

*HCS&P*

**Health Care Studies  
Program**



*Your Pathway to a Career in Health Care*

**Handbook**

**Catalog Year 2016/2017**

**Dear HCSP Student:**

**Welcome to the Health Care Studies Program (HCSP) at the Community College of Philadelphia. The Health Care Studies Program provides pathways to some of today's most exciting careers. Congratulations on taking the next step toward a successful future.**

**This Handbook provides you with some valuable information about the curriculum and how to build a good plan of study. To stay updated on your options and opportunities, join the Health Care Studies Program group in My Colonial Community, found on MyCCP in MyGPS.**

**If you have any questions about the Health Care Studies program, please contact me at the telephone number or e-mail address given below. I wish you a successful and fulfilling year at the College.**

**Sincerely,**

**Laura A. Davidson, MS, RD, LDN  
HCSP Program Director**

215-751-8534  
Ldavidson@ccp.edu

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## ***Overview of Program***

The Health Care Studies Program is designed for students interested in entering the health care profession. The Program provides students with the foundational courses necessary to either enter one of the College's other health care programs, or, for interested students, transfer to bachelor degree programs in the health sciences fields such as nursing, health information management, occupational therapy and speech therapy. The program also enables students to graduate with an A.A. degree in Health Care Studies. While in the Program students may also opt to obtain a proficiency certificate to enhance their knowledge and skills of a particular area in health care and to increase their employment opportunities upon graduation from the College.

### **Student Learning Outcomes**

Upon successful completion of this program, students will be able to:

- Communicate effectively with others orally and in writing.
- Demonstrate quantitative reasoning skills, particularly as they apply to the health care setting.
- Explain the factors that influence health and disease.
- Explain social and psychological factors that influence human behavior.
- Define a career goal and outline the academic process required to reach that goal.

### **Program Entry Requirements**

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of the degree program.

### **Program of Study and Graduation Requirements:**

To qualify for the A.A. Degree in Health Care Studies, students must complete a minimum of 60 credit hours as prescribed, attain a 2.0 cumulative grade point average and complete all course and credit requirements with no grade below a "C" in any course.

## *HCSP Pathways and Course Grids*

Students in the Health Care Studies Program may choose **one of five pathways** to follow. Students interested in internal or external transfer should follow the **Transfer Pathway** illustrated in the grid below.

The **Transfer Pathway** is appropriate for students whose primary goal is:

- to move into the College's nursing program
- to move into one of the College's other health care programs such as:
  - Clinical Laboratory Technology
  - Dental Hygiene
  - Diagnostic Medical Imaging
  - Health Services Management
  - Respiratory Care Technology
- to transfer to a health care program at a four-year university such as:
  - health information management
  - nursing
  - nutrition
  - occupational therapy
  - public health
  - speech therapy
  - therapeutic recreation

<b>Health Care Studies Program-Transfer Pathway</b>	
2 ENGL	ENGL 101 and 102
2 MATH	MATH 118 (or higher) and 150 or 251*
1 CIS	CIS 103
1 Social Science	SOC 101
1 Humanities	Any Humanities Elective*
1 Communications	Choose one from AH 116 or ENGL 115*
1 Health	AH 101
2 BIOL	Choose two from BIOL 106, 108, 109, 110**
1 DIET	DIET 106 or 111
2 PSYCH selective or Health elective	Any two: PSYCH 101, PSYCH 215, AH, CLT, DH, DMI, NURS, OPH*
2 Health or Science electives	Any two: AH, CLT, DH, DMI, NURS, OPH, BIOL, CHEM, PHYS, or STS*
3-4 General Electives***	Any*

\*Choose selective and elective courses according to goal program application or transfer requirements.

\*\*Check goal program application or transfer requirements before choosing BIOL courses. BIOL 108 should only be paired with BIOL 106.

\*\*\* All students must have a minimum of 60 credits in order to graduate. Depending on courses selected above, the number of general electives required will vary.

If the student would like to graduate from the college with the Health Care Studies Degree and seek immediate employment in the health care sector, one of four pathways may be chosen: **Clinical Assistant, Medical Insurance Billing, Ophthalmic Technician or Patient Service Representative**. In each case, elective and selective courses are chosen to complete a proficiency certificate that shows that the student has taken the coursework necessary to join the health care workforce upon graduation. **In the grids below, courses in bold must be chosen to earn the proficiency certificate within the Health Care Studies curriculum.**

### Clinical Assistant Pathway

Clinical Assistants are professionals that perform clinical procedures that include: obtaining patient medical histories; taking vital signs; administering medications; performing electrocardiography; vision screening; assisting the physician with general and specialty examinations; performing point-of-care laboratory testing. Clinical Assistants may serve as a patient advocate and health coach to patients. Professional settings that offer career opportunities to the Clinical Assistant include: outpatient clinics, physicians'; offices, and other health care facilities.

<b>Health Care Studies Program-Clinical Assistant Pathway</b>	
2 ENGL	ENGL 101 and 102
2 MATH	MATH 118 (or higher) and 150 or 251
1 CIS	CIS 103
1 Social Science	SOC 101
1 Humanities	Any Humanities Elective
1 Communications	<b>AH 116</b>
1 Health	AH 101
2 BIOL	Choose two from BIOL 106, <b>108, or BIOL 109 AND 110</b>
1 DIET	<b>DIET 106 or 111</b>
2 PSYCH selective or Health elective	<b>AH 115</b> and any other from: PSYCH 101, PSYCH 215, AH, CLT, DH, DMI, NURS, OPH
2 Health or Science electives	<b>AH 103 and AH 113</b>
3-4 General Electives	Any college-level courses to meet degree requirement of at least 60 total credits.



## Medical Insurance Billing Pathway

Medical Insurance Billing Specialists are professionals that prepare, submit, and/or process insurance claims for doctor's offices, hospitals, extended care facilities, diagnostic centers, insurance companies and other health related facilities. Professional settings that offer career opportunities to the Medical Insurance Billing Specialist include: outpatient clinics, physicians' offices, medical laboratories, insurance companies, skilled nursing facilities, home health care agencies and independent billing agencies.

<b>Health Care Studies Program- Medical Insurance Billing Pathway</b>	
2 ENGL	<b>ENGL 101</b> and 102
2 MATH	<b>MATH 118</b> (or higher) and 150 or 251
1 CIS	<b>CIS 103</b>
1 Social Science	<b>SOC 101</b>
1 Humanities	Any Humanities Elective
1 Communications	Choose one from <b>AH 116</b> or <b>ENGL 115</b>
1 Health	<b>AH 101</b>
2 BIOL	Choose two from <b>BIOL 106</b> and <b>108</b> or <b>BIOL 109 AND 110</b>
1 DIET	<b>DIET 106</b> or 111
2 PSYCH selective or Health elective	<b>AH 103</b> and <b>AH 120</b>
2 Health or Science electives	<b>AH 190</b> and <b>AH 201</b>
3-4 General Electives	Any college-level to meet degree requirement of at least 60 total credits.



## Ophthalmic Technician Pathway

Ophthalmic technicians work with optometrists and/or ophthalmologists to provide patient care by performing many different eye-related clinical functions. Ophthalmic technicians assist optometrists and/or ophthalmologists care for patients by taking medical histories, performing various administrative duties such as scheduling appointments, telephone management, bookkeeping procedures and insurance claim processing. Ophthalmic technicians may work in optometry practices, ophthalmology practices or health care clinics, optical dispensaries, optical laboratories, health care and optical equipment businesses and pharmaceutical companies.

<b>Health Care Studies Program-Transfer Pathway</b>	
2 ENGL	ENGL 101 and 102
2 MATH	MATH 118 (or higher) and 150 or 251
1 CIS	CIS 103
1 Social Science	SOC 101
1 Humanities	Any Humanities Elective
1 Communications	<b>AH 116</b>
1 Health	AH 101
2 BIOL	Choose two from BIOL 106, 108, 109, 110*
1 DIET	DIET 106 or 111
2 PSYCH selective or Health elective	<b>AH 103 and OPH 101</b>
2 Health or Science electives	<b>OPH 105 and OPH 106</b>
3-4 General Electives**	<b>OPH 102, OPH 110, OPH 120, OPH 130, OPH 140, OPH 150</b>

\*BIOL 108 should only be paired with BIOL 106.

\*\*The Ophthalmic Technician Pathway requires 64 total credits if the proficiency certificate is completed within the Health Care Studies degree.





## Patient Service Representative Pathway

The Patient Service Representative is responsible for greeting patients and families, collecting demographic and insurance information, scheduling patients according to the provider's guidelines and protocols, collecting payments associated with services rendered and any other duties necessary to provide efficient, timely services to the patients and their families. The Patient Service Representative has the opportunity to seek employment in a variety of health care settings.

<b>Health Care Studies Program- Patient Services Representative Pathway</b>	
2 ENGL	<b>ENGL 101</b> and 102
2 MATH	MATH 118 (or higher) and 150 or 251
1 CIS	<b>CIS 103</b>
1 Social Science	SOC 101
1 Humanities	Any Humanities Elective
1 Communications	<b>AH 116</b>
1 Health	<b>AH 101</b>
2 BIOL	Choose two from BIOL 106, 108, 109, 110*
1 DIET	DIET 106 or 111
2 PSYCH selective or Health elective	<b>AH 103 and AH 112</b>
2 Health or Science electives	<b>AH 116 and AH 204</b>
3-4 General Electives	<b>AH 220</b> and college-level courses to satisfy degree requirement of 60 total credits.

\*BIOL 108 should only be paired with BIOL 106.



## *Allied Health 101: Introduction to the Health Care Professions*

Students interested in a health care profession have many career options to choose from. The Health Care Studies Program was designed to guide that decision making process and the academic mapping that is required to reach the chosen career. Student success is optimized with a clear goal and a defined academic process to reach that goal.

All new Health Care Studies students are required to take AH 101: Introduction to the Health Care Professions before they have earned 12 college credits. It is recommended that students who transfer into the program take AH 101 during their first semester in the Health Care Studies Program. Upon successful completion of this course, students will be able to:

- identify the essential qualities and behaviors of health care professionals such as critical thinking, problem-solving, punctuality and time management skills.
- describe the roles and responsibilities of individual members of the health care team.
- explain how to communicate effectively in respect to cultural, social and ethnic differences in the health care environment.
- demonstrate an understanding in performing medical math, taking vital signs, maintaining infection control standards and using medical terminology.
- develop an academic plan, career transfer plan and an e-portfolio.

This exciting course will allow students to begin their pathway to a career in health care!



## ***Important Offices for the HCSP Student***

### **Central Learning Lab**

215/751-8480

B1-28

Schedule appointments with faculty and peer tutors and stay informed about workshops which can help you become a better student. By improving your academic skills, you'll earn higher grades. This will make you a more desirable candidate for select programs, four year universities, and scholarships.

### **Program Director, HCSP**

215/751-8534

W2-19

Laura Davidson, the Program Director will identify the courses that you need to graduate with a degree in Health Care Studies, prepare for entrance to a select program or transfer to a four year institution to continue your studies.

### **Counseling Center**

215/751-8169

BG-07

Counseling@ccp.edu

This is a very important office for HCSP students. You can schedule an appointment with a health careers counselor to evaluate career and program options. Interested in transfer? Schedule an appointment with a transfer counselor here.

This is also the office in which you pick up an application for the following allied health programs once you have met application requirements: Clinical Laboratory Technology, Dental Hygiene and Respiratory Care Technology. During October, you will find the schedule of application sessions for Diagnostic Medical Imaging and Nursing in this office. Attendance at an application session is the first step in the application process for these two programs.

### **Department of Allied Health**

215-751-8438

W2-5

Visit this office to pick up information on the College's Nursing and Allied Health programs. During the application period, you can find the schedule of application sessions for the Nursing and DMI programs. You will also find other health care related information in this office.

### **Division of Educational Support Services**

215/751-8777

BG-12

Visit this office to schedule an appointment with an Advisor who will be able to verify your educational plans, review program requirements and help you select courses. You will also find information on Dual Admissions Programs, our wonderful transfer agreements with area universities, in this office.

### **Division of Mathematics, Science & Health**

215/751-8430

#### **Careers**

W2-7

The Health Care Studies Program is part of the Division of Mathematics, Science and Health Careers. You will find the Dean and the Assistant Dean in this office. You will also find a knowledgeable and friendly office staff that can answer your questions and point you in the right direction.