

# HEALTH (HTH)

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**HTH-1121 Health Administration (1.5 Credits)**

An overview of basic operations in a health care setting and how various departments and systems work together. Focus will be on health care structure, personal management skills in multi-disciplinary teams, and understanding of role and functions in an organization. Not available for supplemental.

Instruction (2)

Equivalent to HTH-121.

**HTH-1125 Patients' Records/Transcribing Orders (3 Credits)**

An introduction to the Unit Clerk's basic responsibilities for patient records and transcribing orders. Topics will include processing, communicating and documenting physicians' orders and patient records by identifying information from basic medical records, the appropriate application of medical terminology, and awareness and use of common abbreviations in these processes. Not available for supplemental.

Instruction (3)

Equivalent to HTH-125.

**HTH-1142 Medical Order Entry (3 Credits)**

A skills-based approach to medical transcription of physicians' orders within the healthcare system, specifically within hospital settings. Focus will be on transcription of physicians' orders into patients' charts and applicable electronic processing and entry of orders utilizing regional hospital systems. Not available for supplemental. Not eligible for Prior Learning Assessment.

Instruction (3)

**HTH-1143 Unit Clerk Practicum (3 Credits)**

A culminating course comprised of a 95-hour practicum, this provides the opportunity to apply the knowledge and skills gained through their educational experience. The practicum experience is delivered in a health care setting under the guidance of a preceptor. Not available for supplemental. Not eligible for Prior Learning Assessment. Grading: CR/NCR.

Work Integrated Learning (3)

Equivalent to HTH-1131, HTH-131, HTH-1143W.

Requisite courses: Take COM-1162 (Required, Previous). Take CPU-1151 (Required, Previous). Take CSP-1150 (Required, Previous). Take ENG-1142 (Required, Previous). Take HTH-1121 (Required, Previous). Take HTH-1125 (Required, Previous). Take HTH-1142 (Required, Previous).