

# CAREERS IN **HEALTH CARE**

## **HEALTH CARE PROGRAMS AT OAKTON COMMUNITY COLLEGE**

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# HEALTH INFORMATION TECHNOLOGY

## Health Information Technician

Chair: Anita Taylor, [anitat@oakton.edu](mailto:anitat@oakton.edu) • [www.oakton.edu/acad/dept/hit](http://www.oakton.edu/acad/dept/hit)

### OUTLOOK AND TRENDS

The Bureau of Labor Statistics reports that the number of positions available for health information technicians (HITs) is expected to grow by more than 27 percent through the year 2014. In Illinois, HIT is among the 50 fastest-growing occupations. Excellent job prospects are anticipated for graduates of accredited programs of health information technology.

### NATURE OF THE WORK

Health information technicians (HIT) manage patient health information for hospitals and other health care facilities and practitioners. Duties include coding diagnoses and procedures in patient records for reimbursement and research and ensuring the quality of medical records by verifying completeness and accuracy. Computer applications are used to manage, code, access, release and secure patient data for the purpose of improving patient care and meeting required regulations. HITs may serve as cancer registrars, compiling and maintaining data on cancer patients. With experience, the HIT often advances to management positions.

### SALARY RANGE

Earnings vary according to the location, size, and type of employing institution. In 2008, the chair of Oakton's HIT program reported that Chicago area graduates start around \$37,000 to \$42,000/yr. Registered health information technicians (RHITs) can earn up to \$3,000/yr. more than non-RHITs. It is the first step to a variety of employment opportunities in healthcare.

### GRADUATES OF THIS PROGRAM WILL BE ABLE TO:

1. Develop marketable skills to pursue health information technician positions in hospitals, ambulatory care, long-term care, managed care, and physician practices, as well as in nontraditional areas such as consulting, legal offices, industry vendors, insurance companies, and pharmaceutical firms.
2. Pursue positions in health information management, coding, quality improvement, and reimbursement in the prospective payment system.
3. Complete Medical Coding Certificate as part of degree program.
4. Qualify to take the Registered Health Information Technician (RHIT) national certification exam given by the American Health Information Management Association (AHIMA).
5. Document that they have completed a program accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

### ESSENTIAL SKILLS EXPECTED OF A HEALTH INFORMATION TECHNICIAN

Successful completion of the HIT program requires the student to participate and satisfy the clinical experience portion of the program. Participation in clinical experience requires that the student have the basic abilities to perform successfully. Students may be expected to perform satisfactorily in the following domains:

#### Physical

- View computer screens for long periods of time.
- Use keyboard or input devices to enter data into the computer.
- Have good hand-eye coordination to enter data, answer phones, and write.
- Lift light objects such as code books and carts loaded with records.
- Spend long periods of time sitting.
- Hear adequately enough to permit contact with patients, physicians, and other employees.
- Interpret reading material correctly, spell accurately, and regularly communicate health information in written and verbal form.

#### Cognitive

- Demonstrate the interpersonal skills necessary to interact effectively with patient's families, physicians, co-workers and other facility personnel.
- Demonstrate the organizational and time management skills necessary to carry out multiple functions on a daily basis.

- Follow job related logical thought processes to make judgments.
- Take initiative and work independently, yet recognize self-limitations.
- Regularly accept guidance and supervision from superiors.
- Demonstrate prolonged concentration skills.
- Apply numeric logic and analytical skills in interpretation and presentation of data.

#### Emotional/Psychological

- Cope in an appropriate manner to common job related stressful situations.
- Articulate ideas and communicate information clearly.
- Exhibit flexibility in response to shifting priorities.
- Display a courteous and professional manner through interaction, appearance, and attitude.
- Keep confidential material confidential.
- Meet ethical standards of profession.

Each student's right to participation in the clinical portion of the curriculum is also contingent upon compliance with the rules of the clinical site. The clinical site has the sole discretion to determine when its rules have been violated.

### EDUCATION AND TRAINING

Most employers prefer to hire RHITs. Certification is obtained by passing an examination offered through AHIMA. Applicants must be a graduate of a two-year program such as Oakton's. Advancement into administrative, supervisory, or department head positions may require a bachelor's degree in addition to the RHIT credential, or further education in the management area. See the HIT advisor for details.

### POSSIBLE OCCUPATIONAL TITLES

Registered Health Information Technician (RHIT)  
Clinical Coding Specialist  
Health Information Supervisor  
Health Information Specialist  
Clinical Data Analyst  
Audit Specialist  
Cancer Registrar  
Privacy and Security Officer

### DEGREES AND CERTIFICATES AVAILABLE

A.A.S. Health Information Technology (61 cr.)

*See page 6 for admission requirements and curriculum.*

Medical Coding Certificate (27 cr.) *See page 7 for curriculum.*

### ASSOCIATIONS

American Health Information Management Association (AHIMA)

### FOR MORE INFORMATION

Contact Health Information Technology Programs advisor at 847-376-7034.

Additional career information on this industry and others is available in Career Services (Room 1125) and Advising and Counseling Centers (Room 1130) in Des Plaines, or in Room A105 at the Skokie campus. These offices are open 8:30 a.m. to 8 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m., Friday.\*

Printed materials, videos, and databases (DISCOVER, HORIZONS, SIGI+) can be used on a walk-in basis. Career counselors also are available by appointment to help research occupations.

\*The College is closed Fridays, Saturdays and Sundays during the summer.

# HEALTH INFORMATION TECHNOLOGY

## Medical Coding Certificate

Chair: Anita Taylor, [anitait@oakton.edu](mailto:anitait@oakton.edu) • [www.oakton.edu/acad/dept/hit](http://www.oakton.edu/acad/dept/hit)

### OUTLOOK AND TRENDS

Medical coders are important members of the health care delivery system. A comprehensive working knowledge of medical terminology, disease processes, pharmacology, ICD-9-CM and CPT coding systems is necessary to meet the continuous changes in medical coding and reimbursement regulations. Coded medical information is used for medical research, quality improvement and to determine and secure appropriate reimbursement for health care services rendered. Excellent job prospects are anticipated for graduates of the medical coding certificate program. Employers in the Chicago area are increasingly looking for certified coders.

#### NATURE OF THE WORK

Medical coders duties include reviewing, and assigning numeric codes (ICD-9-CM and CPT) for diagnoses and procedures documented in patient records. Proficient coding skills impact reimbursement revenues of practitioners' and healthcare facilities.

#### SALARY RANGE

Earnings vary according to the location and the size and type of employing institution. In 2008, the chair of Oakton's HIT program reported that graduates in the Chicago area start around \$34,000 to \$37,000/yr. Certified Coding Associates (CCA) and Certified Coding Specialists (CCS) can earn more than non-credentialed medical coders. The CCA is the first step to a variety of medical coding employment opportunities in healthcare.

#### GRADUATES OF THIS PROGRAM WILL BE ABLE TO:

1. Develop marketable skills to pursue medical coding positions in various health care facilities, physician practices, as well as in nontraditional areas such as medical billing services and insurance companies.
2. Pursue positions in coding and reimbursement.
3. Qualify to take the Certified Coding Associate (CCA) examination given by the American Health Information Management Association (AHIMA).
4. Understand comprehensive medical coding, and computer applications as it relates to reimbursement issues in health care delivery facilities including hospitals, ambulatory care, managed care, and physician offices.
5. Apply all 27 credits to the Associate Degree HIT program if done within specific time frame.

#### ESSENTIAL SKILLS EXPECTED OF MEDICAL CODER

Medical Coding Certificate students may be expected to perform satisfactorily in the following domains:

##### Physical

View computer screens for long periods of time.

- Use keyboard or input devices to enter data into the computer.
- Have good hand-eye coordination to enter data, answer phones, and write.
- Lift light objects such as code books and carts loaded with records.
- Spend long periods of time sitting.
- Hear adequately enough to permit contact with patients, physicians, and other employees.
- Interpret reading material correctly, spell accurately, and regularly communicate health information in written and verbal form.

##### Cognitive

- Demonstrate the interpersonal skills necessary to regularly interact effectively with patient's families, physicians, co-workers and other facility personnel.
- Demonstrate the organizational and time management skills necessary to carry out multiple functions on a daily basis.
- Follow job related logical thought processes to make judgments.
- Take initiative and work independently, yet recognize self-limitations.
- Regularly accept guidance and supervision from superiors.
- Demonstrate prolonged concentration skills.
- Apply numeric logic and analytical skills in interpretation and presentation of data.

#### Emotional/Psychological

- Cope in an appropriate manner to common job related stressful situations.
- Articulate ideas and communicate information clearly.
- Exhibit flexibility in response to shifting priorities.
- Display a courteous and professional manner through interaction, appearance, and attitude.
- Keep confidential material confidential.
- Meet ethical standards of profession.

#### EDUCATION AND TRAINING

Certification is obtained by passing the Certified Coding Associate (CCA) examination offered through AHIMA. Advancement into administrative, supervisory, or department head positions may require an associate degree and/or a bachelor's degree in addition to the CCA or CCS credential, or further education in the management area. See the HIT advisor or counselor for details.

#### POSSIBLE OCCUPATIONAL TITLES

Certified Coding Associate (CCA)  
Certified Coding Specialist (CCS)  
Clinical Coding Specialist  
Health Record Coder  
Medical Billing Specialist

#### DEGREES AND CERTIFICATES AVAILABLE

Medical Coding Certificate (27 cr.)

*See page 7 for admission requirements and curriculum.*

All 27 Medical Coding Certificate credits can be applied to the A.A.S. Health Information Technology (61 cr.) if done in a specific timeframe.

*See page 6 for curriculum.*

#### ASSOCIATIONS

American Health Information Management Association (AHIMA)

#### FOR MORE INFORMATION

Contact Health Information Technology Programs advisor at 847-376-7034.

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# HEALTH INFORMATION TECHNOLOGY

## Medical Office Billing/Management

Chair: Anita Taylor, [anitat@oakton.edu](mailto:anitat@oakton.edu) • [www.oakton.edu/acad/dept/hit](http://www.oakton.edu/acad/dept/hit)

### OUTLOOK AND TRENDS

Employers in the Chicago area are responding to an environment that puts more emphasis on compliance with federal reimbursement regulations and policies, which requires thorough documentation of services provided to patients. As a result, employees in physician-based office need more technical training and comprehensive knowledge of the industry than ever before.

#### NATURE OF THE WORK

The fast-paced environment in a medical office requires the leadership of individuals who can oversee multiple tasks. Individuals must be knowledgeable about reimbursement, collections, financial management, maintaining confidentiality of patient information, managed care procedures, and other general office operations. They need the ability to adapt to shifting priorities and tight deadlines. The manager is responsible for planning and supervising the work of staff members, including allocating work assignments; issuing deadlines; evaluating the work accomplished; training or arranging for training; interviewing and evaluating prospective employees; and acting as liaisons between staff, physicians, patients, and insurance companies.

#### SALARY RANGE

According to Oakton's program chair, the starting salary for medical biller/coders is between \$12 and \$18/hr. Salaries depend on the experience and skills of the individual and the size of the medical practice. Employers in major metropolitan areas tend to pay higher salaries than those in rural areas. Medical office managers may receive additional compensation in the form of bonuses. In addition to salary range of \$40,000 to 65,000 per year.

It is suggested that individuals do their own survey of employers in the area where they are interested in working for more localized, up-to-date information on salaries in this field.

#### GRADUATES OF THIS PROGRAM WILL BE ABLE TO:

1. Gain skills necessary to provide leadership and develop solutions to guide the medical office through the challenge of an expanding managed care environment.
2. Qualify to take the Certified Coding Specialist-Physician Office (CCS-P) Credentialing Exam given by the American Health Information Management Association (AHIMA).
3. Understand medical billing, computer applications and automation, as well as management issues in the medical office setting.
4. Seek positions as medical office managers.

#### SKILLS USED

Negotiating  
Supervising, directing, and assessing  
Training and instructing  
Planning and making decisions  
Developing budgets  
Managing time and resources  
Reimbursement procedures

#### EDUCATION AND TRAINING

Skills and experience are more important than degrees for medical office managers. Most practices fill these positions by promoting individuals within their organization from the clerical ranks. These positions may serve as entry-level training for potential higher-level managers, which may ultimately require a college degree. Many employers prefer to hire CCS-Ps. Certification is obtained by passing an examination offered through AHIMA.

#### POSSIBLE OCCUPATIONAL TITLES

Medical Billing Clerk  
Medical Secretary  
Medical Office Receptionist  
Practice Manager

#### CERTIFICATES AVAILABLE

Medical Office Management Certificate (26 cr.) *See page 8 for curriculum.*  
Medical Billing Certificate (11 cr.) *See page 8 for curriculum.*

#### ASSOCIATIONS

American Management Association  
National Management Association  
Medical Group Management Association  
American Health Information Management Association

*See the program chair for other associations specific to Medical Office Management.*

#### FOR MORE INFORMATION

Contact Health Information Technology Programs advisor at 847-376-7034.

Additional career information on this industry and others is available in Career Services (Room 1125) and Advising and Counseling Centers (Room 1130) in Des Plaines, or in Room A105 at the Skokie campus. These offices are open 8:30 a.m. to 8 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m., Friday.\*

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# HEALTH INFORMATION TECHNOLOGY

## Medical Transcription

Chair: Anita Taylor, [anitat@oakton.edu](mailto:anitat@oakton.edu) • [www.oakton.edu/acad/dept/hit](http://www.oakton.edu/acad/dept/hit)

### OUTLOOK AND TRENDS

Rapid growth of medical occupations and a growing use of computers to store and retrieve information is expected to increase demand for those who can transcribe medical information. Detailed information required for insurance companies and Medicare also should stimulate employment growth.

#### NATURE OF THE WORK

Medical transcriptionists are medical language specialists who transcribe patient care documents. These documents describe medical histories, diagnoses, and courses of treatment. Transcriptionists translate and type information into comprehensive records of patient care and treatment. The records are reproduced from a tape, recording machine, or digital formats.

#### SALARY RANGE

Graduates typically earn between \$12 and \$15/hr. after completing this certificate.

Medical transcriptionists' pay is tied to productivity in many cases. Salaries range from \$25,000 to \$50,000/yr., with \$25,000 to \$35,000/yr. being the average.

It is suggested that individuals do their own survey of employers in the area where they are interested in working for more localized, up-to-date information on salaries in this field.

#### GRADUATES OF THIS PROGRAM WILL BE ABLE TO:

1. Seek employment as medical transcriptionists in hospital departments, ambulatory health centers, physicians' offices, and transcription services.
2. Apply to take the certification examination administered by the Association for Healthcare Documentation Integrity (AHDI) to become a Certified Medical Transcriptionist (CMT) after two-three years of experience in the field.

#### SKILLS USED

- Knowledge of medical terminology, anatomy, physiology, and disease processes
- Ability to interpret and transcribe spoken words
- Analytical skills
- Proof reading and editing skills
- Good spelling, vocabulary, punctuation, and grammar
- Keyboarding skills

#### EDUCATION AND TRAINING

Completion of high school is the minimum requirement for employment. However, many employers prefer to hire medical transcriptionists who have completed a vocational school or community college program.

#### POSSIBLE OCCUPATIONAL TITLES

Medical Transcriptionist

#### CERTIFICATES AVAILABLE

Medical Transcription Certificate (15 cr.) *See page 8 for curriculum.*

#### ASSOCIATIONS

Association for Healthcare Documentation Integrity (AHDI)

#### FOR MORE INFORMATION

Additional career information on this industry and others is available in Career Services (Room 1125) and Advising and Counseling Centers (Room 1130) in Des Plaines, or in Room A105 at the Skokie campus. These offices are open 8:30 a.m. to 8 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m., Friday.\*

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# Degrees and Certificates in Health Information Technology

## HEALTH INFORMATION TECHNOLOGY (HIT) PROGRAM

Oakton Community College's **Health Information Technology (HIT) A.A.S.** degree and the **HIT Medical Coding Certificate** are limited enrollment programs. The following requirements are needed in order to be considered:

- Complete and submit a Health Care Program application to the HIT Advisor or Admissions Office, Room 1530 at the Des Plaines Campus or Room A100 at the Ray Hartstein Campus in Skokie.
- Applications for the fall semester are accepted between September and August. Check with the Office of Admission for exact dates.

The minimum qualifications are:

1. Graduation from an accredited high school, or successful completion of the General Education Development Test (GED).
2. Completion of one full year of high school biology\* with lab or BIO 101 or a course of comparable content, with a grade of C or better.
3. Completion of one full year of high school mathematics\* or MAT 047.
4. College-level reading and entry-level competence for EGL 101 as demonstrated by course work or placement test. If applicants do not already have EGL 101 or equivalent, they will be required to complete the Oakton's English placement test. (Both the writing (WSAT) and reading (DRP) test must be taken)
5. Foreign high school graduates or students with foreign college credit need to have their transcripts evaluated by the Educational Credential Evaluators (ECE) service in Milwaukee, Wisconsin. An ECE form needed for requesting this service is available in the Admissions Office.

Applicants who meet the above minimum standards established for the program will be notified about an interview with the program chair and/or Admission Committee.

Those admitted will be required to submit a current and complete physical examination record before registration for fall classes and a copy of their health insurance card to prove coverage.

### TIME LIMITS

Students in limited enrollment must have taken Medical Terminology within the last two years or must take a proficiency test in the Des Plaines Testing Center.

The daytime A.A.S. degree must be completed in three years and the evening A.A.S. degree must be completed within four years.

It will be necessary to repeat limited enrollment courses that fall outside this guideline.

*\*Currently, there is no time limit for these courses.*

## CREDITS REQUIRED FOR A.A.S. HEALTH INFORMATION TECHNOLOGY

### Daytime Program

General Education Requirements	Curriculum: 0285
Credits Required	Credit Hours
<b>Area A - Communications</b>	
EGL 101	3
One course from EGL 102, EGL 111, EGL 112, or SPE 103	3
<b>Area B - Mathematics/Science</b>	
(No math course needed)	0
<b>Area C - Science</b>	
BIO 131 and BIO 132	8
<b>Area D - Social Science</b>	
One course from a social science discipline	3
<b>Area E - Humanities</b>	
One course from a humanities discipline	3
<b>Area F - Contemporary Global Studies*</b>	
One course that satisfies Contemporary Global Studies	0-3
<b>Total General Education Requirements</b>	<b>20</b>

### Major Requirements

Credits Required	Credit Hours
<b>1st Semester (Fall)</b>	
HIT 104 Medical Terminology	3
HIT 121 Fundamentals of Health Information Management	3
HIT 191 Healthcare Communication Systems	1
HIT 192 Managing Healthcare Information	1
HIT 193 Electronic Health Records	1
EGL 101 Composition I	3
BIO 131 Human Anatomy and Physiology I	4
<b>Total Semester Credits</b>	<b>16</b>
<b>2nd Semester (Spring)</b>	
HIT 105 Advanced Medical Terminology	1
HIT 106 Classification of Health Data-ICD-9-CM	3
HIT 130 Health Statistics and Registries	2
HIT 170 CPT Coding	2
BIO 132 Anatomy and Physiology II	4
General Education Requirement	3
<b>Total Semester Credits</b>	<b>15</b>
<b>3rd Semester (Fall)</b>	
HIT 120 Evaluation and Management Coding in CPT	1
HIT 201 Fundamentals of Medical Science	3
HIT 251 Health Information Technology Practice I	3
HIT 260 Reimbursement Issues	3
General Education Requirements	6
<b>Total Semester Credits</b>	<b>16</b>
<b>4th Semester (Spring)</b>	
HIT 221 Quality Improvement and Assessment in Health Care	3
HIT 222 Supervisory and Legal Aspects	3
HIT 252 Health Information Technology Practice II	3
Elective Courses	0-2
<b>Total Semester Credits</b>	<b>9-11</b>
<i>Select 3 credits from among the following:</i>	
HIT 113 ICD-9-CM Coding for the Physician Office	2
HIT 115 Insurance Procedures for the Medical Office: MEDICARE	1
HIT 116 Insurance Procedures for the Medical Office: NON-MEDICARE	1
HIT 125 Medical Billing Practices	1
HIT 180 Issues in Medical Office Management	3
CAB 130 PowerPoint Presentation Software (formerly CAS 121)	2
CAB 135 Electronic Spreadsheets Using Excel for PCs (formerly CAS 131)	2
CAB 140 Database Applications for PCs (formerly CAS 141)	3
<b>Total Major Requirements</b>	<b>39</b>
Electives: Select electives as necessary to complete the 61 credit hour required total	0-2
<b>Total Semester Credit Hours for Associate in Applied Science Degree</b>	<b>61</b>

*\*Students may take a Contemporary Global Studies course that satisfies both Area F and another area requirement.*

Requirements and dates are subject to change. Course descriptions are available in the College catalog and online at [www.oakton.edu/acad/catalog/courses.htm](http://www.oakton.edu/acad/catalog/courses.htm).

## Evening Program

Credits Required	Credit Hours
<b>Area A - Communications</b>	
EGL 101	3
One course from EGL 102, EGL 111, EGL 112, or SPE 103	3
<b>Area B - Mathematics/Science</b> (No math course needed)	0
<b>Area C - Science</b>	
BIO 131 and BIO 132	8
<b>Area D - Social Science</b>	
One course from a social science discipline	3
<b>Area E - Humanities</b>	
One course from a humanities discipline	3
<b>Area F - Contemporary Global Studies *</b>	
One course that satisfies Contemporary Global Studies	0-3
<b>Total General Education Requirements</b>	<b>20</b>

### Major Requirements for A.A.S. in Health Information Technology

The following major requirements for the evening program must be taken in the sequence listed to complete the program in the three-year time. HIT limited classes will be scheduled on Tuesday and some Thursday evenings.

#### 1st Semester (Fall)

HIT 104 Medical Terminology	3
BIO 131 Human Anatomy and Physiology I	4

#### 2nd Semester (Spring)

HIT 121 Fundamentals of Health Information Management	3
BIO 132 Human Anatomy and Physiology II	4

#### 3rd Semester (Summer)

HIT 105 Advanced Medical Terminology	1
HIT 170 CPT Coding	2

#### 4th Semester (Fall)

HIT 106 Classification of Health Data-ICD-9-CM	3
HIT 120 Evaluation and Management Coding in CPT	1
HIT 130 Health Statistics and Registries	2

#### 5th Semester (Spring)

HIT 201 Fundamentals of Medical Science	3
HIT 260 Reimbursement Issues	3

#### 6th Semester (Summer)

HIT 222 Supervisory and Legal Aspects	3
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#### 7th Semester (Fall)

HIT 221 Quality Improvement and Assessment in Health Care	3
HIT 251 Health Information Technology Practice I	3

#### 8th Semester (Spring)

HIT 191 Healthcare Communication Systems	1
HIT 192 Managing Healthcare Information	1
HIT 193 Electronic Health Records	1
HIT 252 Health Information Technology Practice II	3

Select 3 credits from among the following:

HIT 113 ICD-9-CM Coding for the Physician Office	2
HIT 115 Insurance Procedures for the Medical Office: MEDICARE	1
HIT 116 Insurance Procedures for the Medical Office: NON-MEDICARE	1
HIT 125 Medical Billing Practices	1
HIT 180 Issues in Medical Office Management	3
CAB 130 PowerPoint Presentation Software (formerly CAS 121)	2
CAB 135 Electronic Spreadsheets Using Excel for PCs (formerly CAS 131)	2
CAB 140 Database Applications for PCs (formerly CAS 141)	3

Electives: Select electives as necessary to complete the 61 credit hour required total

**Total Semester Credit Hours for Associate in Applied Science Degree 61**

## MEDICAL CODING CERTIFICATE

Curriculum: 0287

This limited enrollment, 27-credit certificate program is offered full-time in the daytime and part-time in the evenings. The full-time day program can be completed in three semesters, and the part-time evening program in five semesters. The evening program is designed to allow participation of individuals who are unable to take classes during the daytime. The following outlines indicate when HIT courses are scheduled.

### Full-time Day Program

Credits Required	Credit Hours
<b>1st Semester (Fall)</b>	
HIT 104 Medical Terminology	3
HIT 121 Fundamentals of Health Information Management	3
BIO 131 Human Anatomy and Physiology I	4
Total Semester Credit Hours	10
<b>2nd Semester (Spring)</b>	
HIT 105 Advanced Medical Terminology	1
HIT 106 Classification of Health Data-ICD-9-CM	3
HIT 170 CPT Coding	2
BIO 132 Human Anatomy and Physiology II	4
Total Semester Credit Hours	10
<b>3rd Semester (Fall)</b>	
HIT 120 Evaluation and Management Coding in CPT	1
HIT 201 Fundamentals of Medical Science	3
HIT 260 Reimbursement Issues	3
Total Semester Credit Hours	4
<b>Total Semester Credit Hours for the Certificate</b>	<b>27</b>

### Part-time Evening Program

Credits Required	Credit Hours
<b>1st Semester (Fall)</b>	
HIT 104 Medical Terminology	3
BIO 131 Human Anatomy and Physiology I	4
<b>Total Semester Credit Hours</b>	<b>7</b>
<b>2nd Semester (Spring)</b>	
HIT 121 Fundamentals of Health Information Management	3
BIO 132 Human Anatomy and Physiology II	4
<b>Total Semester Credit Hours</b>	<b>7</b>
<b>3rd Semester (Summer)</b>	
HIT 105 Advanced Medical Terminology	1
HIT 170 CPT Coding	2
<b>Total Semester Credit Hours</b>	<b>3</b>
<b>4th Semester (Fall)</b>	
HIT 106 Classification of Health Data-ICD-9-CM	3
HIT 120 Evaluation and Management Coding in CPT	1
<b>5th Semester (Spring)</b>	
HIT 201 Fundamentals of Medical Science	3
HIT 260 Reimbursement Issues	3
<b>Total Semester Credit Hours for the Certificate</b>	<b>27</b>

\*Students may take either a Contemporary Global Studies or a Human Relations course that satisfies both Area F and another area requirement.

Requirements and dates are subject to change. Course descriptions are available in the College catalog and online at [www.oakton.edu/acad/catalog/courses.htm](http://www.oakton.edu/acad/catalog/courses.htm).

The following certificate programs are offered at various times on both the Des Plaines and Skokie campuses. They are **NOT** limited enrollment programs and do not require an interview with the chair or a health care program application.

In order to apply, complete a **general application for admission** and return to the Admission Office, Room 1530, at the Des Plaines campus or the Registration and Records Office, Room A100, at the Skokie campus. The Oakton general application for admission can also be completed online at [www.oakton.edu](http://www.oakton.edu).

## MEDICAL BILLING CERTIFICATE

Curriculum: 0288

Credits Required	Credit Hours
HIT 104 Medical Terminology (should be taken first)	3
HIT 113 ICD-9-CM Coding for the Physician Office	2
HIT 114 CPT Coding for the Physician Office	2
HIT 115* Insurance Procedures for the Medical Office: MEDICARE	1
HIT 116* Insurance Procedures for the Medical Office: NON-MEDICARE	1
HIT 120 Evaluation and Management Coding in CPT	1
HIT 125 Medical Billing Practices	1
<b>Total Semester Credit Hours for Certificate</b>	<b>11</b>

## MEDICAL OFFICE MANAGEMENT CERTIFICATE

Curriculum: 0289

Credits Required	Credit Hours
HIT 104 Medical Terminology (should be taken first)	3
HIT 113 ICD-9-CM Coding for the Physician Office (Formerly HIT 117)	2
HIT 114 CPT Coding for the Physician Office (Formerly HIT 118)	2
HIT 115* Insurance Procedures for the Medical Office: MEDICARE	1
HIT 116* Insurance Procedures for Medical Office: NON-MEDICARE	1
HIT 120 Evaluation and Management Coding in CPT	1
HIT 125 Medical Billing Practices	1
HIT 180 Issues in Medical Office Management	3
HIT 185 Practicum: Medical Office Management	3
HIT 191 Healthcare Communication Systems	1
HIT 192 Managing Healthcare Information	1
HIT 193 Electronic Health Records	1
Business and Communications Component	6
<i>Choose from the following to total 6 credit hours:</i>	
CAB 180 (formerly COT 120), CAB 184 (formerly COT 140), EGL 111, MAT 111, MGT 117	
<b>Total Semester Hours for Certificate</b>	<b>26</b>

\*This course should be taken after completing HIT 104, HIT 113, HIT 114.

## MEDICAL TRANSCRIPTION CERTIFICATE

15 Semester Credit Hours; Curriculum: 0286

(Des Plaines campus only)

Credits Required	Credit Hours
HIT 101 Introduction to Medical Transcription I	4
HIT 102 Advanced Medical Transcription	4
HIT 104 Medical Terminology (should be taken first)	3
HIT 151 Advanced Surgical and Specialty Transcription	3
HIT 191 Health Communication Systems	1
<b>Total Semester Credit Hours for Certificate</b>	<b>15</b>

Requirements and dates are subject to change. Course descriptions are available in the College catalog and online at [www.oakton.edu/acad/catalog/courses.htm](http://www.oakton.edu/acad/catalog/courses.htm).

# MEDICAL LABORATORY TECHNOLOGY

Chair: Lynne Steele, 847-635-1889, [lynne@oakton.edu](mailto:lynne@oakton.edu), Room 2160, Des Plaines Campus

## OUTLOOK AND TRENDS

Employment of clinical laboratory workers is expected to grow 14 percent between 2006 and 2016, faster than average for all occupations. (U.S. Department of Labor, Bureau of Labor Statistics). The majority of jobs continue to be in hospitals, but employment will grow faster in other settings such as medical and diagnostic laboratories, physician's offices and other ambulatory health care services.

### NATURE OF THE WORK

Medical laboratory technicians (MLTs), medical technologists (MTs), and pathologists work together to determine the presence and extent of a disease. MLTs also provide data needed to evaluate the effectiveness of treatment. Tests may be automated or manual, requiring a variety of instruments. Automated techniques use sophisticated electronic devices and computers. In addition to performing test procedures, MLTs may collect blood samples, clean laboratory equipment, prepare solutions, and maintain quality control procedures. MLTs work in hospitals, physicians' offices, private labs, and in industrial and commercial sales, marketing, and insurance positions.

### SALARY RANGE

According to Salary.com, Inc., in the Chicago area, MLT salary is \$35,500-\$50,800 per year. Students should investigate employers in the area in which they are interested for more up-to-date salary information.

### GRADUATES OF THIS PROGRAM WILL BE ABLE TO:

1. Provide evidence that they have completed a curriculum, which is accredited by the National Accrediting Agency for the Clinical Laboratory Sciences (NAACLS), 8410 W. Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, 773-714-8880.
2. Apply to sit for the certification examination administered by the Board of Registry of the American Society for Clinical Pathology (ASCP) and become a certified MLT.
3. Take the certification examination administered by the National Credentialing Agency for Laboratory Personnel and become a certified Clinical Laboratory Technician (CLT).

### ESSENTIAL SKILLS OF A MEDICAL LABORATORY TECHNICIAN

Essential skills represent the non-academic ability of the applicant or the student to accomplish the essential requirements of the medical laboratory technology program. These standards are based on the essential skills of the medical laboratory technology student. They must be mastered in order to obtain credit for the educational program. Students are expected to perform satisfactorily in the following domains:

#### Physical

- Identify sizes and shapes.
- Discriminate colors or shades both macroscopically and microscopically
- Ability to freely maneuver around the assigned laboratory work areas and patient care settings
- Safely and accurately perform diagnostic laboratory procedures
- Lift, operate instruments, perform tests and phlebotomy procedures

#### Cognitive

- Communicate fluently in English by written and oral and/or alternate means
- Successfully receive and transmit information
- Read and follow instructions

### Emotional/Psychological

- Accurately perform laboratory duties in a stressful environment
- Identify and respond to emergency and non-routine situations

### EDUCATION AND TRAINING

To become a medical laboratory technician, certified by the American Society for Clinical Pathology, students must complete a program accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Oakton's associate in applied science (A.A.S.) degree in medical laboratory technology meets NAACLS requirements. MLTs also must pass the national certification examination administered by the ASCP Board of Registry. Graduates of Oakton's program also are eligible to take the certification examination administered by the National Credentialing Agency for Laboratory Personnel and become a certified clinical laboratory technician.

Medical technologists need a bachelor's degree plus clinical education in a medical technology program accredited by NAACLS.

Please be aware that the academic curriculum for an associate's degree or certificate is often very different from that of the bachelor's degree. See an academic advisor or counselor for details.

### POSSIBLE OCCUPATIONAL TITLES

Medical Laboratory Technician (MLT)  
Clinical Laboratory Technician (CLT)

### DEGREES AND CERTIFICATES AVAILABLE

A.A.S. Medical Laboratory Technology (68 cr.)  
*See page 10 for admission requirements and curriculum.*

### ASSOCIATIONS

American Medical Technologists (AMT)  
American Society for Clinical Laboratory Science (ASCLS)  
American Society for Clinical Pathology (ASCP)

### FOR MORE INFORMATION

Additional career information on this industry and others is available in Career Services (Room 1125) and Advising and Counseling Centers (Room 1130) in Des Plaines, or in Room A105 at the Skokie campus. These offices are open 8:30 a.m. to 8 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m., Friday.\*

Printed materials, videos, and databases (DISCOVER, HORIZONS, SIGI+) can be used on a walk-in basis. Career counselors also are available by appointment to help research occupations.

*\*The College is closed Fridays, Saturdays and Sundays during the summer.*

# Degrees and Certificates in Medical Laboratory Technology

## MEDICAL LABORATORY TECHNOLOGY (MLT) PROGRAM

Oakton's **Medical Laboratory Technology (MLT) A.A.S.** degree is a limited enrollment program. The following requirements are needed in order to be considered:

- Complete and submit a Health Care Program application to the Admission Office, Room 1530 at the Des Plaines Campus or Room A100 at the Ray Hartstein Campus in Skokie.
- Applications for the fall semester are accepted between September and July. Check with the Office of Admission for exact dates.

The minimum qualifications are:

1. Graduation from an accredited high school, or successful completion of the General Education Development Test (GED).
2. High school grade point average of C or better.
3. One year of high school or one semester of college algebra (Oakton-MAT 120 or equivalent) completed within the last seven years with a minimum of grade C. A math placement test may be required.
4. One year of high school or one semester of college biology (Oakton - BIO 101 or equivalent) completed within the last 10 years with a minimum grade of C.
5. One year of high school or one semester of college chemistry (Oakton-CHM 101 or 105 or equivalent) completed within the last seven years with a minimum grade of C.
6. College level reading and entry level competence for EGL 101 as demonstrated by course work or placement test. If applicants do not already have EGL 101 or equivalent, they will be required to complete the Oakton's English placement test. (Both the writing (WSAT) and reading (DRP) test must be taken)
7. ACT score of 21 (20 if taken before 10/89), or a minimum of 12 hours from the following courses with a grade of C or better: BIO 131, BIO 132, CHM 121, CHM 122. (ACT is not required of those who are over 24 years of age.)
8. Foreign high school graduates or students with foreign college credit need to have their transcripts evaluated by the Educational Credential Evaluators (ECE) service in Milwaukee, Wisconsin. An ECE form needed for requesting this service is available in the Admission Office. You will need to request a "catalog match" from ECE.
9. Applicants must be able to meet MLT Essential Functions.

The program chair and/or admission committee will interview applicants who meet these minimum standards established by the program on a first-come, first-served basis.

Qualified applicants will be formally notified in writing within two weeks of their interview.

Students admitted to the program will need to enroll in courses that involve off-campus clinical rotation. Students must comply with the requirements of those clinical sites. Those admitted will be required to submit a current and complete physical examination record before registration for classes and a copy of their health insurance card to prove coverage. Part of the physical exam includes immunizations. Clinical requirements may possibly include drug and alcohol testing and a criminal background check. Hepatitis B immunization is strongly recommended.

## CREDITS REQUIRED FOR A.A.S. MEDICAL LABORATORY TECHNOLOGY

Curriculum: 0280

### General Education and Major Requirements for A.A.S. in Medical Laboratory Technology

Credits Required	Credit Hours
<b>1st Semester (Fall)</b>	
MLT 105 Introduction to Health Care Issues	1
MLT 106 Basic Skills in Medical Laboratory Technology	2
MLT 111 Hematology	4
MLT 112 Urinalysis and Body Fluids	2
BIO 131 Human Anatomy and Physiology I	4
CHM 121 General College Chemistry I	4
<b>Total Semester Credit Hours</b>	<b>17</b>
<b>2nd Semester (Spring)</b>	
MLT 113 Immunohematology-Blood Bank	4
MLT 115 Coagulation	1
MLT 117 Immunology/Serology	1
BIO 132 Human Anatomy and Physiology II	4
BIO 151 Microbiology	4
CHM 122 General College Chemistry II	4
<b>Total Semester Credit Hours</b>	<b>14</b>
<b>3rd Semester (Summer)</b>	
MLT 210 Clinical Practicum I	2
MLT 215 Clinical Chemistry	4
<b>Total Semester Credit Hours</b>	<b>6</b>
<b>4th Semester (Fall)</b>	
MLT 220 Clinical Practicum II	2
MLT 221 Clinical Practicum III	2
MLT 225 Medical Microbiology	4
EGL 101 Composition I	3
Social Science elective	3
Humanities/Fine Arts elective	3
<b>Total Semester Credit Hours</b>	<b>17</b>
<b>5th Semester (Spring)</b>	
MLT 230 Clinical Practicum IV	2
MLT 231 Clinical Practicum V	2
MLT 235 Applications in Laboratory Practice	3
One of the following English courses:	3
EGL 102, EGL 111, EGL 212, SPE 103	
Global Studies elective*	3
<b>Total Semester Credit Hours</b>	<b>13</b>
<b>Total Semester Credit Hours for Associate in Applied Science Degree</b>	<b>68</b>

\*Students may take a Contemporary Global Studies course that satisfies both Area F and another area requirement.

Requirements and dates are subject to change. Course descriptions are available in the College catalog and online at [www.oakton.edu/acad/catalog/courses.htm](http://www.oakton.edu/acad/catalog/courses.htm).

# PHARMACY TECHNICIAN

Chair: Lynne Steele, 847-635-1889, [lynne@oakton.edu](mailto:lynne@oakton.edu), Room 2160, Des Plaines Campus

## OUTLOOK AND TRENDS

In Illinois, as well as nationally, employment of pharmacy technicians is expected to grow much faster than the average occupation through 2014. Much of the increase in jobs for pharmacy technicians will be due to the growing number of middle-aged and elderly people. These groups tend to use more prescription drugs than younger people. Good job opportunities are expected for full-time and part-time work, especially for technicians with formal training or previous experience.

Cost-conscious insurers, pharmacies, and health systems will continue to emphasize the role of technicians. As a result, pharmacy technicians will assume responsibility for routine tasks previously performed by pharmacists. Pharmacy technicians also will need to learn and master new pharmacy technology as it emerges. For example, robotic machines are used to dispense medicine into containers. Thus, while automation is increasingly incorporated into the job, it will not necessarily reduce the need for technicians.

Almost all states have legislated the maximum number of technicians who can safely work under a pharmacist at a time. In some states, increased demand for technicians has encouraged an expanded ratio of technicians to pharmacists. Changes in these laws could directly affect employment.

## NATURE OF WORK

Pharmacy technicians provide technical assistance for registered pharmacists and work under their direct supervision. They usually work in chain or independent drug stores, hospitals, community ambulatory care centers, home health care agencies, nursing homes, and the pharmaceutical industry. They perform a wide range of technical support functions and tasks related to the pharmacy profession. They maintain patient records; count, package, and label medications doses; prepare and distribute sterile products; and fill and dispense routine orders for stock supplies such as over-the-counter products.

## SALARY RANGE

Salary.com reports the entry-level salary for pharmacy technicians range between \$24,000 and \$32,000 per year in the Chicagoland area.

Wages vary by shift, employer, and the technician's level of training. Technicians may receive higher wages for working evenings or weekends.

Certified technicians earn more. General medical and surgical hospitals pay the highest salaries. In general, stores pay the lowest. Some technicians belong to unions representing hospital or grocery store workers.

It is suggested that individuals do their own surveys of the employers in the local area in which they are interested for more localized, up-to-date information on salaries in this field.

## GRADUATES OF THIS PROGRAM WILL BE ABLE TO:

1. Apply for a position as a pharmacy technician.
2. Apply for and take the certification exam administered by the Pharmacy Technician Certification Board.

## ESSENTIAL SKILLS OF A PHARMACY TECHNICIAN

Essential skills represent the non-academic ability of the applicant or the student to accomplish the essential requirements of the pharmacy technician program. Students may be expected to perform satisfactorily in the following areas:

### Physical

- Identify sizes and shapes
- Discriminate colors or shades
- Able to freely maneuver around the work area
- Safely and accurately count and measure

### Cognitive

- Communicate fluently in spoken English
- Able to successfully receive and transmit information
- Read and follow instructions
- Lift, operate instruments, and perform pharmacy technician procedures

### Emotional/Psychological

- Accurately perform duties in a stressful environment
- Identify and respond to emergency and non-routine situations

## EDUCATION AND TRAINING

Students may complete a concentrated 75-hour course at Oakton Community College that is geared towards all participants, ranging from those with no prior pharmacy experience to healthcare professionals interested in strengthening their current skills. This class will introduce students to various pharmacy practice settings and will thoroughly cover drug classes, basic physiology, drug interactions, and daily pharmacy operation.

Please be aware that often the academic curriculum for an associate's degree or certificate is very different from that of the bachelor's degree.

Program lengths usually range from six months to two years, and may lead to a certificate, diploma, or associate's degree in pharmacy technology. See an advisor or counselor for details.

## POSSIBLE OCCUPATIONAL TITLES

Pharmacy Technician  
Certified Pharmacy Technician (CPhT)

## CERTIFICATES AVAILABLE

Pharmacy Technician (5 cr.)

## ASSOCIATIONS

American Association of Pharmacy Technicians (AAPT)  
American Society of Health-System Pharmacists  
Institute for the Certification of Pharmacy Technicians (ICPT)

## CERTIFICATION OR LICENSING

The Pharmacy Technician Certification Board administers the National Pharmacy Technician Certification Examination. This exam is voluntary and displays the competency of the individual to act as a pharmacy technician. Eligible candidates must have a high school diploma or GED, and those who pass the exam earn the title of Certified Pharmacy Technician (CPhT). The exam is offered several times per year at various locations nationally. Employers, often pharmacists, know that individuals who pass the exam have a standardized body of knowledge and skills.

Certified technicians must be recertified every two years. Technicians must complete 20 contact hours of pharmacy-related topics within the two-year certification period to qualify for recertification.

## FOR MORE INFORMATION

Additional career information on this industry and others is available in Career Services (Room 1125) and Advising and Counseling Centers (Room 1130) in Des Plaines, or in Room A105 at the Skokie campus. These offices are open 8:30 a.m. to 8 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m., Friday.\*

Printed materials, videos, and databases (DISCOVER, HORIZONS, SIGI+) can be used on a walk-in basis. Career counselors also are available by appointment to help research occupations.

\*The College is closed Fridays, Saturdays and Sundays during the summer.

# PHLEBOTOMY

Chair: Lynne Steele, 847-635-1889, [lynne@oakton.edu](mailto:lynne@oakton.edu), Room 2160, Des Plaines Campus

## OUTLOOK AND TRENDS

Phlebotomy, a rapidly growing health care profession, follows a standardized educational curriculum and accepted routes for national certification. Health care facilities find it advantageous to require national certification of their phlebotomists to satisfy requirements by federal and state agencies.

### NATURE OF THE WORK

Clinical laboratories depend on the phlebotomy technician to collect quality samples from the patient to produce accurate analysis. A phlebotomist obtains blood samples for laboratory testing by means of venipuncture (drawing blood from a vein), and capillary puncture (obtaining blood from a finger stick). Moreover, the phlebotomy technician must create an atmosphere of trust and confidence with patients while drawing blood specimens in a skillful, safe and reliable manner. Phlebotomists also may work in situations that require collection of urine specimens and throat cultures. The collection procedures must be performed to insure specimen integrity while causing minimal trauma to the patient. Specimen identification also must be ensured by the phlebotomist throughout the collection process.

A phlebotomist will spend each day working directly with patients and other members of the health care team. In addition to the technical skills, the phlebotomist must possess special personal qualities: knowledgeable, compassionate, friendly, patient, attentive, tolerant, honest, and energetic. Phlebotomy technicians must like challenge and responsibility. They also must be accurate, work well under pressure, and communicate effectively.

### SALARY RANGE

In the Chicago area, phlebotomists earn between \$24,600-\$35,600 per year. Hospitals vary, but with experience, a phlebotomist can earn as much as \$17/hr.

Individuals should conduct their own surveys of the employers in the area in which they are interested for more specific information on salaries.

### GRADUATES OF THIS PROGRAM WILL BE ABLE TO:

Apply for and take the certification exam administered by ASCP or NCA.

### ESSENTIAL SKILLS OF A PHLEBOTOMY TECHNICIAN

Essential skills represent the non-academic ability of the applicant or the student to accomplish the essential requirements of the Phlebotomy program. Students are expected to perform satisfactorily in the following domains:

#### Physical

- Identify sizes and shapes
- Discriminate colors or shades
- Ability to freely maneuver around the assigned laboratory work areas and patient care settings
- Safely and accurately perform blood drawing procedures

#### Cognitive

- Communicate fluently in English by oral means
- Ability to successfully receive and transmit information
- Read and follow instructions
- Lift, operate instruments, perform phlebotomy procedures

#### Emotional/Psychological

- Accurately perform duties in a stressful environment
- Identify and respond to emergency and non-routine situations

### EDUCATION AND TRAINING

Phlebotomists can complete four courses in two semesters at Oakton and apply to sit for the certification exam.

Please be aware that often the academic curriculum for an associate's degree or certificate is very different from that of the bachelor's degree. See an advisor or counselor for details.

### POSSIBLE OCCUPATIONAL TITLES

Phlebotomist  
Phlebotomy Technician (PBT)

### CERTIFICATES AVAILABLE

Phlebotomy Certificate (10 cr.)

### ASSOCIATIONS

American Medical Technologists (AMT)  
American Society for Clinical Laboratory Science (ASCLS)  
National Phlebotomy Association (NPA)  
American Society for Clinical Pathology (ASCP)

### PHLEBOTOMY CERTIFICATE

Oakton offers a **Certificate in Phlebotomy** that may be completed in two semesters. Phlebotomy is a limited enrollment program that will begin in the fall and spring semesters. To be considered a Health Care Program application must be completed and submitted to the Admission Office, Room 1530 at the Des Plaines Campus or Room A100 at the Ray Hartstein Campus in Skokie. Applications are accepted year-round.

The minimum qualifications are:

1. Submit proof of graduation from an accredited high school, or successful completion of the General Education Development Test (GED).
2. Completion of Oakton's English Placement tests. The writing (WSAT) and reading (DRP) tests are both required. Students need to place into EGL 090 or above on the writing test and score 50 or higher on the reading test.
3. Applicants must be able to meet PBT Essential Functions.

Applicants who meet the above minimum standards established for the program will be interviewed by the program chair and/or Admission Committee on a first-come, first-served basis.

Qualified applicants will be formally notified in writing within two to four weeks of the interview.

Students admitted to the program will need to enroll in courses that involve off-campus clinical rotation. Students must comply with the requirements of those clinical sites. Those admitted will be required to submit a current and complete physical examination record before registration for classes and a copy of their health insurance card to prove coverage. Part of the physical exam includes immunizations. Clinical requirements may possibly include drug and alcohol testing and criminal background check.

### CREDITS REQUIRED FOR A CERTIFICATE IN PHLEBOTOMY

#### Curriculum: 0281

Credits Required	Credit Hours
HIT104 Medical Terminology	3
MLT 105 Introduction to Health Care Issues	1
MLT 107 Phlebotomy	4
MLT 204 Phlebotomy Practicum	2
<b>Total Semester Credit Hours for Certificate</b>	<b>10</b>

*Requirements and dates are subject to change. Course descriptions are available in the College catalog and online at [www.oakton.edu/acad/catalog/courses.htm](http://www.oakton.edu/acad/catalog/courses.htm).*

# BASIC NURSE ASSISTANT

Chair: Kathleen Ahern-Gray, 847-635-1461, [aherngra@oakton.edu](mailto:aherngra@oakton.edu), Room C220, Ray Hartstein Campus

## OUTLOOK AND TRENDS

Across the United States, employment of nursing assistants is expected to grow continuously through 2010. Much of the expected growth can be attributed to the expansion of long-term care facilities and programs to meet the needs of the elderly, an increasing population. Opportunities for qualified nursing assistants should be good, particularly in areas of long-term and home health care. The role of nursing assistants may change from state to state or region to region within a particular state.

### NATURE OF THE WORK

Under the supervision of licensed nurses, nursing assistants provide routine, non-medical services and personal care to patients. These duties may include aiding patients in getting out of bed and walking; giving back rubs, bathing, and shaving patients; taking temperatures; serving food and assisting in feeding; and cleaning rooms and changing bed linens. Duties will vary depending on an individual's training and the policy of the employer, which can include hospitals, nursing homes, and home health care agencies.

### SALARY RANGE

Earnings will vary by region and employer. Salaries tend to be higher in hospitals than in nursing homes. Home care agencies may pay the highest hourly rates but usually do not offer benefits. The chair of Oakton's Nursing Assistant program reports that current starting salaries for CNAs in the Chicago area are between \$8.25 and \$14/hr with benefits.

It is suggested that individuals do their own survey of employers in the area where they are interested in working for more localized, up-to-date information on salaries in this field.

### GRADUATES OF THIS PROGRAM WILL BE ABLE TO:

1. Apply principles and procedures used by the nursing assistant in long term care, home health settings, and hospitals.
2. Gain clinical, hands-on experience at local health care facilities.
3. Be eligible to take the Illinois Nurse Assistant/Home Health Aide Competency Exam.
4. Be entered into the Illinois Department of Public Health's Health Care Worker Registry after passing the Illinois nurse aide competency exam and criminal background check.

### ESSENTIAL SKILLS EXPECTED OF A NURSE ASSISTANT

Successful completion of the BNAT Program requires the student to participate and satisfy the clinical training component of the program. Students are required to attend clinical training experiences including but not limited to general acute hospital and skilled nursing facility. Participation in clinical training requires that the student have basic abilities that allow the student to perform successfully.

#### Physical

- Assess resident/patient status by visual, tactile and auditory methods.
- Operate and monitor various types of mechanical therapeutic equipment and apply these safely to the resident/patient.
- Regularly spend prolonged period of time walking, standing, sitting, bending as well as frequently crawling, reaching, pushing and pulling.
- Regularly communicate in both written and verbal formats essential information and observations about patients to instructors, staff, and fellow students. This includes the ability to hear resident/patient speech, ability to read written orders with comprehension and the ability to effectively verbalize observations of patient status and other information.

#### Cognitive

- Demonstrate the interpersonal skills necessary to regularly interact effectively with residents/patients, families, co-workers and other facility personnel.
- Be able to care for two to three residents/patients in a timely manner.

- Regularly demonstrate the organizational and time management skills necessary to carry out multiple resident/patient care plans on a daily basis.
- Be able to understand the role of a CNA and carry out assigned tasks as delegated by a Registered Nurse.
- Exhibit the ability to follow directions regarding resident/patient care.
- Regularly take initiative and work independently, yet recognize self limitations.
- Regularly accept guidance and supervision from superiors.
- Regularly read and make adjustments as necessary of various meters, scales and measuring devices.
- Be able to make accurate observations of resident/patients physical and emotional behaviors.

### Emotional/Psychological

- Regularly cope in a appropriate manner to common resident/patient related stressful situations in the clinical site.
- Regularly exhibit flexibility in schedule in response to typical clinical resident/patient changes.
- Regularly exhibit the ability to be an effective team member.

### EDUCATION AND TRAINING

All that is required to work as a CNA is completion of a nursing assistant course (Oakton offers a seven-credit-hour class that lasts 10-16 weeks), passing the Illinois' nurse's aide competency exam, and passing a criminal background check.

Certified Nursing Assistant (CNA) is a required minimum qualification for Oakton's associate Degree Nursing Program.

### POSSIBLE OCCUPATIONAL TITLES

Certified Nursing Assistant  
Home Health Care Worker  
Home Health Aide  
Home Attendant  
Patient Care Assistant  
Geriatric Aide/Nursing Assistant  
Psychiatric Aide/Nursing Assistant  
Hospital Aide or Attendant  
Patient Care Technician

### CERTIFICATES AVAILABLE

Basic Nurse Assistant Training Certificate (7 cr.) *See page 14 for curriculum.*

### FOR MORE INFORMATION

Additional career information on this industry and others is available in Career Services (Room 1125) and Advising and Counseling (Room 1130) in Des Plaines, or in Room A105 at the Skokie campus. These offices are open 8:30 a.m. to 8 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m., Friday.\*

Printed materials, videos, and databases (DISCOVER, HORIZONS, SIGI+) can be used on a walk-in basis. Career counselors also are available by appointment to help research occupations.

Visit our Web site at [www.oakton.edu/acad/dept/bnat/](http://www.oakton.edu/acad/dept/bnat/)

\*The College is closed Fridays, Saturdays and Sundays during the summer.

## BASIC NURSE ASSISTANT TRAINING (BNAT) PROGRAM

Oakton offers a **Basic Nurse Assistant Training (BNAT) Program** at the Ray Hartstein Campus in Skokie. Enrollment for BNAT is limited.

The BNAT curriculum offers a basic study of principles and procedures used by the nurse assistant in long term care, home health settings and hospitals, and focuses on basic human needs and care of the elderly. Integration of skills and concepts is acquired through hands-on clinical experience at local health care facilities.

The three components of the course are theory, lab practice and clinical.

Students must maintain a C or better average in each component throughout the course. Students must pass all three components in order to complete the course.

This course is approved by the Illinois Department of Public Health. Upon completion, students may apply to take the Illinois Nurse Assistant/Home Health Aide Competency Exam. Those students who complete BNAT, and pass the Competency Exam and a criminal background check will be entered into the IDPH Health Care Worker Registry.

A student must be a Certified Nursing Assistant (CNA) to be admitted into Oakton's Registered Nursing (RN) program.

The following requirements are needed to enroll:

1. Achieve required scores on reading, mathematics, and listening comprehension assessments.
2. Complete an interview with program faculty.

This course requires off-campus clinical experience. Students must comply with the requirements of those clinical sites which include submitting a current and complete physical examination record including immunizations in order to begin the clinical component. Students may need a copy of their health insurance card to prove coverage. In addition, drug testing and/or criminal background checks may be required by the clinical site.

A criminal background check is required by the State of Illinois for all students entering a BNAT course. These background checks are required in order to be placed on the Nurse Aide Registry and to be employed as a nursing aide/assistant in Illinois.

A student must have a valid Social Security Number to be placed on the Illinois Health Care Worker Registry as a CNA.

The Basic Nurse Assistant Training course, BNA 100, is offered four times a year for 10 weeks in mid January, April, July and October. The daytime program meets Monday through Thursday from 9 a.m. - 3 p.m. and includes five additional Fridays.

A 16-week weekend program is available the spring and fall semesters. The weekend program meets Monday and Friday from 4 to 8:30 p.m. and Saturday from 8 a.m. to 3:30 p.m.

A 16-week evening course is available in the fall and spring semesters. The evening program meets on Tuesday, Wednesday and Thursday from 4 to 8:30 p.m.

## BASIC NURSE ASSISTANT TRAINING CERTIFICATE Curriculum 0037

<b>Credits Required</b>	<b>Credit Hours</b>
BNA 100 Basic Nurse Assistant Training	6
BNA 105 Basic Nurse Assistant Job Training	1
<b>Total Semester Credit Hours for Certificate</b>	<b>7</b>

# NURSING

Chair: Sandy Kubala, [www.oakton.edu/acad/career/nur\\_p1.htm](http://www.oakton.edu/acad/career/nur_p1.htm)

## OUTLOOK AND TRENDS

Employment opportunities for registered nurses continue to be excellent, with demand for RNs expected to grow through 2020. Thousands of job openings will result from the need to replace experienced nurses leaving the profession, especially as the median age of the registered nurse population continues to rise. Illinois reports current and projected shortages of RNs due to an aging RN workforce and recent declines in nursing school enrollments. Imbalances between the supply and demand for qualified workers should spur efforts to attract and retain qualified RNs.

Employment in hospitals, the largest health care sector, is expected to grow more slowly than in other areas of health care. The intensity of nursing care is likely to increase, requiring more nurses per patient. However, the number of inpatients (those who remain in the hospital for more than 24 hours) is not expected to increase. Patients are being discharged earlier, and more procedures are on an outpatient basis. Rapid growth is expected in hospital outpatient facilities, such as those providing same-day surgery, rehabilitation, and chemotherapy.

Employment opportunities are available in home health care, nursing homes, physicians' offices and clinics, ambulatory surgi-centers, and emergency medical centers. In evolving integrated health care networks, nurses may rotate among locations. Because positions in traditional hospital settings are no longer the only option, RNs need to be flexible. Opportunities are excellent, particularly for nurses with advanced education, training, and flexibility.

### NATURE OF THE WORK

Registered nurses (RNs) provide health care to injured, sick, and well people. Duties vary depending on the employment setting. General responsibilities include nursing care of patients, teaching health care, counseling, assessing patients, analyzing lab reports, and operating various types of equipment such as respirators and EKG machines. RNs also must demonstrate computer literacy.

### SALARY RANGE

In 2006, the starting salary for RNs is about \$22 to \$26/hr. Certified nursing aides (CNAs) currently start at \$7 to \$9/hr. Home health agencies typically pay more. Because of the current RN shortage, some hospitals and agencies offer generous signing bonuses, ranging from \$1000 to \$5000, as well as tuition reimbursement for RNs who continue their education.

Individuals interested in nursing should conduct their own survey of employers in the area where they are interested in working for more localized, up-to-date information on salaries in this field.

### GRADUATES OF ASSOCIATE DEGREE NURSING WILL BE ABLE TO:

1. Provide evidence that they have completed a nursing curriculum that is approved by the Illinois Department of Professional Regulation, Board of Nursing, 320 W. Washington St., Springfield, IL 62786 and is accredited by the National League for Nursing Accrediting Commission, Inc., 61 Broadway, 33rd Floor, New York, NY 10006.
2. Be eligible to apply and take the National Council Licensure Examination for Registered Nurses.

### ESSENTIAL SKILLS EXPECTED OF A NURSE

Students admitted into the nursing program must meet certain physical, communicative/cognitive and emotional/psychological criteria (listed below) with or without use of assistive devices or other approved techniques. Students with disabilities are encouraged to contact the Associate Degree Nursing Office to obtain counseling with regards to meeting these requirements.

#### Physical Requirements

Visual

- Acuity
- Depth
- Color Perception

Auditory

- Auscultate body sounds
- Distinguish body sounds

Sensation

- Tactile
- Temperature

Motor

- Provide physical support for another person
- Lift and position another person
- Transfer another person
- Manual Dexterity (cutting, grasping, pinching, carrying, pulling and pushing, keyboard data entry)
- Endure prolonged walking, standing or sitting
- Hand-eye coordination

#### Communicative/Cognitive Requirements

Communication

- Articulate ideas and communicate clearly (verbal & written)
- Demonstrate interpersonal skills for effective interaction with others

Retention

- Ability to retain data

Comprehension

- Interpret and simplify information
- Proficiency in both math and algebra skills

Team Interaction

- Consultation
- Negotiation

#### Psychological/Emotional Requirements

Attitude/Behavior

- Exhibit flexibility in response to changing priorities
- Ethical standards of the profession
- Professional manner demonstrated in interaction, appearance, and attitude
- Respectful to cultural, racial, and ethnic diversity

Coping abilities

- Appropriate and mature response to stressful situations

## EDUCATION AND TRAINING

Certified Nursing Assistants are only required to complete the Basic Nurse Assistant Training Certificate (a 7-credit semester course) and pass the competency exam and a criminal background check to be entered into the IDPH Certified Nurse Aide (CNA) Registry.

Licensed Practical Nurses (LPNs) only need to take the first year, plus the summer session, of Oakton's nursing program. Upon completion, they receive the Practical Nurse Certificate and are eligible to apply to take the National Council Licensure Examination for Practical Nurses.

Students who successfully complete the second year of the curriculum are eligible to apply for and take the National Council Licensure Examination for Registered Nurses.

A bachelor of science in nursing (B.S.N.) offers more options in the areas of administration or supervisory positions. Master's level nurses can teach or pursue clinical specialties. The Nursing and Advanced Practice Nursing Act allows certified advanced practice nurses – who have a written collaboration agreement with physicians - to care, treat, and handle procedures in a similar fashion as physicians. It also allows advance practice nurses prescription authority.

Please be aware that the academic curriculum for an associate degree or certificate is often very different from that of the bachelor's degree. See an academic advisor or counselor for details.

## POSSIBLE OCCUPATIONAL TITLES

Certified Nursing Aide (CNA)

Licensed Practical Nurse (LPN)

Registered Nurse (RN)

## DEGREE AND CERTIFICATES AVAILABLE

A.A.S. in Nursing (70 cr.)

Basic Nurse Assistant Training Certificate (7 cr.) *See page 14 for curriculum.*

NCLEX-RN Preparation for Graduate Nurses Certificate (7 cr.)

## ASSOCIATIONS

National League for Nursing

American Nurses Association

## FOR MORE INFORMATION

Additional information on this career and others is available in Career Services (Room 1125) and Advising and Counseling Centers (Room 1130) in Des Plaines, or in Room A105 at the Skokie campus. These offices are open 8:30 a.m. to 8 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m., Friday.\*

Printed materials, videos, and databases (DISCOVER, HORIZONS, SIGI+) can be used on a walk-in basis. Career counselors also are available by appointment to help research occupations.

*\*The College is closed Fridays, Saturdays and Sundays during the summer.*

## DEGREES AND CERTIFICATES IN NURSING

### General Information

The program may require both day and evening assignments. Only those who complete extensive general education requirements prior to enrollment would be able to attend on a less than full-time basis. Students who have completed core and general education credits, which are a part of the curriculum, must still plan on attending for two full academic years.

Any courses in the program without the NUR prefix must be taken ahead of time or concurrently with the NUR courses listed each semester.

### COMPLETE PREREQUISITES

1. High school graduate or G.E.D.
2. Submit official high school and all college transcripts (except Oakton).
3. Overall GPA of 2.5 or higher.
4. ACT composite of 18 (within the last three years) or 12 hours of college credit.
5. One year of high school or one semester of college:
  - Biology (BIO 101) or equivalent, or higher level biology course with a grade of "C" or better (completed within the last five years).
  - Chemistry (CHM 105) or equivalent, or higher level chemistry course with a grade of "C" or better (completed within the last five years).
6. English 101 placement based on Oakton's Writing Skills Assessment Test (WSAT), or completion of English 101 course.
7. Oakton's Degrees of Reading Power (DRP) exam with a score of 65 or higher.
8. NLN test with a composite score of 60 or higher and verbal score of 50 or higher within the last two years. Students may take the NLN test once every six months.
9. Completion of a Certified Nursing Assistant (CNA) program and pass the Illinois State Certification Exam. Oakton offers a 10- or 16-week course titled Basic Nurse Assistant Training (BNAT).
10. Completion of Mathematics for Allied Health (MAT 102) with a grade of "A" or pass the proficiency test with 90 percent or higher within the last two years.

### RANKING OF APPLICANTS

Ranking of the first-year Nursing students is done in the following order:

1. In-district residency
2. NLN Composite Score (highest to lowest passing score)
3. NLN Verbal Score (highest to lowest passing score)
4. Overall College GPA (or high school if no college credit earned)

Only those students with completed files will be ranked. **It is the student's responsibility to make sure his/her file is complete.**

### CONDITIONAL STUDENTS (HCNS)

**All re-admitted students must re-apply and will be interviewed** by the program chair prior to acceptance in any semester of the program.

## CREDITS REQUIRED FOR REGISTERED NURSING A.A.S.

Curriculum: 0320

### General Education and Major Requirements for A.A.S. in Registered Nursing

Credits Required	Credit Hours
<b>1st Semester</b>	
NUR 103 Introduction to Professional Nursing Practice	3
NUR 104 Nursing Care Concepts	5
BIO 111 Principles of Pharmacology	2
BIO 113 Basics of Nutrition	1
BIO 131 Human Anatomy & Physiology I	4
PSY 120 Human Development*	3
OR	
PSY 211 Child Psychology*	
<b>Total Semester Credit Hours</b>	<b>18</b>
<b>2nd Semester</b>	
NUR 105 Nursing Concepts in the Care of the Socially Maladaptive Client	3
NUR 106 Nursing Concepts in the Care of the Expanding Family	3
NUR 108 Nursing Concepts in the Care of the Elderly (optional for LPNS)	3
NUR 153 Introduction to Registered Nursing for the Licensed Practical Nurse (for LPNS only)	1
BIO 132 Human Anatomy & Physiology II	4
Elective from Humanities	3
NUR 155 Nursing Informatics	1
NUR 160 Pharmacotherapeutics I	1
<b>Total Semester Credit Hours</b>	<b>18</b>
<b>Summer Semester</b>	
NUR 151** LPN Option	5
<b>3rd Semester</b>	
NUR 207 Nursing Concepts in the Care of the Adult Client	6
NUR 212 Nursing Concepts in the Care of Children	3
BIO 151 Microbiology	4
EGL 101 Composition I	3
NUR 260 Pharmacotherapeutics II	1
<b>Total Semester Credit Hours</b>	<b>17</b>
<b>4th Semester</b>	
NUR 208 Nursing Concepts in the Care of Acutely Ill Patients	3
NUR 209 Nursing Care Concepts Related to Community Home Health	3
NUR 211 Nursing Care Concepts Related to Management of Client Care	3
EGL 102* Composition II	3
OR	
SPE 103* Effective Speech	
NUR 210 Nursing Trends	2
ANT 202*** Introduction to Cultural Anthropology (Global Studies)	3
<b>Total Semester Credit Hours</b>	<b>17</b>
<b>Total Semester Credit Hours for Associate in Applied Science Degree</b>	<b>70</b>

\*Students continuing on a Baccalaureate should check requirements of the particular BSN program.

\*\*Only those sitting for the LPN licensure are required to take this course (optional).

\*\*\*Meets requirements for Global Studies (no other course accepted).

## LPN to RN BRIDGE PROGRAM

Oakton also offers a bridge program for an individual who is already a Licensed Practical Nurse (LPN) and who wants to become a Registered Nurse (RN). LPNs who have completed the following prerequisites must start in the spring semester and complete three full semesters before graduating with the associate's degree.

The following requirements are needed in order to be considered:

Complete and submit a Health Care Program application to the Admissions Office, Room 1530 at the Des Plaines Campus or Room A100 at the Ray Hartstein Campus in Skokie. (Contact the Office of Admission or Nursing advisor for application deadlines.)

### ADMISSION PREREQUISITES

1. High school graduate or GED completion.
2. Overall GPA of 2.5 or higher.
3. Chemistry (CHM 105) or equivalent, or higher level chemistry with a grade of "C" or higher.
4. Human Anatomy and Physiology I (BIO 131) or equivalent with a grade of "C" or higher.
5. Basics of Nutrition (BIO 113) or equivalent, or higher level chemistry with a grade of "C" or higher.
6. Pharmacology (BIO 111) with a grade of "C" or higher, or proof of an acceptable medications course.
7. Human Development (PSY 120) or Child Psychology (PSY 211) equivalents with a grade of "C" or higher.
8. English 101 placement based on Oakton's Writing Skills Assessment Test (WSAT) or completion of English 101 course.
9. Oakton's Degrees of Reading Power (DRP) with a score of 65 or higher.
10. NLN Challenger Nursing Profile Exam for LPN's with a decision score of 65 percent or better.
11. MAT 102 (Math for Allied Health) with a grade of "A", or pass the proficiency test with 90 percent or higher (within the last two years).
12. Copy of current LPN License.
13. Letter of LPN experience from supervisor on hospital letterhead.

Applicant must have at least six month of LPN work experience in a clinical setting.

Requirements and dates are subject to change. Course descriptions are available in the College catalog and online at [www.oakton.edu/acad/catalog/courses.htm](http://www.oakton.edu/acad/catalog/courses.htm).

# PHYSICAL THERAPIST ASSISTANT

Chair: Mary DeNotto, [www.oakton.edu/acad/dept/pta](http://www.oakton.edu/acad/dept/pta)

## OUTLOOK AND TRENDS

Employment opportunities for physical therapist assistants (PTAs) are expected to continue to grow in Illinois through 2012. Jobs are most plentiful in large metropolitan areas, but PTAs are in demand in rural areas as well. Traditionally, a slight shortage of PTAs exists in Illinois, making future prospects good for graduates of approved programs.

### NATURE OF THE WORK

Under the direction and supervision of a physical therapist, a physical therapist assistant helps rehabilitate people with injuries or diseases affecting muscles, joints, bones, nerves, or the cardiopulmonary system. Activities include administering therapeutic treatment (using electricity, heat, cold, or ultrasound) and various exercise techniques; monitoring patient progress; demonstrating and instructing at-home exercises for their families; and educating patients in the use and care of prostheses (artificial limbs), walkers, wheelchairs, crutches, and other devices.

### SALARY RANGE

In 2008, starting salaries for PTAs in the Chicago area are between \$43,000 and \$56,000/yr. depending on work setting and employer.

### GRADUATES OF THIS PROGRAM WILL BE ABLE TO:

1. Provide evidence that they have completed a curriculum that is accredited by the Commission on Accreditation in Physical Therapy Education.
2. Document work experience in a clinical setting.
3. Be eligible to take the state's licensing exam to work in Illinois.

### ESSENTIAL SKILLS EXPECTED OF A PHYSICAL THERAPIST ASSISTANT

Successful completion of the PTA program requires the student to participate in and satisfy the clinical training component of the program.

Students are required to attend a total of four different clinical training experiences including but not limited to general acute hospital, skilled nursing facility, and orthopedic outpatient facility.

Participation in clinical training requires that the student have basic abilities that allow the student to perform successfully. Students may be expected to perform satisfactorily in the following domains:

#### Physical

- Assess patient/client status by visual, tactile and auditory methods.
- Operate and monitor various types of electrical and mechanical therapeutic equipment and apply these safely to the patient/client.
- Lift and move moderate weight on a regular basis, frequently lift and move heavier weights (in excess of fifty pounds) as may be required for safe transfers of patient/client.
- Spend prolonged periods of time walking, standing, sitting, bending as well as frequently crawling, reaching, pushing and pulling. Regularly communicate in both written and verbal formats essential information about patients, treatments, and status to physicians, co-workers, patients and families. This includes the ability to hear patient/client speech, ability to read written orders with comprehension and the ability to effectively vocalize assessments of patient status and other information.

#### Cognitive

- Demonstrate the interpersonal skills necessary to regularly interact effectively with patients' families, physicians, co-workers and other facility personnel.
- Demonstrate the organizational and time management skills necessary to carry out multiple treatment plans on a daily basis.

- Make decisions and then act on the decisions based on assessment of a particular patient or situation, including emergency situations.
- Take the initiative and work independently while recognizing self limitations; accept guidance and supervision from superiors.
- Read and make adjustments as necessary of various meters, scales and measuring devices.
- Follow job-related logical thought processes.

#### Emotional/Psychological

- Cope in an appropriate manner to common patient/clinically related stressful situations.
- Exhibit flexibility in schedule in response to typical clinical/patient changes.

### EDUCATION AND TRAINING

Physical therapy technicians or aides need a high school diploma. They are trained on the job, are supervised by a physical therapist (PT) or PTA at all times, and are very limited as to what they can do.

Physical therapist assistants (PTAs) must finish an accredited two-year program such as Oakton's and pass a state-licensing exam to work in Illinois. PTAs are given more responsibility, such as documenting patient information, and they can function without a PT in the building.

Currently, PTs need to finish a master's or doctoral degree at an accredited institution and pass a licensing exam to work in Illinois. DPTs and MPTs can teach and supervise, evaluate, and develop treatment plans.

Please be aware that the academic curriculum for an associate's degree or certificate is often very different from the professional degree. See an academic advisor or counselor for details.

### POSSIBLE OCCUPATIONAL TITLE

Physical Therapist Assistant

### DEGREE AVAILABLE

A.A.S. Physical Therapist Assistant (69 cr.)

*See page 19 for admission requirements and curriculum.*

### ASSOCIATIONS

American Physical Therapy Association

Illinois Physical Therapy Association

### FOR MORE INFORMATION

Additional career information on this industry and others is available in Career Services (Room 1125) and Advising and Counseling Centers (Room 1130) in Des Plaines, or in Room A105 at the Skokie campus. These offices are open 8:30 a.m. to 8 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m., Friday.\*

Printed materials, videos, and databases (DISCOVER, HORIZONS, SIGI+) can be used on a walk-in basis. Career counselors also are available by appointment to help research occupations.

*\*The College is closed Fridays, Saturdays and Sundays during the summer.*

## PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM

Oakton's **Physical Therapist Assistant (PTA) A.A.S.** degree is a limited enrollment program. The following requirements are needed in order to be considered:

- Complete and submit a Health Care Program application to the Admissions Office, Room 1530 at the Des Plaines Campus or Room A100 at the Ray Hartstein Campus in Skokie.
- Applications are accepted between September and May each year. The program begins every August.

The minimum qualifications are:

1. Graduation from an accredited high school, or successful completion of the General Education Development Test (GED).
2. College grade point average of 2.5 or better (or high school if no college credit earned).
3. ACT score of 18 or a minimum of 12 hours of college credit with a grade point average of 2.5 or better.
4. One year of high school or one semester of college physics (Oakton-PHY 101), completed within the last five years with a minimum grade of C.
5. One year of high school or one semester of college biology (Oakton-BIO 101 or BIO 131), completed within the last five years with a minimum grade of C.
6. College level competence for EGL 101 as demonstrated by course work or placement test. If applicants do not already have EGL 101 or equivalent, they will be required to complete Oakton's English placement test
7. Reading placement test score (DRP) of 65 or higher. Score below 65 may require additional course work.
8. Documentation of an on-site visit to a physical therapy facility for a minimum of 10 hours accompanied by a recommendation from the supervising therapist at the facility.
9. Foreign high school graduates or students with foreign college credit need to have their transcripts evaluated by the Educational Credential Evaluators (ECE) service in Milwaukee, Wisconsin. An ECE form needed for requesting this service is available in the Admission Office. You will need to request a "catalog match" from ECE.

Students with complete files will be sent for an interview with the program chair or admission committee on a first-come, first-served basis.

Students admitted to the program will need to enroll in courses that involve off-campus clinical rotation. Students must comply with the requirements of those clinical sites. Those admitted will be required to submit a current and complete physical examination record before registration for classes and a copy of their health insurance card to prove coverage. Part of the physical exam includes immunizations. Clinical requirements may include drug and alcohol testing and/or criminal background check.

### General Information

Priority of acceptance is given to legal residents of Oakton Community College's district #535 (with completed files) until March 1. The first person with a completed file will be interviewed first. Application date will be used if two or more files are complete on the same date. Non-resident applicants with completed files will be considered after March 1 and prior to the start of the program.

For most students, the program will require a full-time commitment during the day. Only those who complete extensive general education requirements prior to enrollment would be able to attend on a less than full-time basis. Students who have completed core and general education credits, which are a part of the curriculum, must still plan on attending for two full academic years including summers.

## CREDITS REQUIRED FOR PHYSICAL THERAPIST ASSISTANT A.A.S.

Curriculum: 0360

Credits Required	Credit Hours
<b>First year (fall)</b>	
BIO 131 Anatomy and Physiology I	4
HIT 104 Medical Terminology	3
EGL Composition I	3
PTA 100 Orientation to PTA	2
PTA 103 Communication Skills and Interpersonal Relations for PTA	2
PTA 105 Basic Health Skills for the PTA	5
<b>Total semester credit hours</b>	<b>20</b>
<b>First year (spring) Credit Hours</b>	
BIO 132 Anatomy and Physiology II	4
EGL or SPE elective	3
PSY 101 Introduction to Psychology	3
PTA 107 Physical Agents I	3
PTA 110 Therapeutic Exercise I	4
PTA 161 Clinical Practicum I	1
<b>Total semester hours</b>	<b>18</b>
<b>Summer Session</b>	
PTA 162 Clinical Practicum II	2
<b>Second year (fall)</b>	
HUM Elective*	3
PTA 207 Physical Agents II	3
PTA 210 Therapeutic Exercise II	4
PTA 211 Neurology for the PTA	2
PTA 241 Workplace Issues in Physical Therapy	1
PTA 261 Clinical Practicum III (may be taken spring term)	1
<b>Total semester credit hours</b>	<b>14</b>
<b>Second year (spring)</b>	
Global Studies elective*	3
PTA 212 Advanced Manual Techniques	2
PTA 214 Basic Professional Reading Skills	1
PTA 220 Topics in Pathology for the PTA	3
PTA 230 Advanced Procedures for the PTA	3
PTA 242 Career Strategies for the PTA	1
<b>Total semester credit hours</b>	<b>13</b>
<b>Interim (summer) Session</b>	
PTA 262 Clinical Practicum IV	2
<b>Total semester credit hours for Associate in Applied Science Degree</b>	<b>69</b>

*\*If a student has taken a course that satisfies both Humanities and Global Studies requirements, the student must take an approved three credit hour elective.*

*Requirements and dates are subject to change. Course descriptions are available in the College catalog or online at [www.oakton.edu/acad/catalog/courses.htm](http://www.oakton.edu/acad/catalog/courses.htm).*

# MASSAGE THERAPY

Chair: Luanne Olson, 847-376-7063, [lolson@oakton.edu](mailto:lolson@oakton.edu), Room 2803, Des Plaines Campus

## OUTLOOK AND TRENDS

Employment for massage therapists is expected to increase faster than average through 2014 as more people learn about the benefits of massage therapy. Job opportunities are best for therapists who complete formal training programs and pass the national certification exam. Referrals are a very important source of work for massage therapists. Joining a state or local chapter of a professional association also can help build strong contacts and further increase the likelihood of steady work. Employment can be found in a variety of settings including salons and spas; the offices of physicians and chiropractors; fitness and recreational sports centers; and hotels. This occupation contains a large number of part-time and self-employed workers. Among those who are self-employed, most own their own businesses and the remainder work as independent contractors.

### NATURE OF THE WORK

Massage therapy is practiced by thoroughly trained individuals who provide specialized care with their client's medical health in mind. It is used as a means of treating painful ailments, decompressing tired and overworked muscles, reducing stress, rehabilitating sports injuries, and promoting general health. This is accomplished by manipulating a client's soft tissues in order to improve the body's circulation and remove waste products from the muscles. While massage therapy is done for medical benefit, a massage can be given to simply relax or rejuvenate the person being massaged.

Massage therapists work by appointment. Before beginning a massage therapy session, therapists conduct an informal interview with the client to find out about the person's medical history and desired results from the massage. Based on the person's goals, ailments, medical history, and stress- or pain-related problem areas, a massage therapist will conclude whether a massage would be harmful, and if not, move forward with the session while concentrating on any areas of particular discomfort to the client. While giving the massage, therapists alter their approach or concentrate on a particular area as necessary.

### SALARY RANGE

Salaries vary by employer, regional location, expertise and number of hours worked. At most, full-time massage therapists may conduct 20-25 one-hour massage sessions per week.

Salary.com reports the earnings of massage therapists in the Chicago area to be between \$30,000-\$69,000/yr. Generally massage therapists earn 15 to 20 percent of their income as gratuities. For those who work in a hospital or other clinical setting, however, tipping is not common.

It is suggested that individuals do their own surveys of the employers in the local area in which they are interested for more localized, up-to-date information on salaries in this field.

### GRADUATES OF THIS PROGRAM ARE:

1. Eligible to take the Illinois Massage Therapy licensing exam (if over the age of 18).
2. Prepared to work in a variety of clinical settings.
3. Able to utilize knowledge of anatomy, physiology, kinesiology, massage theory and techniques to apply a full-body Swedish massage.
4. Able to demonstrate understanding of the various types of massage presented within the program.
5. Able to demonstrate knowledge of and adherence to appropriate legal standards governing the practice of Massage Therapy within the State of Illinois.

### SKILLS USED:

- Effective and professional communication skills.
- Ability to adjust behavior appropriately and respectfully in response to individual and cultural differences.
- Ability to make clients feel comfortable and relaxed.
- Ability to stand for long periods of time and adequate fitness and good body mechanics to avoid injury and fatigue.
- Ability to work as an independent practitioner.
- Good time management and good record-keeping abilities.

### EDUCATION AND TRAINING

Training standards and requirements for massage therapists vary greatly by state and locality. Illinois requires practicing massage therapists to complete the minimum educational requirements for licensure (500 hours) and successfully pass the National Certification Board of Therapeutic Massage and Bodywork's examination or another massage therapist certifying examination approved by the Illinois Department of Financial and Professional Regulation.

Please be aware that often the academic curriculum for an associates degree or certificate is very different from the bachelor's degree. See your counselor for details.

### POSSIBLE OCCUPATIONAL TITLES

Massage Therapist  
Physical Therapy Aide

### DEGREE AVAILABLE

Massage Therapy (31 cr.)

### ASSOCIATIONS

Associated Bodywork and Massage Professionals  
American Massage Therapy Association

### FOR MORE INFORMATION

Visit "Gathering Career Information Online" at [www.oakton.edu/user/~vivona/careerresearch](http://www.oakton.edu/user/~vivona/careerresearch).

Additional career information on this industry and others is available in Career Services (Room 1125) and Advising and Counseling Centers (Room 1130) in Des Plaines, or in Room A105 at the Skokie campus. These offices are open 8:30 a.m. to 8 p.m., Monday through Thursday, and 8:30 a.m. to 5 p.m., Friday.\*

Printed materials, videos, and databases (DISCOVER, HORIZONS, SIGI+) can be used on a walk-in basis. Career counselors also are available by appointment to help research occupations.

\*The College is closed Fridays, Saturdays and Sundays during the summer.

## FREQUENTLY ASKED QUESTIONS

### How do I get more information about a career in health care?

For general information about health career professions or what programs and certificates are offered by Oakton Community College, contact Paul Sanburg at 847-635-1741 or stop by Oakton's Advising and Counseling Center in Room 1130, Des Plaines Campus or Room A105, Skokie Campus.

### If I know what program I want but need more specific information about prerequisites or courses I might need to take, whom do I contact?

For Nursing Program, contact Carrie Kelly at 847-376-7219, [ckelly@oakton.edu](mailto:ckelly@oakton.edu).

For Health Information Technology, contact Arlene Sattler at 847-376-7034, [asattler@oakton.edu](mailto:asattler@oakton.edu).

For Medical Laboratory Technology, Phlebotomy or Pharmacy Technician Programs, contact Rita Petrie at 847-635-1844, [rpetrie@oakton.edu](mailto:rpetrie@oakton.edu).

For Physical Therapist Assistant contact Rita Petrie at 847-635-1844, [rpetrie@oakton.edu](mailto:rpetrie@oakton.edu).

For Basic Nurse Assistant, contact Kathleen Ahern-Gray at 847-635-1461, [aherngra@oakton.edu](mailto:aherngra@oakton.edu).

### How do I apply?

You may apply online at [www.oakton.edu/admiss/admission.html](http://www.oakton.edu/admiss/admission.html) or return a completed Application for Admission and a \$25 nonrefundable, one-time application fee. For more information contact Admission and Enrollment Management Office at 847-635-1629, Room 1530, Des Plaines campus.

Oakton's Health Career Programs are limited enrollment programs (i.e., admission in a program or certificate is not guaranteed.)

Visit [www.oakton.edu](http://www.oakton.edu) for additional information.

### Attention Students!

The requirements for programs in Health and Science careers change frequently. For current information, contact the respective Health Career department or Office of Admission at 847-635-1629 for updated requirements. Drug screening and/or criminal background checks may be required to attend a clinical facility. Failure on either a drug screen or criminal background check may prevent you from completing a health career program.

## CONTACTS

Program/Service	Contact Person	Telephone/E-mail
Admission and Enrollment Management	Danielle Cargo Admission Specialist	847-635-1629
Basic Nurse Assistant Training (BNAT)	Kathleen Ahern-Gray	847-635-1461
Health Careers Advisors	Carrie Kelly (nursing only)	847-376-7219 <a href="mailto:ckelly@oakton.edu">ckelly@oakton.edu</a>
	Rita Petrie (MLT, PTA, Phlebotomy) (Pharmacy Technician)	847-635-1844 <a href="mailto:rpetrie@oakton.edu">rpetrie@oakton.edu</a>
	Arlene Sattler (HIT, Medical Billing, Medical Coding, Medical Office Management, Medical Transcription)	847-376-7034 <a href="mailto:asattler@oakton.edu">asattler@oakton.edu</a>
English and Math Placement		847-635-1939, DP 847-635-1446, RHC

**Information Sessions** are presented several times per year for the various health care programs. For information on upcoming sessions, call the Office of Admission at 847.635.1629.