Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: Health Sciences: Allied Health

Submitter

First Name: Helen
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Course Prefix and Number: CLA - 115

 # Credits: 2

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 22

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Laboratory Administrative Skills

Course Description:

Designed for the laboratory assistant employed in a physician's office laboratory, instructing them in laboratory coding, billing practices, and other administrative duties, with emphasis on patient test management and professionalism. This course also covers EKG techniques, vital signs, and other back office skills as required by NAACLS. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Laboratory Assitant Certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Student Petition

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: Yes

When do you plan to offer this course?

- ☐ Summer
- ☐ Fall
- ☑ ✓ **Winter**
- ☐ Spring
- ☐ Not every term
- ☐ Not every year

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. perform laboratory coding practices and other front office duties within the clinical laboratory assistant scope of practice emphasizing professional behaviors;
2. discuss and demonstrate back office duties, such as electrocardiograms, vital signs, and other related tasks within a clinical laboratory assistant's scope of practice;
3. explain quality assurance and legal issues involving personnel performing laboratory testing, documentation, and reporting procedures;
4. discuss the importance of verbal and written communication, including communicating with special needs patients;
5. produce a working resume.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Professionalism
2. Communication
a. Special needs patients
b. Telephone etiquette
3. Types, costs, and regulation of health care
4. CPT and ICD10 codes
5. Customer satisfaction
6. Vital signs
7. EKGs

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Percent of course: 0%

First term to be offered:

Next available term after approval
: