

# Health Careers Institute

## TRAINING COURSES

- Basic Life Support for Health Care Providers
- Certified Nurse Aide
- Clinical Medical Assistant
- Community Health Worker
- Dental Assistant
- Dialysis Technician
- EKG/ECG Technician
- Electronic Health Records Specialist
- Emergency Medical Technician
- Medical Coding & Billing/Medical Administrative Assistant

- Medical Front Office Specialist
- Mental Health Technician
- Patient Care Technician
- Pediatric Phlebotomy
- Pharmacy Technician
- Phlebotomy Technician
- Physical Therapy Aide
- Sterile Processing Technician
- TEAS Exam Review
- Veterinary Assistant

***Jump Start*** your career in Healthcare!

817.272.2581 | [uta.edu/ded/hci](http://uta.edu/ded/hci)



## Basic Life Support (BLS) For Health Care Providers

The Basic Life Support (BLS) for Healthcare Providers is designed to provide a wide variety of healthcare professionals the ability to recognize cardiac arrest, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. Certification is valid for two years.

Hours: 5 Classroom

Tuition: \$75

## Certified Nurse Aide (CNA)

The Certified Nurse Aide course prepares students to provide direct, hands-on care for patients under the supervision of a Registered Nurse or other medical staff. Classroom and practical instruction prepare students to handle a wide range of tasks including assisting patients with activities of daily living, bedside care, and obtaining vital signs. There is great emphasis on patient communication. Students who complete the program satisfy the Texas Department of Aging and Disability (TDADS) requirements and are eligible to take the State exam.

Hours: 100 (60 Classroom & 40 Clinical)

Tuition: \$2,000

## Clinical Medical Assistant

The Clinical Medical Assistant course prepares students to work in private medical practices, hospitals, medical clinics, and other medical facilities. Students learn how to schedule medical procedures, draw blood, take patient medical histories, update patient medical files, measure and record vital signs, administer EKG/ECGs, instruct patients on medication usage, collect lab specimens, sterilize medical instruments, and more.

Hours: 300 (140 Classroom & 160 Externship)

Tuition \$4,500



## Community Health Worker

Community health workers are frontline workers who possess a unique and intimate understanding of the communities they serve. They assist people in gaining access to needed services and build individual, community, and system capacity by increasing health knowledge and self-sufficiency. Topics covered include outreach, patient navigation and follow-up, community health education and information, informal counseling, social support, advocacy, and participation in clinical research. Upon successful completion of the program, students are eligible to apply to the Texas Department of State Health Services for state certification.

Hours: 160 Classroom

Tuition: \$1,400

## Dental Assistant

Train to work in a dental office in less than six months. Classroom and practical instruction include oral health, dental disease prevention, infection control, dental instrumentation, oral anatomy, and assisting in the delivery of dental care and treatment. Students interested in becoming registered with the State of Texas must take a state mandated registration course and exam which is included in the program cost.

Hours: 336 (176 Classroom & 160 Externship)

Tuition: \$5,000

Additional costs for State of Texas Dental Assistant (1) Licensing and (2) Activation fees.

## Dialysis Technician

Dialysis Technicians work under the supervision of physicians or registered nurses operating kidney dialysis machines, preparing dialyzer reprocessing and delivery systems, and maintaining equipment. Technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed.

Hours: 160 (80 Classroom & 80 Externship)

Tuition: \$3,000



## EKG Technician

The EKG course is perfect for the student looking to enter the healthcare field as well as the healthcare professional looking to acquire additional skills. Classroom and practical instruction prepare students to obtain electrocardiograms in various healthcare settings. Instruction includes patient preparation, use and maintenance of the electrocardiograph, and methods for obtaining an electrocardiogram. Students also learn how to recognize normal and abnormal electrocardiogram patterns.

Hours: 120 (80 Classroom & 40 Externship)

Tuition: \$2,700

Course descriptions and tuition are subject to change. Call our office for current information.

Program requirements may include\*:

- Valid Photo ID
- Social Security Card
- Proof of current immunizations
- Drug Screen

Program fees may include\*:

- Tuition
- Textbooks
- Uniform
- Supplies
- Professional Liability Insurance
- Background Check
- CPR Certification
- Certification Exam

\*May vary by program.







### Electronic Health Records Specialist

This course covers the usage and management of health information and the electronic health record (EHR). Through the online course and included mentoring, the student learns to assemble a patient's health record and ensure that all information is complete, properly identified, and authenticated. Topics discussed include medical terminology, electronic data entry, data analysis, and record retention. This course also provides students with a practical understanding of the role of electronic health record specialists and their importance in the current job market.

Hours: 350 Online  
Tuition: \$4,000

### Emergency Medical Technician

EMTs work under the direct supervision of Emergency Medical Services (Paramedics). Classroom and practical instruction prepare students to handle a wide range of tasks related to emergency care. Students learn patient assessment, basic life support, pre-hospital care (control bleeding, bandage wounds, immobilize broken bones, etc.), dispatcher communication, ambulance driving, and ambulance maintenance. Upon completion students take a certification exam through Pearson Vue for the National Registry of Emergency Medical Technicians.

Hours: 272 (176 Classroom & 96 Clinical)  
Tuition: \$3,000

## HCI OFFERS PROFESSIONAL DEVELOPMENT COURSES IN:

- Certified Food Manager
- Cultural Competency
- Food and Nutrition Specialist
- Infectious Diseases
- Pediatric Phlebotomy
- Workplace Safety Training

Contact our office or visit our website for upcoming class dates.

### Medical Coding & Billing/ Medical Administrative Assistant

Learn the fundamentals of medical billing and coding and start an exciting new career in the healthcare industry. This program prepares students to work in the outpatient medical coding areas of hospitals, medical clinics, and doctors offices. Topics discussed include medical terminology and anatomy, insurance screening, medical record maintenance, appointment scheduling, financial functions, CPT, ICD-10, and HCPCS coding. Professionalism and confidentiality in the healthcare industry are emphasized.

Hours: 120 (112 Classroom & 8 Lab)  
Tuition: \$4,000

Additional fees may apply for additional certifications.



### Medical Front Office Specialist

The Medical Front Office Specialist incorporates Medical Coding & Billing, Electronic Health Records, and Medical Administrative Assistant. Students learn medical terminology, insurance codes, and medical office administration skills. This program prepares students to work as a Medical Front Office Assistant, Medical Receptionist, Medical Billing Specialist, Medical Insurance Specialist, and Medical Office Specialist.

Hours: 470 Classroom/Labs & Online  
Tuition: \$8,000

### Mental Health Technician

Mental Health Technicians work with people who are mentally ill, recovering from drug or alcohol addiction, have mental disorders, or other types of crisis. Techs work in a variety of venues that can include long-term care facilities, psychiatric hospitals, addiction treatment facilities, hospitals, and nursing homes. This course prepares students to work as part of a healthcare team that can include doctors, therapists, psychiatrists, and nurses.

Hours: 120 (80 Classroom & 40 Externship)  
Tuition: \$3,000



### Patient Care Technician

Our PCT program consists of three components: Certified Nurse Aide, EKG Technician, and Phlebotomy Technician. Through classroom and practical instruction, the student learns to assist with in-patient and out-patient care. Topics include bedside care, obtaining vital signs and measurements, collecting blood samples, and recording electrocardiograms.

Hours: 380  
(220 Classroom & 160 Clinical/Externship)  
Tuition: \$7,700

Additional fees may apply for additional certifications.



## Pediatric Phlebotomy

This refresher course is designed for working phlebotomists, nurses, PCTs, and other healthcare professionals seeking to crosstrain in pediatric phlebotomy.

Hours: 16 Classroom

Tuition: \$295



## Pharmacy Technician

The Pharmacy Technician program prepares students to work under the direct supervision of a licensed pharmacist in various healthcare settings. The student learns to assess medication orders, dispense medications, maintain inventory, and provide pharmacy billing services. Special emphasis is placed on providing customer service.

Hours: 200 (120 Classroom & 80 Externship)

Tuition: \$4,500

Additional fees apply for tech-in-training registration, fingerprint session, Pharmacy Technician Certification Board (PTCB) exam, and trainee to registered technician upgrade.

## Phlebotomy Technician

The classroom and practical skills introduced in this class include anatomy and physiology of the blood system, procedures used to obtain various blood specimens, common blood testing, specimen handling and preparation, safety standards, and a controlled skills lab. Upon completion the student is eligible to sit for national certification.

Hours: 160 (80 Classroom & 80 Externship)

Tuition: \$3,000

## Physical Therapy Aide

This course prepares students to be entry-level aides in a variety of rehabilitative settings such as physical and occupational therapy clinics, home healthcare agencies, hospitals, nursing homes, and assisted living facilities. Classroom content includes basic patient care and patient handling skills, the role of the rehabilitation aide, effective communication, workplace safety, knowledge of medical terminology, basic rehabilitation, and occupational therapy skills. Upon completion the student is able to monitor and perform basic patient care services.

Hours: 160 (80 Classroom & 80 Externship)

Tuition: \$3,000



## Sterile Processing Technician

This course prepares students to clean, disinfect, and distribute sterilized instrumentation and equipment to various areas of a healthcare facility. Through externship students work in a sterile processing department and central service department setting to gain real world experience.

Hours: 71 (31 Classroom & 80 Externship)

Tuition: \$745

## TEAS Exam Review

The ATI TEAS exam (Test of Essential Academic Skills) is used by nursing schools, including UT Arlington's, to assess nursing students' knowledge in reading, math, science, and English and language usage. Book required.

Hours: 16 Classroom

Tuition: \$149



## Veterinary Assistant

This course prepares the student to assist the veterinarian in animal hospitals, clinics, and other animal care settings. The classroom and practical aspects of the course include animal anatomy, animal behavior, preventative health, emergency care, lab procedures, and surgical assisting for veterinary practices. This course follows a curriculum developed by the Texas Veterinary Medical Association and meets the requirements for students to take the Certified Veterinary Assistant Level I exam.

Hours: 708 (208 Classroom & 500 Externship)

Tuition: \$4,200

## INFORMATION SESSIONS

HCI hosts Information Sessions every Wednesday on alternating mornings and afternoons. Program requirements, courses, and tuition are covered. Contact our office for upcoming times and to register.







The mission of The University of Texas at Arlington's **Health Careers Institute** is to deliver professional healthcare programs that provide students with the skills to start or advance their career in the growing healthcare industry. We achieve this by setting the standard in healthcare programs through teaching excellence and responsiveness to the unique needs of our students and the community they serve.

**“I have enjoyed taking this course! The hands-on work and lab has taught me so much.”**

**“The instructor takes the time to make sure we understand. Very hands on and fun.”**

**“ I am very confident in the skills I was taught in this class.”**

**“Instructor has a way of explaining that makes things ‘come alive.’ I like being in this class.”**



## ONLINE COURSES AVAILABLE

Go to [uta.edu/ded/hci](http://uta.edu/ded/hci) and click Online Courses to see a full course list.

Administrative Dental Assistant .....	\$1,795	Lean Mastery for Healthcare.....	\$1,995
CBCS Medical Billing & Coding (Vouchers Included).....	\$1,995	Medical Office Manager (CPPM) (Vouchers Included) .....	\$3,995
Certified Health Unit Coordinator.....	\$1,495	Medical Terminology.....	\$345
Clinical Medical Technician with Externship (CCMA, CPT, CET exams).....	\$3,995	NASM Certified Personal Trainer Prep Courses...\$695 -	\$1,895
COPD: Understanding and Treatment .....	\$195	Ophthalmic Assistant .....	\$2,495
CPC Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included).....	\$3,195	Pharmacy Technician (Voucher Included) .....	\$2,495
Diabetes: Prevention and Treatment .....	\$195	Physical Therapy Aide .....	\$1,895
Health Information Technology (HIT) for IT Specialists .....	\$3,995	Sports Nutrition and Performance .....	\$2,695
		Veterinary Assistant .....	\$1,995



DIVISION FOR ENTERPRISE DEVELOPMENT

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Visit our website:

[www.uta.edu/ded/hci](http://www.uta.edu/ded/hci)

Follow us online:



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Patient Care Technician

Pediatric Phlebotomy

Pharmacy Technician

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