

HEALTH TECHNOLOGIES::

(HTEC 50 Spring 2024) Units: 2

Instructor: Sumedha Sherlekar. Email:
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SYNCHRONOUS CLASS.

Class every Wednesday and Friday: 1:35 pm to 3:20 pm

Zoom Link:
<https://fhda-edu.zoom.us/j/86088502290>

Meeting ID: 860 8850 2290

SPRING BREAK: April 14th to April 18 th

DESCRIPTION :

A class that surveys health technology programs with emphasis on different professions. The course is designed to assist the student in identifying personal strengths and weaknesses related to health technology professions and understanding human behavior.
Grade:PASS/NO PASS

Prerequisites: None

ADVISORY

English Writing 200 and Reading 200 (or Language Arts 2000, or English as a second language 261, 262 and 263

OFFICE HOURS: From April 8th, 2024 to May 26th, 2024. You can email me and we can decide on a Zoom meeting. Or will reply to you via email in 24 to 48 hours.

Email address: **sherlekarsumedha@fhda.edu**.

SLO(Student Learning outcome)

1. Develop the evolution, desirable characteristics and abilities of various roles of health technologies team members as it relates to the health care team.
2. Develop various methods of coping with loss

REQUIREMENTS:

Be prepared to spend between four to six hours per week studying course materials.

1. **Attend the First Class meeting on April 10th, 1:35 pm to 3:20 pm.**
2. **Pre- registered students who do not attend the first class will be dropped to make room for students on the waitlist.**
3. **Listen to all 11 two hour lectures.**
4. Complete and turn in all FOUR assignments. Complete all reading assignments.
5. Pass 2 take home Examinations and the take home Final Exam.
6. Conduct and document an **interview** with a current employee of a medical facility who is working in a health technologies career the student has chosen.
7. **We will discuss Interview in Last week of class. Dates in syllabus(May 22 and 24)**
8. **No more than one absence is allowed during this course (more than one = No Pass)**
9. **Attendance is compulsory.**

OBJECTIVES:

After completing the course requirements, you should be able to :

1. Analyze the roles of medical receptionist, coding specialist, medical transcriber, lab assistant, EKG technician, and phlebotomist members of the health care team.
2. Identify the desirable characteristics of a health technology team member.
3. Select at least five skill areas in which each health technology team member should

be proficient.

4. Differentiate between administrative and clinical responsibilities of the health technology team member.
5. State the sources of training available for health technology team members and advantages and disadvantages of each.
6. Analyze the rewards of a career as a health technology team member.
7. Develop various methods of coping with loss.
8. Describe the specialities and specialists in various medical specialties.
9. Recognize alternative perspectives of the delivery of health care with regard to gender, persons of different cultural backgrounds and those with disabilities.

COURSE MATERIAL

Purchase at DeAnza Book store: Or will be provided by the High school (for HS students only)

Phone no: 408-864-8701.

Milliken. M.E. Understanding Human Behavior 9th edition. Delmar Publisher.

The Information packet, 4 assignments, and 3(includes Final) take home exams will be emailed to you.

NOTE: Review and Self- Check questions are included in 9th edition.

You will be turning in your answers to the review and Self-Check at the beginning of each class.**(Using Canvas) Completing the answers for all 22 chapters is required in order to pass this class.**

2023, Health Technology Information packet, Assignments, and take home exams will be emailed to enrolled students the first week of the class. They will be available on Canvas (under announcements)

COMPLETE THE ASSIGNMENTS AND TAKE HOME EXAMS

All Assignments(1,2,3,4) and Take Home exams 1, 2 and Final Exam will be turned in on Canvas on the due date, along with Interview assignment. NO LATE ASSIGNMENTS OR

EXAMS WILL BE ACCEPTED.

INTERVIEW ASSIGNMENT

Each student must conduct a ten (10)minute interview of a current employee of a medical facility who is working in the career the student has chosen. *(If you cannot find someone to interview, you can see the job description in GOOGLE).* Please ask the following questions :

- ❖ Job Description
- ❖ Is this a large, medium, or small facility?
- ❖ What qualifications do they have to have for this job?
- ❖ What does this employee enjoy about their job?
- ❖ Would they recommend this job?

Please type up this interview (minimum of 3 pages double spaced, no handwritten, no later than May 22nd, 2024).

Grade: Pass/ No Pass

Your final grade is determined :

- ❖ Participation in group activities during the class and Attendance.
- ❖ Successful completion of ALL Review and Self-Check for all 22 chapters
- ❖ Successful completion of 4 assignments
- ❖ Successful completion of 2 take home exams
- ❖ Successful completion of an Interview with an individual who is currently employed in the Health Tech career you have chosen.

Policy on copying and Cheating:

Students who submit the work of others as their own or cheat on exams or other assignments receive a failing grade in the course and are reported to college or cheat on exams or other assignments receive a failing grade in the course and are reported to college ***You may access your final grades through “ My Portal”***

All Homework and Assignments due on Wednesdays, by 4 pm.

DATE	TOPIC OF DISCUSSION	CHAPTER QUESTIONS	ASSIGNMENTS / EXAM
<i>April 10</i>	Syllabus, Review Info Packet Zoom meeting on April 10th, Wednesday at 1:35 pm to 3pm		
<i>April 12</i>	Advantages/Disadvantages of Health Field. Lecture: Chs 1-3		Chps 1- 3 Wed: Apr 24,4 pm
<i>April 14</i>	SPRING BREAK WEEK (14-19) April 14th to April 19th. NO Classes		
<i>April 24</i>	Phlebotomy/Lab Assistant Lecture: Chs 4-6	Chs 4-6 due Wed 5/1: , 4 pm	Assignment 1 due Wedi: 5/1, 4 pm
<i>April 26</i>	Medical Assisting Curriculum/Career Lecture: Chs 7-9	Chs 7-9 due Wedi: 5/1, 4 pm	Assignment 2 due Wed; 5/1, 4pm
<i>May 1</i>	Medical Reception Program Pulse/BP Lecture: Chs 10-12	Chs 10-12 due Wed: 5/8 4 pm	Assignment 3 due Wed: 5/8 4pm
<i>May 3</i>	Medical Lab Technician Lecture: Chs 13-15	Chs 13-15 due Wed;; 5/8: 4 pm	Assignment 4 due Wed: 5/8 4 pm
<i>May 8</i>	Medical File/Record Clerk/BOC Lecture Chs: 16-18	Chs 16-18 due Wed: 5/15: 4 pm	Exam 1 due Wed:5/15, 4 pm

<i>May 10</i>	Medical Coding/Transcription Editing Lecture: Chs 19-20	Chs 19-20 due Wed: 5/15: 4 pm	Exam 2 due Wed: 4/15 4 pm
<i>May 15</i>	Lecture Chp: 21-22	Chs 21-22 due Wed: 5/22: 4 pm	INTERVIEW DUE Wed: 5/22: 4 pm
<i>May 17</i>	Allied Health		I
<i>May 22</i>	Discuss Interviews		
<i>May 24</i>	Discuss Interviews		FINAL DUE Wed: 5/22: 4 pm