

Introduction to HEALTH TECHNOLOGIES::

(HTEC 50 Fall, 2024) Units:2 Tuesday: 11:30 am to 1:20 pm

Instructor: Sumedha Sherlekar. Email: sherlekarsumedha@fhda.edu



SYNCHRONOUS CLASS.

Zoom meeting schedule (PLEASE NOTE TIMINGS):

<https://fhda-edu.zoom.us/j/82416496068>

- **FIRST CLASS: Sept 24th at 11:30 am (Introduction to Syllabus)**
- **Recurring meeting every Tuesday from September 24nd to December 13th**
- **Discuss Interviews on December 10th (12/10, Tuesday)**

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 Sept 22nd, 2024 to Dec 13th, 2024.

You can email me (only through canvas inbox)

Email address: sherlekarsumedha@fhda.edu **ONLY THROUGH CANVAS INBOX.**

::: will respond within 24 to 48 hours. Monday to Fridays.

::: If you want to meet me we can decide on a mutually convenient time via zoom. Will send you the link.

::: Will see you every Tuesdays in class.



Students are expected to **attend all classes on Tuesdays**. One unexcused absence is allowed. **Attendance is mandatory for passing the class.**

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 (Sept 24th, 11:30 am) Link in announcements.**
2. **Pre- registered students who do not attend the first class will be dropped to make room for students on the waitlist. If you do not access Canvas by Sept 24th 4 pm, you will BE DROPPED FROM THE CLASS.**
3. Pass 2 take home Examinations and the take home Final Exam.
4. 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. If you do not know anyone in this field, you can research on Google about this certification.
5. **We will discuss Interview in Last week of class. Dec 10th.**

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: Phone no: 408-864-8701.

Milliken. M.E. *Understanding Human Behavior*, (10th) edition. Delmar Publisher.

ISBN no:978-0-357-61860-8

The Information packet, 2 exams and 1 Final exam will be available on canvas

NOTE: Activity questions are included in 10th edition. (Which is Homework)

All Homework 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 11/19,by 4 pm

Submitted Interview has to be in Essay format. Not question/ Answer format.

Grade: Pass/ No Pass

Your final grade is determined :

- ❖ Participation in group activities during the class and Attendance.
- ❖ Successful completion of ALL Activities for all 21 chapters
- ❖ Successful completion of 2 take home exams and FINAL exam
- ❖ Successful completion of an Interview with an individual who is currently employed in the Health Tech career you have chosen.



GRADING:

Homework: 5 points for each chapter.(Chp 1 to 21)	110
EXAM 1 and EXAM 2 : 20 points each. Total of 40 points	40
Final exam 50 points	50
Interview assignment 20 points	20

Extra credit: 5 points for attendance and class participation.

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TOTAL POINTS: 225

PASSING grade is C

A = 225 to 202 points

B = 201 to 180 points

C = 179-157 points.....**PASSING GRADE IS C**

D = 156- 135 points

F = 134 -113 points

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 authorities.

You may access your final grades through My Portal

All HW and EXAMS are due on TUESDAY by 4 pm.

DATE	TOPIC OF DISCUSSION	CHAPTER QUESTIONS	ASSIGNMENTS / EXAM
9/24	Syllabus, Review Info Packet Zoom meeting on Sept 24th Tuesday at 11:30 am https://fhda-edu.zoom.us/j/82416496068		
10/1	Advantages/Disadvantages of Health Field Lecture: Chs 1-3	Chs 1-3 due by Tue: : 10/1 4pm.	
10/8	Phlebotomy/Lab Assistant Lecture: Chs 4-6	Chs 4-6 due Tue: 10/8 4 pm	
10/15	Medical Assisting Curriculum/Career Lecture: Chs 7-9	Chs 7-9 due Tue: 10/15 4 pm	Exam 1 due Tue: 10/15 4 pm

10/22	Medical Reception Program Lecture: Chs 10-12	Chs 10-12 due Tue: 10/22 4 pm	
10/29	Medical Lab Technician Lecture: Chs 13-15	Chs 13-15 due Tue: 10/29 4 pm	Exam 2 due Tue: 10/29 4 pm
11/5	Medical File/Record Clerk/BOC Lecture Chs: 16-18	Chs 16-18 due Tue: 11/5 4 pm	
11/12	Medical Coding certification Transcription Editing Lecture: Chs 19-20	Chs 19-20 due Tue: 11/12 4 pm	
11/19	Allied Health Lecture Chp: 21	Chs 21-22 due Tue: :11/19 4 pm	INTERVIEW DUE Tue: :11/19 4 pm
11/26	HOLIDAY : THANKSGIVING		
12/3	Questions answered about Information Packet and certifications		
12/10	Discuss Interview		FINAL due Tue: 12/10 4 pm

Homework pages: 10 th Edition

Chp 1: Pages. 9 to 12

Chp 12: Pages 172, 173

Chp 2: Pages 19,20

Chp 13: Pages 185, 186

Chp3: Pages 28, 29

Chp 14: Pages 200 , 201

Chp 4 : Pages 46,47

Chp 5: Pages 56, 57

Chp 6 : Page 74

Chp 7 : Page 92

Chp 8: Page 104

Chp 9: Pages 121,122

Chp 10: Pages 138,139

Chp 11: Pages 154, 155

Chp 15: Page 216

Chp 16: Pages 235,236

Chp 17: Pages 252, 253

Chp 18: Pages 266, 267

Chp 19: Page 290

Chp 20: Pages 304,305

Chp 21: Pages 313,314