplies necessary while identifying and adjusting for any challenges associated with the venipuncture.
- Demonstrate communication skills appropriate for the phlebotomy industry.
- Discuss the employment requirements and career opportunities within the phlebotomy industry.

### Preparation for Workforce Entry

**1 Credit/30 Clock-Hours**

The preparation for workforce entry course prepares students to navigate obtaining employment as entry-level medical assistants. The student will prepare a resume that can be used as they prepare to apply for employment opportunities. Job interview techniques, proper dress, and applying to "Aggie Handshake" job board will be taught.

### Objectives:

- Demonstrate the ability to produce a coherent and concise resume to present during job application.
- Practice skills in interview technique
- Verbalize an understanding of proper hygiene
- Dress for the job interview.
- Demonstrate knowledge of internet and print resources to find job opportunities



**Utah System of Higher Education**  
 Medical Coding and Billing  
 FY2023 / 30 Credits (900 Clock-Hours)

<b>Medical Coding and Billing</b>			
Institutions: Davis, Mountainland, Ogden-Weber, Salt Lake			
Certificate of Program Completion (Catalog Year: 2023, 30 Credits/900 Clock-Hours Required, CIP: 51.0713)			
<b>Core (21 Credits/630 Clock-Hours)</b>		<b>Credits</b>	<b>Clock-Hours</b>
TEMC 1050	Medical Insurance Billing I	2	60
TEMC 1060	Medical Insurance Billing II	3	90
TEMC 1070	Medical Office Software	2	60
TEMC 1110	Coding I	3	90
TEMC 1120	Coding II	3	90
TEMC 1130	Coding III	3	90
TEMC 1140	Coding IV	3	90
TEMC 1900	Coding Certification Exam Prep	2	60
<b>Electives (9 Credits/270 Clock-Hours)</b>			
<b>Davis Technical College</b>			
TEMC 1010	Introduction to Medical Coding and Billing	1	30
WKSK 1400	Workplace Success	2	60
TEMC 1210	Medical Terminology and Anatomy for Coding I	2	60
TEMC 1220	Medical Terminology and Anatomy for Coding II	2	60
TEBP 1030	Operating Systems and Email Applications	1	30
TEBP 1031	Word Processing Fundamentals	1	30
<b>Mountainland Technical College</b>			
TEMC 1020	Introduction to Medical Coding and Billing	1	30
TEMC 1230	Medical Terminology and Anatomy I	3	90
TEMC 1240	Medical Terminology and Anatomy II	3	90
TEMC 1410	Communications for Health Care Professionals	2	60
<b>Ogden-Weber Technical College</b>			
TEMC 1030	Introduction to Medical Coding	1	30
TEMC 1040	Introduction to Medical Billing	1	30
TEMC 1080	Medical Terminology	2	60
TEMA 1040	Anatomy and Physiology	4	120
TEMC 1420	Communication and Customer Service	1	30
<b>Salt Lake Community College</b>			
TEMC 1430	Workplace Relations	1	30
TEMC 1150	Business Grammar	1	30
TEMC 1160	Business Writing	1	30
TEMC 1250	Medical Terminology & Anatomy I	2	60
TEMC 1260	Medical Terminology & Anatomy II	2	60
TEMC 1170	Word Essentials	1	30
TEMC 1180	Excel Essentials	1	30



## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

### PROGRAM DESCRIPTION

The Medical Coding and Billing program provides students with the technical skills and knowledge for an entry-level position in a health care setting through competency-based education.

All students in the Medical Coding and Billing program study medical terminology, anatomy, laws and ethics, standard medical billing and coding methods, medical coding software, and functions of the Electronic Health Record (EHR). Students develop administrative office skills, receive hands-on experience using a Medical EHR system to schedule, manage patient accounts, and enter patient documentation. The program prepares students to work as entry-level Medical Coder and/or Biller in a medical office, clinic, or hospital.

In addition, medical coding and billing specialists examine how to code diagnoses and procedures performed or identified by a physician. Students also explore how to process health insurance claims, examine coverage issues, and processes for billing and collections. Medical billing and coding specialists prepare to take the National Certified Professional Coding (CPC) examination through American Academy of Professional Coders (AAPC). There are other medical coding certification exams available including Certified Coding Specialist (CCS) offered by the American Health Information Management Association (AHIMA) and the Certified Medical Coder (CMC) offered by the Practice Management Institute (PMI).

#### Objectives:

- Define anatomy and medical terminology.
- Explain medical, legal and ethical responsibilities.
- Discuss the elements necessary for HIPAA compliance.
- Locate, document, and validate appropriate diagnostic and procedure codes using the current ICD-10-CM, CPT, and HCPCS coding manuals for professional services.
- Demonstrate proper billing, insurance claim preparation using medical office software, and reimbursement.
- Prepare to sit for the National Certification Exam.

### COURSE DESCRIPTIONS

#### Medical Insurance Billing I

**2 Credits/60 Clock-Hours**

The Medical Insurance Billing I course is designed to provide the student with advanced skills necessary to perform and understand current processes regarding medical billing and collection concepts, regulations and guidelines.

#### Objectives:

- Identify the background and importance of accurate insurance claims submissions, coding and billing
- Differentiate between professional ethics and medical etiquette
- Identify instances when an employer, an employee or independent contractor can be liable when billing for medical services
- Demonstrate understanding of Privacy, Security and HIPAA in a healthcare setting.
- Explain Medical Necessity as it relates to National Correct Coding Initiative (NCCI/CCI)

February 17, 2023





## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

- Recognize various health Insurance models and explain best practices and tools for ensuring accurate and timely submission of medical claims for payment.
- Provide basic knowledge of national diagnosis and procedure/service coding systems
- Explain the impact of coding compliance, clinical documentation improvement (CDI), and coding for necessity

### **Medical Insurance Billing II**

**3 Credits/90 Clock-Hours**

The Medical Insurance Billing II course is designed to provide the student with advanced skills necessary to perform and understand current processes regarding medical billing and collection concepts, regulations and guidelines. After successful completion of Medical Billing and Collections I and II the student will be able to apply correct billing concepts and demonstrate understanding of the medical claim life cycle.

Objectives:

- Explain Insurance carrier processing and payment received
- Identify major health insurance models and payers
- Construct a claim form
- Explain information about major insurance Programs and federal health care legislation
- Identify revenue cycle management concepts.
- Recognize hospital facility billing concepts and reimbursement methodology

### **Medical Office Software**

**2 Credits/60 Clock-Hours**

The Medical Office Software course is designed to provide the student with hands on experience using practice management software comparable to the software used in medical offices today and basic knowledge of electronic health records (EHR).

Objectives:

- Identify the purpose for using a medical practice management system, and how legislation affects health information technology and medical practice management programs.
- Demonstrate how to use the administrative functions of a medical practice management software program.
- Demonstrate how to use the financial functions of a medical practice management software program.

### **Coding I**

**3 Credits/90 Clock-Hours**

The Coding I course is designed to introduce students to the business side of medicine in the outpatient setting and provide the student with the skill and knowledge necessary to analyze and extract key information from the medical record to assign ICD-10-CM codes. This course also covers a detailed explanation of ICD-10-CM coding guidelines.

Objectives:

- Demonstrate correct code assignment using coding guidelines.
- Identify the correct diagnostic code (characters), using the guidelines, alphabetic index, and tabular list.
- Differentiate the information from patient chart notes and surgical notes to identify the diagnostic term(s).
- Select the correct coding sequence for billing purposes.
- Demonstrate understanding of the business side of medicine in the outpatient setting.

February 17, 2023



## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

### Coding II

**3 Credits/90 Clock-Hours**

The Coding II course is a continuation of Coding I. This course is designed to provide the student with the knowledge and skills essential to evaluate and extract significant information from the medical record and to assign the correct CPT, HCPCS, modifiers and diagnostic codes to the medical claim. This course also covers a detailed explanation of CPT coding concepts and guidelines.

#### Objectives:

- Describe key components and common pathologies of the skin, hair, nails and breasts.
- Analyze procedures and surgeries as they relate to the skin, hair, nails and breasts.
- Describe the components and common pathologies of the musculoskeletal system.
- Analyze orthopedic surgeries and how they relate to pathological conditions.
- Describe basic anatomy and functions of the respiratory system, hemic and lymphatic systems, and the mediastinum and diaphragm.
- Review diagnoses common to the respiratory system, the hemic and lymphatic systems, and the mediastinum and diaphragm.
- Identify HCPCS Level II codes and guidelines as they apply to the respiratory system, the hemic and lymphatic systems, and the mediastinum and diaphragm.
- Demonstrate appropriate use of modifiers.

### Coding III

**3 Credits/90 Clock-Hours**

The Coding III course is a continuation of Coding II. This course is designed to provide the student with the knowledge and skills essential to evaluate and extract significant information from the medical record and to assign the correct CPT, HCPCS, Modifiers and diagnostic codes to the medical claim. This course also covers a detailed explanation of CPT coding concepts and guidelines.

#### Objectives:

- Define key terms and common pathologies related to the cardiovascular system.
- Analyze cardiovascular procedures and surgeries, and where in CPT to locate relevant codes.
- Define and understand key terms and procedures associated with the digestive tract.
- Describe anatomy associated with procedures performed on the digestive tract.
- Assign appropriate CPT surgery codes from the digestive subsection.
- Describe the anatomy and function of the urinary system and male reproductive system.
- Demonstrate appropriate use of modifiers.
- Explain ICD-10-CM and HCPCS Level II codes and coding guidelines as they apply to the systems covered in this course.

### Coding IV

**3 Credits/90 Clock-Hours**

The Coding IV course is a continuation of Coding III. This course is designed to provide the student with the knowledge and skills essential to evaluate and extract significant information from the medical record and to assign the correct CPT, HCPCS, Modifiers, and diagnostic codes to the medical claim. This course also covers a detailed explanation of CPT coding concepts and guidelines.

#### Objectives:

- Identify anatomical concepts important to understand the endocrine and nervous systems.
- Analyze eye surgeries and ear surgeries and how they relate to the most common pathologies.



## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

- Interpret anesthesia coding guidelines and determine when other services may be billed in conjunction with anesthesia.
- Describe anatomical planes, anatomical directions, and positioning in radiology.
- Define key terms associated with radiology and describe the use and coding of contrast material.
- Define terms and concepts specific to pathology and laboratory coding.
- Analyze E/M services and differentiate between a new patient and an established patient. Abstract a provider's note to arrive at the level of service.
- Discuss diverse noninvasive or minimally invasive diagnostic and therapeutic services covering multiple specialties.

### Coding Certification Exam Prep

**2 Credits/60 Clock-Hours**

The Coding Certification Exam Prep course prepares students to sit for a national coding certification. This comprehensive course covers all of the necessary information and skills required to pass the exam and become a certified medical coder. The course also includes practical exercises and mock exams to help students develop the coding skills and confidence needed to pass the exam.

#### Objectives:

- Explore the pre-review exam
- Identify the elements of ICD-10 - CM, CPT, and HCPCS.
- Define relevant medical terminology and anatomy.
- Explain how to schedule an exam and maintain credentials.

## NON-ALIGNED (ELECTIVE) COURSES

### Davis Technical College

#### Introduction to Medical Coding and Billing

**1 Credit/30 Clock-Hours**

Introduction to Medical Coding and Billing will present the program orientation and students will explore various program concepts. This course will introduce students to HIPAA guidelines. The course will also cover emergency procedures and infection control in the healthcare office.

#### Objectives:

- Explain the background of the HIPAA regulations, HIPAA privacy and security rules, OSHA's role in regulating safety and health standards for the healthcare office, the role of workplace professionalism in career success
- Describe the role of the health professional in HIPAA compliance, patient rights provided by HIPAA, procedures and processes to assure current and future compliance with evolving HIPAA regulations, steps to maintain office security, the new hazardous communication standards, the job responsibilities the medical billing and coding specialist.
- Define legal terminology used in the HIPAA regulations.
- Identify the training requirements for HIPAA compliance, violations of HIPAA, compare medical ethics and medical etiquette.

#### Workplace Success

**2 Credits/60 Clock-Hours**

Workplace Success is designed to help students develop essential work habits and attitudes as well as human-relation skills needed to maintain gainful and satisfying employment. Topics include common challenges faced in the workplace, such as presenting yourself professionally, developing a professional work ethic, developing interpersonal skills, navigating office politics successfully, and

February 17, 2023



## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

planning and managing your career.

Objectives:

- Demonstrate a positive attitude and set and accomplish personal and career goals
- Manage time, stress, organization and finances
- Explain conflict resolution, negotiation and communication in the workplace
- Display a strong work ethic and illustrate accountability
- Perform work within a group effectively and discuss the value of negotiation and compromise
- Describe the basics of public speaking and presenting a professional demeanor
- Implement career goals and take active control of professional life

### **Medical Terminology and Anatomy for Coding I**

**2 Credits/60 Clock-Hours**

This course is designed to introduce the students to key medical coding guidelines and will tie medical terminology and anatomy terms to current medical codes. Students will study and learn the language of the medical professional and how specific vocabulary relates to both ICD-10-CM and CPT codes.

Objectives:

- Recognize common abbreviations used in each body system and specialty area.
- Build, analyze, and define medical terms using word parts
- Apply medical terminology and anatomy to current ICD-10-CM and CPT coding definitions
- Describe the origin of medical terms, organizational components of the body, directional terms, anatomic plans, regions, and quadrants.
- Identify the major body systems structure and their related word parts and plural endings for medical terms
- Define medical terms related to diseases and disorders, diagnostic terms for each body system, Surgical terms related to each body system, the four-word parts and the combining vowel

### **Medical Terminology and Anatomy for Coding II**

**2 Credits/60 Clock-Hours**

This course is a continuation of Medical Terminology and Anatomy for Coding I. This course is designed to introduce the students to key medical coding guidelines and will tie medical terminology and anatomy terms to current medical codes. Students will study and learn the language of the medical professional and how specific vocabulary relates to both ICD-10-CM and CPT codes.

Objectives:

- Recognize common abbreviations used in each body system and specialty area.
- Build, analyze, and define medical terms using word parts
- Apply medical terminology and anatomy to current ICD-10-CM and CPT coding definitions
- Describe the origin of medical terms, organizational components of the body, directional terms, anatomic plans, regions, and quadrants.
- Identify the major body systems structure and their related word parts and plural endings for medical terms
- Define medical terms related to diseases and disorders, diagnostic terms for each body system, Surgical terms related to each body system, the four-word parts and the combining vowel

### **Operating Systems and Email Applications**

**1 Credit/30 Clock-Hours**

In this course students will learn essential skills needed to successfully use a computer in school and at work. They will learn how to maneuver within the Windows environment through hands-on activities; including, launching programs, working with windows and the taskbar to enable multitasking, customizing

February 17, 2023



## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

the desktop, and managing files. Students will learn to use both a USB drive and the cloud for file storage. Finally, students will learn how to use the Internet to efficiently search for information on the Web and send and receive email.

### Objectives:

- Practice occupational safety when working on computers.
- Customize a computer work environment under the Windows 10 Operating System.
- Operate a computer using basic operating system functions.
- Multitask effectively using the taskbar and program windows.
- Use common features found in drop-down menus, on toolbars and ribbons, and on scroll bars.
- Demonstrate understanding of computer file structures by creating new folders and subfolders to organize files.
- Find files and folders with Windows Search and Windows Explorer.
- Define the Internet and describe how a computer connects to it.
- Navigate the web by using a browser's address bar, hyperlinks, favorites, the history panel, and search engines.
- Identify when you are browsing with a secure connection.
- Send, receive, and reply to email message.
- Attach files to and open attachments from email messages.
- Describe common ways to safeguard against Internet security threats.
- Use email contacts to send messages to multiple addressees and create groups.

### **Word Processing Fundamentals**

**1 Credit/30 Clock-Hours**

In this course students will learn essential skills needed to successfully use a computer in school and at work. They will learn how to maneuver within the Windows environment through hands-on activities; including, launching programs, working with windows and the taskbar to enable multitasking, customizing the desktop, and managing files. Students will learn to use both a USB drive and the cloud for file storage. Finally, students will learn how to use the Internet to efficiently search for information on the Web and send and receive email.

### Objectives:

- Navigate in a document using the mouse, the scroll bars, and the navigation pane.
- Open, close, and save a document.
- Select, copy, move, and edit text.
- Customize documents using character, paragraph, and section formatting.
- Use and customize the Ribbon, the Quick Access toolbar, and the Mini toolbar.
- Use the proofreading tools, including the Spelling and Grammar check and Find and Replace.

### **Mountainland Technical College**

#### **Introduction to Medical Coding and Billing**

**1 Credit/30 Clock-Hours**

The Introduction to Medical Coding and Billing course starts with a new student orientation and an outline of the Medical Coding and Billing course and program policies. Students complete assignments in Word and Excel that are essential for the workplace. Students create a cover letter and current resume.

### Objectives:

- Review and acknowledge Mountainland Technical College (MTECH) and classroom policies.

February 17, 2023



## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

- Demonstrate how to use Canvas and MTECH Student Portal.
- Attach and upload files to a USB or Google Storage.
- Demonstrate basic skills of formatting text, copy, cut, adjust line spacing, spell check, find and replace option and printing in Word.
- Demonstrate basic skills of formatting cells, sorting columns, use the sum, average and find function in Excel.
- Search for online employment opportunities and understand the skills and knowledge required for employment.
- Produce a cover letter and resume.

### **Medical Terminology and Anatomy I**

**3 Credits/90 Clock-Hours**

This course will introduce students to important word parts such as roots, prefixes and suffixes that provide a foundation for learning medical terms. This course is organized by body systems and begins with an overview of terminology associated with the body's structures and functions, continues through diseases and disorders, and ends with diagnostic procedures, treatments and Pharmacology. Medical Terminology and Anatomy I covers the Integumentary, Muscular, Skeletal, Digestive, Urinary and Reproductive Systems.

#### Objectives:

- State the rules for word components that form medical terms including common prefixes, suffixes and root words as they pertain to each body system.
- Describe the rules for using singular and plural terms.
- Define medical words, abbreviations and acronyms.
- Interpret graphic symbols into their medical terms.
- Describe the structural organization of the human body.
- Distinguish the location and function of anatomical terms.
- Identify body planes, directional terms, quadrants and cavities of the human body.
- Demonstrate steps to locate medical words using either a medical dictionary or an online resource.

### **Medical Terminology and Anatomy II**

**3 Credits/90 Clock-Hours**

This course is a continuation of Terminology & Anatomy I. The course is organized by body systems and begins with an overview of terminology associated with the body's structures and functions, continues through diseases and disorders, and ends with diagnostic procedures and treatments including Pharmacology.

Medical Terminology and Anatomy II covers Respiratory, Cardiovascular, Lymphatic, Endocrine and Nervous Systems.

#### Objectives:

- List the location and function of anatomical terms for each body system.
- Describe the structural organization of the human body of each body system.
- Identify the anatomical location of major organs in each body system.
- Compare the structure and function of the human body across the lifespan.
- Describe the normal function of each body system.
- Identify common pathology related to each body system.
- Recognize terms related to pathology and procedures for mental and behavioral health.



## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

### **Communication for Health Care Professionals**

**2 Credits/60 Clock-Hours**

This course is designed to provide the student with successful therapeutic communication skills that are necessary in a healthcare setting.

#### Objectives:

- List six steps to successful professional communication.
- Compare professional, therapeutic, and social communications.
- Contrast verbal and nonverbal communication by using examples.
- Examine barriers to multicultural therapeutic communication
- Describe examples of the negative and positive components of both the alternative and traditional therapies for medical care.
- List essential guidelines for therapeutic communication for each age group.
- Compare multiple therapeutic responses for clients who are angry, depressed or have addictive disorders.
- Identify cultural differences in life-altering illness, grief and death experiences.

### **Ogden-Weber Technical College**

#### **Introduction to Medical Coding**

**1 Credit/30 Clock-Hours**

This course is designed to provide the student with an introduction to the role and responsibilities of a medical coder and explain some of the basic tools and resources used by medical coders in the performance of their duties.

#### Objectives:

- Comprehend the meaning of Medical Coding.
- Recognize the difference between Medical Coding and Medical Billing.
- List the primary code classification systems used by Medical Coders and Medical Billers.
- Explain the purpose of ICD-10-CM codes, CPT codes and HCPCS Level II codes.
- Perform a basic code search for a diagnosis code.
- Perform a basic code search for a procedure code.

#### **Introduction to Medical Billing**

**1 Credit/30 Clock-Hours**

This course is designed to introduce the student to the role and responsibilities of a medical biller and provide the student with the basic skills necessary to prepare a claim form for submission for reimbursement.

#### Objectives:

- Describe the types of health insurance and identification cards associated with the health care plans.
- Identify the different code sets used for billing.
- Explain the importance of a fully completed patient demographic form.
- Recognize the requirements for specific blocks on the CMS-1500 claim form.
- Accurately complete a CMS-1500 claim form for a patient's encounter in the provider's office.
- Explain the advantages of electronic claims submission.
- Decipher the EOB and determine the next step in the billing process.
- Explain the difference between rejected claims and denied claims.
- Describe the function of rebilling.

February 17, 2023



## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

- Describe the different approaches to collections.

### **Medical Terminology**

**2 Credits/60 Clock-Hours**

This course will provide instruction on how to interpret and understand medical language as well as the basic structure of medical words. Additionally, this course will explore interpretations of medical abbreviations for those seeking a career in medicine.

Objectives:

- Identify the role of the four main types of word parts that make up medical terms.
- Use knowledge of word parts to define unfamiliar medical words.
- Describe steps to locate medical words using either a medical dictionary or an online resource.
- Define commonly used word parts, medical terms, and abbreviations.
- Recognize the importance of spelling medical terms correctly.

### **Anatomy and Physiology**

**4 Credits/120 Clock-Hours**

The Anatomy and Physiology course is designed to familiarize the student with the plan and structure of the human body, its function under normal, healthy conditions, and an introduction to the body's response to illness and disease. Instruction covers an overview of all organ systems, including diagnostic treatment modalities. Medical terms as they relate to the body and correct spelling and pronunciation are taught.

Objectives:

- Locate and label major organs and structures in the body systems.
- Identify and state the function of the major anatomical components of the human body.
- Describe common disorders associated with each major anatomical component.
- Identify common pathology related to each body system.

### **Communication and Customer Service Skills**

**1 Credit/30 Clock-Hours**

This course will explore the basic structure and function of the human body, as well as common disease processes and treatments.

Objectives:

- Describe the structural organization of the human body
- List the body systems
- Describe body planes, directional terms, quadrants and cavities
- List the major organs that comprise each body system
- Identify the anatomical location of major organs in each body system
- Compare the structure and function of the human body across the life span
- Describe the normal function of each body system
- Identify common pathology related to each body system

## **Salt Lake Community College**

### **Workplace Relations**

**1 Credit/30 Clock-Hours**

This course will provide training in workplace relationship, including interaction skills, managing difficult people, with an emphasis on soft skills.

Objectives:

- Demonstrate excellent Workplace Relations skills

February 17, 2023





## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

- Explain workplace skills as a Workplace Relations Representative
- Describe the importance of ethics as a Workplace Relations Representative
- Demonstrate professionalism as a Workplace Relations Representative
- Understand problem resolution and recovery strategies
- Explain the importance of Workplace Relationship when viewing organizational goals and professional skills required.

### **Business Grammar**

**1 Credit/30 Clock-Hours**

Students will gain a greater knowledge of grammar and how to apply it in business settings. Students will learn how to use verb tenses, subject verb agreements, parts of speech, active and passive voice, as well as identifying grammatical errors.

Objectives:

- Demonstrate the correct use of English grammar in written communications
- Demonstrate the ability to identify common grammar errors in written correspondence
- Apply proper sentence structure
- Demonstrate proper use of difficult and confusing words

### **Business Writing**

**1 Credit/30 Clock-Hours**

Students learn the basic elements of Business Writing, including the use of grammar and proofreading review. Students will develop and review various business documents.

Objectives:

- Demonstrate the ability to organize thoughts to create professional business documents
- Create a variety of business documents, including emails, memos, and letters in the proper format
- Develop a complete, ready-to-go resume, cover letter, and thank you note
- Proofread professional documents for clarity and grammar use

### **Medical Terminology & Anatomy I**

**2 Credits/60 Clock-Hours**

This course will teach students how to break down medical terms into root words, prefixes and suffixes in order to interpret and understand the medical language. Students will gain knowledge of medical abbreviations. Additionally, this class covers human anatomy and physiology concepts required to help students prepare for the Medical Coding Certification exam.

Objectives:

- Identify roots, prefixes, and suffixes that form the medical terms.
- Define medical terms and abbreviations
- Identify directional terms and body planes
- Explain how body systems function and interact
- Identify anatomical terms

### **Medical Terminology & Anatomy II**

**2 Credits/60 Clock-Hours**

This course is a continuation of Medical Terminology & Anatomy I. This course will continue to teach how to break down medical terms in order to interpret and understand the medical language as well as gain knowledge of medical abbreviations of additional body systems.

Objectives:

- Identify roots, prefixes, and suffixes that form the medical terms

February 17, 2023



## Utah System of Higher Education

Medical Coding and Billing

FY2023 / 30 Credits (900 Clock-Hours)

- Define medical terms and abbreviations
- Identify the location of organs in the body system
- Explain how body systems function and interact
- Identify common pathology related to each body system

### Word Essentials

1 Credit/30 Clock-Hours

Students will gain a basic understanding on how to use Word for both work and home. Coverage will include formatting and modifying, as well charts and tables.

Objectives:

- Demonstrate how to use open, close, save, rename and print
- Demonstrate how to use the clipboard, cut, copy and pasting features
- Demonstrate how to format text
- Demonstrate se the proofreading tools, including Spell Check, Grammar Check, as well as Find and Replace

### Excel Essentials

1 Credit/30 Clock-Hours

Students will gain a basic understanding on how to use Excel for both work and home. Coverage will include formatting and modifying, as well as simple functions.

Objectives:

- Demonstrate how to open, close, save, rename and print
- Demonstrate how to use the clipboard, cut, copy and pasting features
- Demonstrate how to format text
- Use the proofreading tools, including Spell Check, Grammar Check, as well as Find and Replace
- Demonstrate how to enter simple functions
- Identify rows and columns



**Utah System of Higher Education**  
Pharmacy Technician – Entry Level  
FY2023 / 13 Credits (450 Clock-Hours)

<b>Pharmacy Technician – Entry Level</b>			
Institutions: Mountainland			
<i>Certificate of Program Completion (Catalog Year: 2023, 13 Credits/450 Clock-Hours Required, CIP: 51.0805)</i>			
<b>Core (13 Credits/480 Clock-Hours)</b>		<b>Credits</b>	<b>Clock-Hours</b>
TEPT 1010	Introduction to Pharmacy	3	90
TEPT 1100	Community Pharmacy Practice	3	90
TEPT 1110	Institutional Pharmacy Practice	3	90
TEPT 1910	Pharmacy Technician Externship	4	180



## Utah System of Higher Education

Pharmacy Technician – Entry Level  
FY2023 / 13 Credits (450 Clock-Hours)

### PROGRAM DESCRIPTION

The Pharmacy Technician – Entry Level program prepares students to support pharmacists by performing a wide range of practice-related duties for community, institutional, compounding, long-term care, mail-order, and other pharmaceutical settings. Students learn the most common medications, calculate dosages, process prescriptions, bill third-party insurance, learn aseptic techniques, and prepare sterile and non-sterile compounded medications. Students receive extensive hands-on training in the lab area using advanced pharmacy technology.

#### Objectives:

- Practice personal and interpersonal skills needed in various pharmacy settings.
- Demonstrate the pharmacy technician's role in the medication-use process and wellness promotion.
- Recall the most utilized drugs by brand and generic name, indications, and interactions.
- Solve pharmacy mathematical calculations.
- Prepare sterile and non-sterile compounds.

### COURSE DESCRIPTIONS

#### Introduction to Pharmacy

**3 Credit/90 Clock-Hours**

This course serves as an introduction to the pharmacy technician profession, pharmacy technician roles, and the different types of pharmacies within the healthcare delivery system. Students are introduced to state and federal pharmacy practice laws, and the pharmacists' patient care process. Students learn the concepts of pharmacology, medications, and calculations needed to ensure patient safety.

#### Objectives:

- Compare and contrast the pharmacy technician's role, pharmacist's role, and other occupations in the healthcare environment.
- Describe and apply state and federal laws pertaining to pharmacy practice.
- Recognize and apply the pharmacists' patient care process.
- Relate the basic history of pharmacy to today's pharmacy practice.
- Demonstrate the technicians' role in the medication use process.

#### Community Pharmacy Practice

**3 Credits/90 Clock-Hours**

This course teaches the skills necessary for working in community pharmacy settings. Students perform hands-on skill simulations including data entry, prescription processing, billing, fulfillment, inventory management, customer service, and patient safety.

#### Objectives:

- Identify the most utilized drugs by brand and generic name and their indications.
- Recognize common drug interactions.
- Perform essential duties and functions of a pharmacy technician in a community pharmacy.
- Describe major trends, issues, goals, and initiatives taking place in the pharmacy profession.
- Initiate, verify, and manage billing for complex and/or specialized pharmacy services and goods.
- Apply interpersonal skills, including negotiation skills, conflict resolution, customer service, communicating patient safety, and teamwork.



## Utah System of Higher Education

Pharmacy Technician – Entry Level  
FY2023 / 13 Credits (450 Clock-Hours)

### **Institutional Pharmacy Practice**

**3 Credits/90 Clock-Hours**

This course teaches the skills necessary for working in institutional pharmacy settings. Students will utilize hands-on skill simulations of institutional pharmacy responsibilities including sterile compounding and aseptic technique, hazardous drug management, unit dosing and dispensing, patient safety, and communication with hospital staff.

#### Objectives:

- Practice and adhere to effective infection control procedures.
- Prepare compounded sterile preparations per applicable, current United States Pharmacopeia chapters.
- Demonstrate knowledge of anatomy, physiology and pharmacology, and terminology relevant to the pharmacy technician's role.
- Perform essential duties and functions of a pharmacy technician in an institutional setting.
- Describe the different methods of drug delivery and administration within institutional settings.
- Practice patient safety and communication with hospital staff.

### **Pharmacy Technician Externship**

**4 Credits/180 Clock-Hours**

In this course, students will demonstrate their abilities to function as a pharmacy technician in industry settings. This experience takes place under the supervision of a pharmacist or an experienced pharmacy technician, and includes a combination of skills-practice and evaluation.

#### Objectives:

- Assist pharmacists in collecting, organizing, and recording patient information.
- Maintain pharmacy facilities and equipment.
- Receive, process, and prepare prescriptions/medication orders.
- Demonstrate a respectful and professional attitude when interacting with diverse patient populations and medical professionals.
- Participate in pharmacy compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements.



**Utah System of Higher Education**  
Surgical Technology  
FY2023 / 38 Credits (1305 Clock-Hours)

<b>Surgical Technology</b>			
Institutions: Davis, Mountainland			
<i>Certificate of Program Completion (Catalog Year: 2023, 38 Credits/1305 Clock-Hours Required, CIP: 51.0909)</i>			
<b>Core (32 Credits/1125 Clock-Hours)</b>		<b>Credits</b>	<b>Clock-Hours</b>
TESU 1010	Introduction to Surgical Technology	3	90
TESU 1020	Microbiology and Infection Control	2	60
TESU 1030	Surgical Pharmacology	2	60
TESU 1040	Principles and Practices of Surgical Technology	3	90
TESU 1050	Surgical Procedures I	2	60
TESU 1060	Surgical Procedures II	2	60
TESU 1070	Surgical Procedures III	3	90
TESU 1080	Comprehensive Final Exams	2	60
TESU 1220	Surgical Technology Seminar	2	60
TESU 2900	Surgical Technology Clinical Externship I	4	180
TESU 2910	Surgical Technology Clinical Externship II	4	180
TESU 2920	Surgical Technology Clinical Externship III	3	135
<b>Electives (6 Credits/180 Clock-Hours)</b>			
<b><i>Davis Technical College</i></b>			
TESU 1110	Surgical Patient Care	2	60
TESU 1120	Skills Lab I	2	60
TESU 1125	Skills Lab II	2	60
<b><i>Mountainland Technical College</i></b>			
TESU 1025	Microbiology and Infection Control II	1	30
TESU 1035	Surgical Pharmacology II	1	30
TESU 1055	Surgical Procedures I Advanced	2	60
TESU 1065	Surgical Procedures II Advanced	2	60



## Utah System of Higher Education

Surgical Technology

FY2023 / 38 Credits (1305 Clock-Hours)

### PROGRAM DESCRIPTION

The Surgical Technology program is designed to prepare you for employment as an entry-level surgical technologist (ST). Students enrolled in this program will focus on the basics of surgical technology, microbiology, infection control, asepsis, and surgical techniques. Students will develop the fundamental concepts and principles necessary to successfully participate as a member of the surgical team.

#### Objectives:

- Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to the roles and responsibilities of a surgical technologist.
- Identify commonly-used equipment, supplies, and medications used in the perioperative setting.
- Apply the principles of asepsis to the perioperative environment.
- Perform competently and safely the skills of an entry-level surgical technologist.
- Use legal, moral, and ethical principles to evaluate the care of a surgical patient.
- Demonstrate the professional attributes of a surgical technologist.
- Pass the national certification examination.

### COURSE DESCRIPTIONS

#### **Introduction to Surgical Technology**

**3 Credit/90 Clock-Hours**

The Introduction to Surgical Technology course will introduce students to the surgical technology profession and will develop the fundamental concepts and principles necessary to successfully participate as a member of the surgical team.

#### Objectives:

- Analyze relevant medical terminology
- Describe the development of the Surgical Technology profession
- Analyze operating room environment, and identify commonly used equipment and instrumentation
- Evaluate Preoperative, Intraoperative, and Postoperative case preparation
- Assess surgical consents and patient identification
- Explain healthcare organization and describe team member roles and communication
- Discuss medical law and ethics, surgical conscience, and surgical documentation
- Identify and demonstrate the use of surgical attire throughout the perioperative setting

#### **Microbiology and Infection Control**

**2 Credit/60 Clock-Hours**

The Microbiology and Infection Control course will introduce students to microbiology, infection control, and aseptic principles.

#### Objectives:

- Correlate infection control in relation to microbiology, the diseases they cause, and procedures used to treat infections
- Analyze anatomy and physiology of microorganisms and the immune system
- Summarize disinfection and decontamination practices
- Identify biopsychosocial needs of the patient and the process of death and dying
- Discuss the history and pioneers of microbiology



## Utah System of Higher Education

Surgical Technology

FY2023 / 38 Credits (1305 Clock-Hours)

### **Surgical Pharmacology**

**2 Credit/60 Clock-Hours**

The Surgical Pharmacology course will introduce students to medication used in surgery and anesthesia care.

Objectives:

- Analyze all hazards and disaster preparation
- Differentiate medications and types of anesthesia used in surgery
- Examine anesthesia preparation, administration, and monitoring for the patient
- Calculate medication doses
- Assess fluid and blood loss during surgery
- Prepare and manage medication on the field
- Demonstrate surgical counts
- Identify emergency situations and anesthesia complications

### **Principles and Practices of Surgical Technology**

**3 Credit/90 Clock-Hours**

The Principles and Practices of Surgical Technology course will introduce students to wound management, and healing. They will be familiar with perioperative care and the principles of asepsis, and attain skills for patient positioning, prepping, and draping.

Objectives:

- Explain hemostasis, wound healing, and tissue closure
- Outline perioperative case management
- Demonstrate the principles of asepsis
- Analyze patient prepping and positioning
- Differentiate stapling and closure devices

### **Surgical Procedures I**

**2 Credit/60 Clock-Hours**

The Surgical Procedures I course will review surgical specialties and differentiate anatomy, physiology, and instrumentation pertaining to the specialty. They will demonstrate several procedures set ups throughout the specialties.

Objectives:

- Discuss select instrumentation, equipment, supplies, and drugs used for the relevant specialties.
- Analyze relevant body systems and related pathophysiology leading to surgeries
- Review relevant medical terminology
- Demonstrate surgical case set ups
- Assess perioperative care and complications

### **Surgical Procedures II**

**2 Credit/60 Clock-Hours**

The Surgical Procedures II course will review surgical specialties and differentiate anatomy, physiology, and instrumentation pertaining to the specialty. They will demonstrate several procedures set ups throughout the specialties.

Objectives:

- Discuss select instrumentation, equipment, supplies, and drugs used for the relevant specialties.
- Analyze relevant body systems and related pathophysiology leading to surgeries
- Review relevant medical terminology





## Utah System of Higher Education

Surgical Technology

FY2023 / 38 Credits (1305 Clock-Hours)

- Demonstrate surgical case set ups
- Assess perioperative care and complications

### **Surgical Procedures III**

**3 Credit/90 Clock-Hours**

The Surgical Procedures III course will review surgical specialties and differentiate anatomy, physiology, and instrumentation pertaining to the specialty. They will demonstrate several procedures set ups throughout the specialties.

Objectives:

- Discuss select instrumentation, equipment, supplies, and drugs used for the relevant specialties.
- Analyze relevant body systems and related pathophysiology leading to surgeries
- Review relevant medical terminology
- Demonstrate surgical case set ups
- Assess perioperative care and complications

### **Comprehensive Final Exams**

**1 Credit/30 Clock-Hours**

The Comprehensive Lab Final course is designed to provide the students with the ability to perform skills learned in the lab and lab competencies in professional medical facilities operating rooms.

Objectives:

- Perform surgical technology principles of aseptic and surgical technique in the professional medical facility operating rooms.
- Demonstrate successfully performance as an operating room team member.
- Explain the process to enter the clinical externship surgical rotation.

### **Surgical Technology Seminar**

**2 Credit/60 Clock-Hours**

The Surgical Technology Seminar course will discuss factors associated with making career decisions that can enhance a surgical technologist's professional growth and success. This course will also review competencies learned throughout the program in order to sit for the national certification exam.

Objectives:

- Review for the national certifying exam
- Prepare students for employment

### **Surgical Technology Clinical Externship I**

**4 Credit/180 Clock-Hours**

The Surgical Technology Clinical Externship I course will extend the educational experience in the surgical field under the supervision of experienced medical professionals in a clinical setting.

Objectives:

- Practice decontamination standards and procedures for both sterile and non-sterile instrumentation and equipment
- Demonstrate spatial relations within a surgical field
- Implement infection control procedures, hazard communication, and health and safety procedures
- Demonstrate skills for scrubbing, gowning, gloving, and draping
- Integrate employability skills
- Assist with patient care



## Utah System of Higher Education

Surgical Technology

FY2023 / 38 Credits (1305 Clock-Hours)

- Facilitate case preparation

### **Surgical Technology Clinical Externship II**

**4 Credit/180 Clock-Hours**

The Surgical Technology Clinical Externship II course will extend the educational experience in the surgical field under the supervision of experienced medical professionals in a clinical setting.

#### Objectives:

- Practice decontamination standards and procedures for both sterile and non-sterile instrumentation and equipment
- Demonstrate spatial relations within a surgical field
- Implement infection control procedures, hazard communication, and health and safety procedures
- Demonstrate skills for scrubbing, gowning, gloving, and draping
- Integrate employability skills
- Assist with patient care
- Facilitate case preparation

### **Surgical Technology Clinical Externship III**

**3 Credit/135 Clock-Hours**

The Surgical Technology Clinical Externship III course will extend the educational experience in the surgical field under the supervision of experienced medical professionals in a clinical setting.

#### Objectives:

- Practice decontamination standards and procedures for both sterile and non-sterile instrumentation and equipment
- Demonstrate spatial relations within a surgical field
- Implement infection control procedures, hazard communication, and health and safety procedures
- Demonstrate skills for scrubbing, gowning, gloving, and draping
- Integrate employability skills
- Assist with patient care
- Facilitate case preparation

## **NON-ALIGNED (ELECTIVE) COURSE DESCRIPTIONS**

### **Davis Technical College**

#### **Surgical Patient Care**

**2 Credit/60 Clock-Hours**

This course introduces concepts relevant to caring for patients having surgery. Discussion of patient response to illness and the prospect of undergoing surgical intervention, as well as information for specific population groups will assist the surgical technologist in anticipating special needs and equipment that may be necessary during the surgical procedure. Knowledge and skills utilized both for patient preparation for surgery and care during the procedure will be acquired during this course.

#### Objectives:

- Identify the rights of health care consumers to receive quality patient care
- Assess the physical, spiritual, and psychological needs of a patient
- Describe preoperative routines



## Utah System of Higher Education

Surgical Technology

FY2023 / 38 Credits (1305 Clock-Hours)

- Demonstrate an understanding of the process used to obtain informed consent for a surgical procedure or treatment
- Discuss the methods and types of documentation used in the operating room
- Describe the identification process for surgical patients
- Discuss, demonstrate, and apply the principles of surgical positioning
- Prepare the operative site for surgery

### **Skills Lab I**

**2 Credit/60 Clock-Hours**

The Skills Lab I course introduces students to the basic "hands-on" skills that will be performed during the clinical/externship portion of this program. You will practice each skill set until you are safe, comfortable, and competent. The skillset will then be signed off by the lab instructor.

#### Objectives:

- Demonstrate the following skills:
  - Open gloving
  - Surgical hand scrub
  - Gowning and gloving (self and others)
  - Opening sterile supplies
  - Creating and maintaining a sterile field
  - Dispensing, handling, and labeling medications and solutions
  - Performing surgical counts
  - Draping the surgical site
  - Basic instrumentation and instrument passing
  - Proper handling and labeling of surgical specimens
  - Moving around a sterile field
  - Critical thinking skills
  - Safety in a sterile surgical setting
  - Skills pass off

### **Skills Lab II**

**2 Credit/60 Clock-Hours**

The Skills Lab II course will task the student with combining the basic skills that were learned in the previous lab component with more advanced skills. Students are now in the final preparation phase for entry into the clinical/externship portion of the program and must become competent and efficient with setting up for and anticipating the flow of activities that occur during a surgical procedure.

In order to successfully complete this lab component and be scheduled to begin a clinical externship, students are expected to perform all steps of the final lab skill assessment.

#### Objectives:

- Demonstrate the following skills:
  - Preoperative case selection and preparation
  - Specialty surgery case set-up
  - Specialty instrumentation
  - Draping for various surgical specialties
  - Intraoperative practice in various surgical specialties
  - Intraoperative case management
  - Postoperative case management and environmental sanitation
  - Advanced sterile technique exercises
  - Critical thinking scenarios



## Utah System of Higher Education

Surgical Technology

FY2023 / 38 Credits (1305 Clock-Hours)

- Timed final skills checklist pass-off

### **Mountainland Technical College**

#### **Microbiology and Infection Control II**

**1 Credit/30 Clock-Hours**

In the Microbiology and Infection Control II course, students will advance in microbiology and the relationship to the practice of sterile technique and infection control in the operative setting.

##### Objectives:

- Evaluate the structure and characteristics of different microorganisms
- Analyze the variable for the preparation of instrumentation and equipment for disinfection and the sterilization process
- Analyze the relevant medical terminology
- Identify the General Surgery Major Instruments
- Describe the functions of the Lymphatic, Immune, and Endocrine Systems
- Demonstrate the correct care, handling, and labeling of specimens
- Discuss the various surgical pathologies of each body system and how pathophysiology relates to surgical interventions
- Explain the methods and materials used to create microbial barriers

#### **Surgical Pharmacology II**

**1 Credit/30 Clock-Hours**

In the Surgical Pharmacology II course, students will advance in the use and identification of medications used in surgery and anesthesia care.

##### Objectives:

- Assess the side effects and contraindications for the use of various medications and anesthetic drugs
- Demonstrate the principles, measurement, and recording of vital signs
- Discuss how sterile technique is used in relation to anesthesia procedures
- Explain the side effects and contraindications for the use of various medications and anesthetic drugs
- Identify the equipment used during anesthesia administration
- Assess the action uses, and mode of administration of medications and anesthetic agents used in the care of the surgical patient
- Analyze the roles of the surgical technologist and circulator during the administration of anesthesia

#### **Surgical Procedures I Advanced**

**2 Credit/60 Clock-Hours**

In the Surgical Procedures I Advanced course, students will review surgical skills and differentiate anatomy, physiology, and instrumentation pertaining to the specialties. Students will demonstrate advanced skills and techniques throughout the surgical specialties.

##### Objectives:

- Demonstrate the advanced isolation skills competencies of an Exploratory Laparotomy surgical procedure
- Demonstrate the skills and competencies of a Total Vaginal Hysterectomy surgical procedure
- Identify the relevant anatomy and physiology
- Review the relevant medical terminology



## Utah System of Higher Education

Surgical Technology

FY2023 / 38 Credits (1305 Clock-Hours)

- Analyze various general surgery, colon resection surgery, ear, nose, and throat, oral maxillofacial, plastic, and reconstructive surgery
- Identify various instrumentation related to the surgical procedures

### **Surgical Procedures II Advanced**

**2 Credit/60 Clock-Hours**

In the Surgical Procedures II Advanced course, students will review surgical skills and differentiate anatomy, physiology, and instrumentation pertaining to the specialties. Students will demonstrate advanced skills and techniques related to trauma throughout the surgical specialties.

#### Objectives:

- Demonstrate the skills competencies of an Orthopedic surgical procedure
- Identify relevant anatomy and physiology