

## CONTACT INFORMATION

Health Professions Opportunity Grant

Cook Inlet Tribal Council

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Anchorage, Alaska 99508

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## OUR MISSION

To work in partnership with Our People to develop opportunities to fulfill Our endless potential.

## OUR VISION

We envision a future in which all Our People - especially our youth the stewards of our future - have access to vast opportunities, and have the ability, confidence, and courage to advance and achieve their goals, infused with an unshakeable belief in Our Endless potential.



## HEALTH CARE TRAINING



Ref. grant # HHS-2010-ACF-OFA-FX-0126

## The Courses Offered

### Nurse Assistants CNA Program

The Nurse Assistant program is an intensive, fast paced course that includes 230 hours of classroom, lab skills proactive and clinical experience.

**Length of Course:** 230 clock hours, 38 training days. Classroom Hours 8am - 3 pm. Clinical hours 6am -12:15pm  
Physical requirement of the occupation are the ability to lift 50 LBS.

#### Program Content:

Classroom/Skills Lab 114 Hours  
BLS for Health Care Provider 8 Hours  
Clinical Rotation 108 Hours

#### Class Start Time:

OCT 2014  
FEB 2015  
APRIL 2015

10 Students per class cohort

#### Application due dates:

2 months prior to class start date



### Medical Administrative Assistant

As a Medical Administrative Assistant student, you will learn the medical business technology and communications skills needed to work in a Physicians office.

Computer operations are a major part of the Medical Administrative Assistant program. Students learn to operate computers in a modern computer lab using a variety of software to become a productive user of computer hardware, software, networks, and the internet.

#### Medical Administrative Assistant Courses

Medical Terminology: 120 Hours  
Law, Ethics, and HIPAA: 30 Hours  
Medical Billing: 100 Hours  
Electronic Health Records (EHR): 90 Hours  
Computers in the medical office: 90 Hours

#### Length of Course:

1,246 Clock hours, 178 training days

#### Class Start Time:

NOV 2014  
APRIL 2015

12 Students per class

#### Application due dates:

2 months prior to class start dates

## Eligibility & Requirements

#### Eligibility Requirements:

- CITC's TANF program / Low Income
- Alaska Native / American Indian
- HS Diploma/ GED
- No Barrier Crimes

Complete an Intake with Alaska's People and submit the following:

- Current Resume
- Letter of interest 250 words
- Reference Letter

#### Requirements for Nurse Assistants

TABE Test scores (electronic)

Reading 585

Combined Math 552

Immunization requirements

Orientation and Job Shadow

#### Requirements for Medical Assistant

TABE Test Scores (Electronic)

Reading 585

Combined Math 552

Typing test 40wpm

Orientation and Job Shadow