HEALTH CARE TECHNICIAN

Program Number 31-510-3
Technical Diploma • Two Terms

ABOUT THE PROGRAM

The Health Care Technician program prepares graduates for work in one or multiple roles, making them highly flexible in today's health care workforce. Health care organizations value multi-skilled professionals in combination roles, including nursing assistant, health unit coordinator, EKG/phlebotomy technician, and dietary aide. LTC's Health Care Technician program uses a planned, sequenced course progression leading to an excellent career path. If you are interested in working in different roles in a health care setting, this is an excellent option for you.

PROGRAM OUTCOMES

• Communicate professionally with clients, families, and coworkers.
• Maintain and protect client rights.
• Report and record observations.
• Perform basic clinical and supportive skills.
• Work under stress of time and job demands.
• Maintain emotional control.
• Coordinate health care and personal services.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

ADMISSION TO DO'S

• Work with Career Coach to:
 - Submit application and $30 fee.
 - Submit official transcripts (high school and other colleges).
 - Complete background check and $20 processing fee.

PROGRAM TO DO'S

• Work with Academic Advisor to:
 - Complete health requirements.
 - Admission to Nursing Assistant program or completion of Nursing Assistant course.
 - Complete Functional Abilities Statement of Understanding form.
 - Meet to plan your first semester schedule, review your entire plan of study, and complete Program To Do's.

APPROXIMATE COSTS

• $136.50 per credit tuition (WI resident) plus $7.38 per credit student activity fee. $10 per credit online fee. Material fee varies depending on course. Other fees vary by program. Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Career Coach about how to apply for aid.

RELATED PROGRAMS

• Health Unit Coordinator Technical DIploma
• Medical Assistant Technical Diploma
• Medical Coding Specialist Technical Diploma
• Pharmacy Technician Technical Diploma

CONTACT

LTC Career Coach
920.693.1162 • CareerCoach@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10501102	Health Insurance and Reimbursement	3
10501104	Culture of Healthcare	2
10501107	Digital Literacy for Healthcare	2
30501301	Dietary Aide OR 10510109 EKG/Phlebotomy (4 cr)	3
10103191	Word - Level 1	1
30543300	Nursing Assistant	3
		14
Term 2		
30510301	Health Unit Coordinator Procedures 1	3
30510302	Health Unit Coordinator Procedures 2	3
30510303	Health Unit Coordinator Clinical	3
10501101	Medical Terminology	3
		12
		TOTAL 26

Curriculum and Program Acceptance requirements are subject to change. Program start dates vary; check with your advisor for details. The tuition and fees are approximate based on 2019-2020 rates and are subject to change prior to the start of the academic year.

CULTURE OF HEALTHCARE...is an introduction to the culture of healthcare for students interested in working in various healthcare settings. Learners examine professionalism, interpersonal and written communication skills, problem-solving skills and patient privacy and confidentiality issues as they relate to healthcare.

DIETARY AIDE...prepares learners for work in dietary services including hospitals, long-term care, assisted living and educational institutions. Introduces learners to principles of sanitation and hygiene, infection control, preparation and service of meals, meeting unique nutritional needs, reporting appropriately and safety practices related to food service. Preparation for the National Restaurant Association certification is included.

DIGITAL LITERACY FOR HEALTHCARE…focuses on the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined.

HEALTH INSURANCE AND REIMBURSEMENT...provides the learner with an understanding of the various types of insurance and managed care plans, and the cycle of medical claims processing. The learner will review cases, develop critical thinking skills in analyzing information, and selecting processes for reimbursement success.

HEALTH UNIT COORDINATOR CLINICAL...provides opportunities for learners to apply the concepts and skills of a Health Unit Coordinator in a clinical setting. COREQUISITE: 30510301 Health Unit Coordinator Procedures 1 and 30510302 Health Unit Coordinator Procedures 2

HEALTH UNIT COORDINATOR PROCEDURES 1...is an introductory course to the HUC profession. The course will introduce the student to the environment, communication, and managing client information in healthcare. CONDITION: 305102 Health Unit Coordinator requirements met or 315103 HealthCare Technician requirements met

HEALTH UNIT COORDINATOR PROCEDURES 2...is a more advanced course that introduces the student to the order process, transcription of medication and infusion orders, laboratory and diagnostic orders, interdisciplinary treatment orders, and specialty unit orders. COREQUISITE: 30510301 Health Unit Coord Procedure 1

MEDICAL TERMINOLOGY...focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

NURSING ASSISTANT...is designed to prepare learners for employment in home care agencies, nursing homes, and hospitals. Learners are supervised by qualified RNs in classroom, lab, and clinical areas. Classes are presented by means of online and face-to-face instruction. Lab and clinical activities are scheduled at designated locations in Manitowoc and Sheboygan Counties. Upon successful completion, the graduate will be eligible to sit for the State of Wisconsin Nursing Assistant Competency Examination. CONDITION: 305431 Nursing Assistant Admission Requirements Met

WORD - LEVEL 1…introduces the student to word processing features such as creating, saving, editing, navigating, and formatting the content of multi-page documents.