

AES Texas Principles of Health Science

Pacing Guide

With hundreds of hours of content available, you're likely wondering the best way to use the AES health science curriculum in your classes.

To help you meet your standards and more easily plan, this guide provides a recommended sequence for a year-long Principles of Health Science course.

In the guide, you'll find a week-by-week breakdown of which modules to use, approximate hours of instruction, and learning objectives for each unit.

By the end of this guide, you should be well equipped to use the AES curriculum in your classroom.

Tips and Resources to Help You With Planning:

- The hours listed for each AES Unit refer to the approximate class time it will take students to complete the eLearning lessons.
- The weekly pacing allows time for projects, teacher instruction, student skills practice, and other activities not included in the AES curriculum.
- This guide doesn't account for holidays, school functions, school testing, or other events that may affect your class schedule.
- For week 36, you can choose to create a final exam within the AES system or using your own method. Learn about creating exams in AES here: [How to Create an Exam](#)
- [Visit this page](#) for guidance on resources you can use alongside HealthCenter21.

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WEEK	AES MODULE	UNIT	OBJECTIVES
1	Health Career Exploration	Unit 1: Introduction to Career Exploration (1 hour)	<ul style="list-style-type: none"> - Define passion, purpose, skill, and talent - Identify advantages and disadvantages for a health care career - Determine workplace facilities for health care careers - Identify the five health care career pathways
1		Unit 2: Health Care Career Pathways (1 hour)	<ul style="list-style-type: none"> - Define the primary role of diagnostic services, therapeutic services, health informatics, support services, and biotechnology research and development - Identify various skills needed for diagnostic services, therapeutic services, health informatics, support services, and biotechnology research and development - Determine general education/state requirements for diagnostic services, therapeutic services, health informatics, support services, and biotechnology research and development - Identify various occupations connected to diagnostic services, therapeutic services, health informatics, support services, and biotechnology research and development
1		Unit 3: Health Care Careers (1 hour)	<ul style="list-style-type: none"> - Discover what various specialists do and where they do their work, including radiology technicians, physical therapists, medical illustrators, biomedical equipment technicians, forensic science technicians, phlebotomists, and electrocardiogram technicians - Identify the physical requirements of each job - Determine education requirements for each role - Explore salary ranges for each role
2	Personal Qualities	Unit 1: Personal Characteristics (1 hour)	<ul style="list-style-type: none"> - Adopt personal health, appearance, and hygiene habits - Discuss why healthcare facilities require employees to adhere to personal appearance codes - Adapt to the dynamics of change and follow facility guidelines

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			<ul style="list-style-type: none"> - Interact appropriately with co-workers and clients
2		Unit 2: Health Care Team (1 hour)	<ul style="list-style-type: none"> - Recognize characteristics of effective team members and analyze roles of team members - Identify attitudes that promote positive interactions - Identify traits of a leader and exercise leadership skills - Explain how collaboration can make teams more effective - Demonstrate the ability to conduct and participate in meetings
2		Unit 3: Personal Management Skills (1 hour)	<ul style="list-style-type: none"> - Manage time - Prioritize responsibilities - Meet deadlines - Solve problems independently and in teams
3	Medical Terminology	Unit 1: Word Parts: Roots (1 hour)	<ul style="list-style-type: none"> - Explain why it's important for all healthcare workers to know medical terms - Name the words parts found in medical terms - Describe the use of a medical dictionary - Define, identify, and pronounce common word roots for body systems
3		Unit 2: Word Parts: Suffixes and Prefixes (1 Hour)	<ul style="list-style-type: none"> - Define suffixes and prefixes - Identify suffixes and prefixes from a basic list - Pronounce common suffixes and prefixes - Identify the rules for combining word parts in medical terms - Explain combining vowels and combining forms - Build and break apart terms to decode their meanings
3		Unit 3: Abbreviations (1 hour)	<ul style="list-style-type: none"> - Explain the purpose of abbreviations - Describe precautions to use with abbreviations - List both general medical abbreviations and abbreviations related to certain body systems
3		Unit 4: Anatomic References	<ul style="list-style-type: none"> - Describe anatomical position - Define and label body planes

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		(1 hour)	<ul style="list-style-type: none"> - Explain directional terms - Identify body cavities and the organs they contain - Name abdominal regions
4	Intro to Anatomy and Physiology	Unit 1: Introduction to Anatomy and Physiology (1 hour)	<ul style="list-style-type: none"> - Identify the role of the healthcare professional in patient care - Explain the importance of healthcare workers understanding anatomy and physiology - Define quality patient care - Define and identify anatomy and physiology
4		Unit 2: Building Blocks of the Human Body (2 hours)	<ul style="list-style-type: none"> - Identify and define the various components of structural organization - Organize the levels of the body's structure - Identify the four different types of tissue - Explain the function of each type of tissue - Identify major organs of the body - Name and define the twelve organ systems
5		Unit 3: Everything Begins with Cells (2.5 hours)	<ul style="list-style-type: none"> - Define the cell, and list its functions - Identify and explain the parts of a cell - Define biological macromolecules, and identify the four major macromolecules - Explain the function of each type of macromolecule
5		Unit 4: Cell Reproduction (1.5 hours)	<ul style="list-style-type: none"> - Define, explain, and differentiate between mitosis and meiosis - Identify the stages of mitosis - Identify the types of sex cells
6		Unit 5: Chemical Processes that Support Life (1.5 hours)	<ul style="list-style-type: none"> - Define homeostasis, and explain the importance of homeostasis to the body - Identify and explain processes that support homeostasis within the body
7		Unit 6: Anatomical Terminology (2.5 hours)	<ul style="list-style-type: none"> - Name and identify the anatomical positions of the body - Use directional terms to explain locations of the body

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			<ul style="list-style-type: none"> - Define and identify the planes of the body, body cavities, the abdominopelvic quadrants, and the abdominopelvic regions
7		Unit 7: The Body at Work (.5 hours)	<ul style="list-style-type: none"> - Explain the interdependence of body systems - Identify which systems work directly together - Explain how disease affects the body
8	Human Growth and Development	Unit 1: Genetics (1 hour)	<ul style="list-style-type: none"> - Explain four areas of human development: physical, intellectual, emotional, and social - Develop a basic understanding of human needs - Describe the role of human genetics in relation to genetic diseases and identify current issues related to genetic research
8		Unit 2: Prenatal and Neonatal (1 hour)	<ul style="list-style-type: none"> - Describe the development of a fetus to birth - Evaluate the effects of alcohol, controlled substances, and tobacco on a fetus - Name developmental tasks for the neonate age group, as well as the health issues that affect them
8		Unit 3: Childhood (1 hour)	<ul style="list-style-type: none"> - Name developmental tasks for the infant and toddler age group, as well as the health issues that affect them - Name developmental tasks for the early childhood age group, as well as the health issues that affect them - Name developmental tasks for the middle childhood age group, as well as the health issues that affect them
9		Unit 4: Adolescence and Childhood (1 hour)	<ul style="list-style-type: none"> - Name developmental tasks for the adolescent age group, as well as the health issues that affect them - Name developmental tasks for the early, middle, and late adult age groups
9		Unit 5: Aging and Death (1 hour)	<ul style="list-style-type: none"> - Examine the effects of aging - Identify health issues for the geriatric age group - Discuss death and dying - Recognize the stages of the grief process - Describe mortuary science

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			<ul style="list-style-type: none"> - Discuss services provided by funeral directors and funeral homes
10	Wellness and Nutrition	Unit 1: Wellness (1 hour)	<ul style="list-style-type: none"> - Define wellness, and describe holistic health care - Explain how wellness may affect health care systems - Describe factors of healthy living
10		Unit 2: Nutrition (1 hour)	<ul style="list-style-type: none"> - Describe: the six types of nutrients and the five food groups - Contrast simple and complex carbohydrates - Identify saturated, trans, and unsaturated fats - Distinguish between complete and incomplete proteins - Recognize fat and water-soluble vitamins - Describe fiber - Contrast refined and whole grains - Explain the importance of eating a variety of fruits and vegetables and why fat-free or low-fat foods are recommended - Describe how much salt and sugar one should consume - State how much food you need from each food group - Interpret MyPlate - Read a food label - Describe types of therapeutic diets
11		Unit 3: Health Care (1 hour)	<ul style="list-style-type: none"> - Explain how to choose health care providers, including professionals, hospitals, and pharmacies - Describe prescription, over the counter, brand name, and generic drugs - Describe a physical examination, and explain how physical examinations affect wellness - Demonstrate a far vision test
11		Unit 4: Stress and Planning for Wellness (1 hour)	<ul style="list-style-type: none"> - Define stress and stressors - Explain how stress affects wellness, and describe ways to manage stress - Develop a wellness plan

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12	Healthcare Systems	Unit 1: History of Healthcare (1 hour)	<ul style="list-style-type: none"> - Recognize the medical contributions of several ancient cultures and say what ancient healers believed to be the cause of all illnesses - Explain the basic teachings of Hippocrates - Identify medical contributions from the Middle Ages, the Renaissance, the Industrial Revolution, and the Modern Era - Describe how the Black Death was important to medical development - Recognize how the link between structure and function was important to medical progress - Describe how technology has improved medical treatment
12		Unit 2: Healthcare Delivery Systems (1 hour)	<ul style="list-style-type: none"> - Define and understand the purpose and function of systems theory - Relate systems theory to healthcare systems - Identify two types of national healthcare systems, several types of healthcare facilities, and roles of government and nonprofit agencies - Recognize the three primary goals of a healthcare system - Compare private and public healthcare systems - Define and list the components of a delivery system - Recognize specific examples of government and nonprofit agencies - Describe organizational structure in healthcare and explain why line of authority is important to healthcare facilities - Define interdependence
13		Unit 3: Trends, Technology, and Emerging Issues (1 hour)	<ul style="list-style-type: none"> - Explain how trends affect the healthcare system and identify five current trends in healthcare - Describe methods of cost containment - Understand the importance of patient-centered care - Make connections between treatment success and patient responsibilities, advocacy, and compliance

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			<ul style="list-style-type: none"> - Explain why it is important for healthcare providers to be adaptable, flexible, and quick learners to keep up with emerging issues - Define and understand the importance of bioethics - Understand the importance of life-long learning to the discovery, implementation, and success of new health technologies
13		Unit 4: Healthcare Economics (1 hour)	<ul style="list-style-type: none"> - Explain the need for health insurance and define key health insurance terms - Distinguish between individual and group insurance - Describe indemnity insurance and managed care - Compare features of EPO, HMO, PPO, and POS plans - Evaluate the total cost of healthcare related to choosing a health plan - Explain the need for public medical assistance and identify the services of Medicaid and Medicare
14	Cultural, Social, and Ethnic Diversity	Unit 1: Cultural, Social and Ethnic Diversity (1 hour)	<ul style="list-style-type: none"> - Define culture, cultural diversity, demographics, socioeconomic diversity, and health disparities - Recognize the scale of diversity in the United States - Investigate personal biases - Compare generalizations and stereotypes - Recognize the effects of culture and religion on healthcare - Identify the four steps to building trust - Compare equality versus equity - Explain the importance of effective healthcare communication - Define health literacy, cultural competency, and linguistic competency - Identify the need for customer service in healthcare, and list the steps to good customer service - Demonstrate how to respond to customer complaints

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15	Communications	Unit 1: Basic Communication (1 hour)	<ul style="list-style-type: none"> - Define and understand service recovery - Identify examples of verbal and nonverbal communication - Interpret verbal and nonverbal behaviors to augment communication within scope of practice - Understand and use therapeutic communication guidelines - Apply the elements of communication using the sender-receiver model - Apply active listening skills using reflection techniques
15		Unit 2: Interpersonal Communication (1 hour)	<ul style="list-style-type: none"> - Identify attitudes and behaviors that promote positive interactions - Interact appropriately with diverse ethnic, age, cultural, religious, and economic groups - Discuss the differences between constructive and non-constructive criticism - Actively listen to other team members - Exhibit respectful and empathetic behavior when interacting with peers, superiors, subordinates, and customers in group situations - Use precise language to clearly communicate ideas - Demonstrate ability to give and follow directions
16		Unit 3: Communication Barriers (1 hour)	<ul style="list-style-type: none"> - Identify barriers that can affect client confidence - Develop communication skills that are responsive rather than reactive - Adjust communication to other's ability to understand and adapt communication skills to varied levels of understanding and cultural orientation - Identify techniques for communicating with clients with non-English or limited English proficiency - Identify effective techniques for communicating with behaviorally or emotionally impaired clients; hearing, speech, and vision impaired clients; and mentally and physically challenged clients - Access resources needed to remove communication barriers

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16		Unit 4: Communicating with Patients (1 hour)	<ul style="list-style-type: none"> - Identify attitudes and behaviors that promote positive interaction between the healthcare provider and client - Explain routine procedures at a client's level of understanding - Demonstrate courtesy to others, including self-introduction - Recognize the importance of patient/client education regarding health care
17		Unit 5: Documentation (1 hour)	<ul style="list-style-type: none"> - Identify types of documentation used in the healthcare profession - Secure information to establish a health history - Provide written communication that is accurate and grammatically correct, using nomenclature appropriate to the environment - Distinguish between factual reports and opinion - Develop basic observational skills related to documentation strategies in written and oral form - Report both subjective and objective information
17		Unit 6: Communication Technology (1 hour)	<ul style="list-style-type: none"> - Identify policies and protocols for use of telecommunications tools - Give and take complete and accurate messages - Demonstrate knowledge of new and emerging communication technologies - Discuss the use of communication technology to access and distribute data and other information in accordance with established policies and protocols
17	Written Communication	Unit 1: Processing Incoming Mail (1 hour)	<ul style="list-style-type: none"> - Give examples of incoming mail - Explain why it is important to uphold confidentiality when processing incoming mail - Describe how to process incoming mail - Explain how using a procedure helps assistants process incoming mail efficiently - Annotate a letter
18		Unit 2: Written Communication (1 hour)	<ul style="list-style-type: none"> - Identify types of written communications

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			<ul style="list-style-type: none"> - Explain how assistants help physicians and other senior office staff when they create written communications - Explain why it is important to uphold confidentiality when creating written communications - Describe characteristics of written communications that reflect positively on a medical practice - Describe each of the five steps of the writing process - Explain how using a process helps assistants create written communications efficiently - Revise and edit a draft of a letter
18		Unit 3: Types of Written Communication (1 hour)	<ul style="list-style-type: none"> - Identify who memos and business letters are used to communicate with - Describe the parts of a memo and business letter - Create a memo using the writing process - Compare business letter styles - Identify a continuation page - Describe how a business letter should be printed - Explain when and how to make copies of a business letter - Describe a form letter and explain how form letters are efficient - Describe how form letters can be personalized - Create personalized form letters using mail merge
18		Unit 4: Outgoing Mail (1 hour)	<ul style="list-style-type: none"> - Explain why it is important to uphold confidentiality when processing outgoing mail - List the benefits of correctly inserting letters into envelopes - Insert a letter into a No. 10 window envelope - Explain why it is important to prepare an envelope properly - Describe the parts of an envelope - Prepare envelopes

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			<ul style="list-style-type: none"> - Define postage, and explain its importance - Compare classifications of mail and special delivery services
19	Professionalism in Healthcare	Unit 1: Presence (2 hours)	<ul style="list-style-type: none"> - Explain the importance of maintaining a professional appearance in school or work settings - Identify appropriate attire for success in a variety of professions and expectations of commitment - Demonstrate basic standards in hygiene and grooming habits - Describe healthy habits such as nutrition, sleep, and stress management - Recognize body art is a personal choice based on style, background, and culture - Explain the importance of complying with company dress codes and rules - Explain the importance of conducting oneself in a manner appropriate for the profession and workplace - Demonstrate a positive attitude and a growth mindset necessary for success - Express thoughts and ideas using courteous, respectful verbal and nonverbal communication
19		Unit 2: Executive Function (2 hours)	<ul style="list-style-type: none"> - Define executive functioning skills as essential to professionalism in any job function or workplace - Recognize how self-regulation is key to demonstrating dedication, perseverance, and a positive work ethic - Describe why working memory is important for organization, time management and productive work habits - Explain why flexible thinking is critical to effectively solving problems and making decisions - Build organizational skills to optimize professional success by prioritizing tasks, using time management tools, and problem-solving techniques - Demonstrate a positive work ethic by having good punctuality, attendance, and prioritizing and performing assigned tasks as directed

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			<ul style="list-style-type: none"> - Fulfill employer expectations by efficiently planning, following schedules, and meeting deadlines - Use problem-solving strategies to make sound decisions and evaluate their impact
20		Unit 3: Collaboration (2 hours)	<ul style="list-style-type: none"> - Explain the benefits of teamwork - Model characteristics of effective teamwork to build and maintain healthy interpersonal relationships and reach desired goals - Describe common roles and functions of the individual members of a team - Recognize factors and situations that may lead to conflict and demonstrate effective techniques for conflict resolution and consensus-building - Describe the attributes and attitudes of an effective leader - Identify common types of leaders and implement leadership techniques needed for an effective team - Model ways of making leadership decisions and effectively communicating with a team
21		Unit 4: Workplace Integrity (2 hours)	<ul style="list-style-type: none"> - Define workplace integrity - Describe laws which aim to create an inclusive workplace and allow all employees to accomplish job objectives - Define what is meant by protected characteristics and identify which are covered under the law - Differentiate between workplace harassment, discrimination, and bullying - Contribute to an inclusive workplace by demonstrating ethical behavior and upholding legal responsibilities - Describe confidentiality, why it's important, and show awareness of types of confidential information - Understand ways to protect confidentiality by adhering to company policies and behaving ethically - Recognize the consequences of and know when to report confidentiality violations

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22	Legal and Ethical Responsibilities	Unit 1: Civil and Criminal Law (1 hour)	<ul style="list-style-type: none"> - Analyze legal responsibilities in regard to criminal law, torts, and contracts - Analyze medical liability in regard to criminal law, torts, and contracts - Contrast "scope of practice" for specific careers - Explain the doctrine of informed consent
22		Unit 2: Privacy and Security (1 hour)	<ul style="list-style-type: none"> - Define HIPAA, and describe why it's needed - Analyze legal aspects of privileged communication in health care - Recognize abuse - Explain the importance of the confidentiality of medical records - Assess risks and benefits of telecommunications tools in health care
23		Unit 3: Advance Directives and Client Rights (1 hour)	<ul style="list-style-type: none"> - Analyze legal aspects of advance directives - Explain types of advance directives - List patients' rights and responsibilities
23		Unit 4: Liability and Ethics (1 hour)	<ul style="list-style-type: none"> - Contrast types of liability - Differentiate between policies and procedures - Explain the importance of documentation - Determine when an incident is reportable - Know the steps of the problem solving method - Describe risk management - Differentiate between laws, ethics, and morality - Describe a code of ethics for health care workers - Analyze current and future bioethical dilemmas
23		Unit 5: Workplace Law (1 hour)	<ul style="list-style-type: none"> - Describe various non-discriminatory laws in the workplace - Describe labor laws regarding wages, benefits, and leave - Describe various workplace safety laws
24	Medical Mathematics	Unit 1: Number Basics (1 hour)	<ul style="list-style-type: none"> - Explain the importance of mathematics in health care - Overcome math anxiety

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			<ul style="list-style-type: none"> - Identify two numerical systems - Recognize the functions of fractions, decimals, and percentages
24		Unit 2: Key Calculations (1 hour)	<ul style="list-style-type: none"> - Calculate ratios - Solve for an unknown term in a proportion - Make estimates and judge the reasonableness of the result - Draw conclusions from an estimate
24		Unit 3: Measurement Systems (1 hour)	<ul style="list-style-type: none"> - Make and use measurements in traditional units, metric units, and apothecary units - Make conversions within the English measuring system and metric measuring system - Recognize symbols of the apothecary system - Calculate problems using the apothecary system - Convert between English, metric, and apothecary measurements
25		Unit 4: Medications (1 hour)	<ul style="list-style-type: none"> - Read medication labels and medical prescriptions - Define oral and parenteral medication - Calculate dosages by using ratios and proportions - Define drip rate and drip set - Use a mathematical equation to calculate drip rate
25		Unit 5: Temperature and Time (1 hour)	<ul style="list-style-type: none"> - Convert readings from Fahrenheit to Centigrade - Measure time - Convert from standard time to 24-hour time
25		Unit 6: Charts and Graphs (1 hour)	<ul style="list-style-type: none"> - Estimate standard intake amounts - Record, read, and evaluate a chart - Draw, read, and interpret a graph - Record temperature, pulse, respiration, and blood pressure on a graph
26	Safety Precautions	Unit 1: Safety Guidelines and Regulations	<ul style="list-style-type: none"> - Define safety in health care - Describe common safety issues and identify common safety symbols

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		(1 hour)	<ul style="list-style-type: none"> - Define ergonomics - Determine the steps for greeting, identifying, and explaining procedures to patients, and decide the proper order of these steps - Define what a regulation is and identify health care regulations - Determine the top regulatory agencies - Determine what a sentinel event is and how to respond to it - Identify the legal implications of accidents in a health care facility, and identify the importance of reporting an incident - Apply appropriate communication techniques when interviewing the victim of an accident, and demonstrate how to file an event report
26		Unit 2: Body Mechanics (1 hour)	<ul style="list-style-type: none"> - Define body mechanics - Identify the proper techniques for lifting and moving, as well as pushing and pulling - Identify equipment used to help patients maintain proper body mechanics - Define the four basic bed positions and their uses - Determine how body mechanics relates to patient transfers, and identify principles of body mechanics to use during transfers
26		Unit 3: Environmental Safety (1 hour)	<ul style="list-style-type: none"> - Describe the aspects of food safety in healthcare - Define foodborne illness and understand what causes these type of sicknesses - Recognize ways to handle, prepare, and store foods properly - Identify ways to help a patient eat a meal - Identify fire prevention guidelines, types of fire extinguishers - Define the acronyms RACE and PASS - Explain the importance of safety data sheets, and identify the required information on safety data sheets - Recognize safety guidelines that should be practices when handling chemical solutions

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27	Body Mechanics	Unit 1: Safety Guidelines (1 hour)	<ul style="list-style-type: none"> - Demonstrate proper body mechanics - Identify common causes of back injuries - Demonstrate safe management of hospital beds, side rails, wheelchairs, and stretchers - Demonstrate the correct application of a transfer belt
27		Unit 2: Moving Patients (1 hour)	<ul style="list-style-type: none"> - Identify causes and symptoms of pressure ulcers - Identify places on the body to check for pressure ulcers - Identify measures, such as turning and positioning, to prevent pressure ulcers - Assist a patient to move up in bed - Apply the principles of body mechanics when positioning a patient - Turn and position a patient in bed by using logrolling - Demonstrate turning a patient toward you and away from you - Assist the patient to a dangling position
27		Unit 3: Positioning Patients (1 hour)	<ul style="list-style-type: none"> - Position patients in bed - Turn and position patients in proper alignment - Apply proper body mechanics when turning and positioning a patient - Demonstrate proper positioning and repositioning of a patient in a wheelchair
28		Unit 4: Transferring Patients: Bed (1 hour)	<ul style="list-style-type: none"> - Identify situations that warrant the use of particular lifts - Identify standard assistive devices and adaptive equipment and their uses - Safely transfer patient from a bed to a wheelchair or vice versa - Apply principles of body mechanics and alignment during transfers - Safely transfer patient from a stretcher to a bed and vice versa, including with three-person lift - Demonstrate the use of a draw sheet when transferring patients

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28		Unit 5: Transferring Patients: Toilet and Vehicle (1 hour)	<ul style="list-style-type: none"> - Assist a patient from a wheelchair to a toilet and vice versa - Transfer patient from a wheelchair to a vehicle or vice versa - Apply principles of body mechanics and alignment during transfers
29	Health Information Technology	Unit 1: Health Information Technology Overview (1 hour)	<ul style="list-style-type: none"> - Describe Health Information Technology - Recall the benefits of HIT, and identify who is affected by it - Summarize how HIT supports healthcare providers - Explain how HIT helps healthcare facilities share medical findings and provide better client care - Recall how HIT helps pharmacies become efficient - Define the personal health record (PHR) and the benefits it provides - Describe the 2 ways to create PHR - Identify what clients can do with PHR - Recognize client's personal health information rights
29		Unit 2: Electronic Health Records (1 hour)	<ul style="list-style-type: none"> - Define the term Electronic Health Record - Recognize the purpose and benefits of using EHRs - Determine the standards of Meaningful Use - Identify barriers to use of an EHR - Navigate the Practice Fusion Electronic Health Record System - Identify important tabs and buttons in the system - Recall the functionality of an EHR system - Use a simulated EHR system to schedule a client appointment, check-in clients, verify and update client's account information, and create a new client account
29		Unit 3: Health Insurance Portability and	<ul style="list-style-type: none"> - Define the Health Insurance Portability and Accountability Act (HIPAA)

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		Accountability Act (HIPAA) (1 hour)	<ul style="list-style-type: none"> - Determine how the Health Information Technology for Economic and Clinical Health (HITECH) Act affects HIPAA - Examine and explain the HIPAA Privacy and Security Rules - Identify types of HIPAA violations, and determine the level of fault - Decide whether the violation should be reported to the Department of Health and Human Services (DHHS)
30	Medical Records	Unit 1: Medical Records (1 hour)	<ul style="list-style-type: none"> - Give the purpose of medical records - Identify the owner of medical records - Name the parts of medical records - Recognize the importance of accuracy in medical records - Explain the importance of the Release of Information form - Distinguish between source-oriented and problem-oriented medical records - Name alternative types of medical records - Define EMR, and name its features - Compare EMR with paper medical records - List security guidelines for EMR
30		Unit 2: Filing Equipment and Systems (1 hour)	<ul style="list-style-type: none"> - Identify types of filing units - Describe the folders and labels used for medical records - Explain the need for guides and out-guides - Name the barcode system as an alternative to using out-guides - Identify the five steps of the filing procedure - Name four types of filing systems - Explain the benefit of color-coding medical records
31		Unit 3: Alphabetical and Numerical Filing (1 hour)	<ul style="list-style-type: none"> - Describe the role of the Association of Records Managers and Administrators - Define indexing unit - Identify rules for indexing patient and company names

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			<ul style="list-style-type: none"> - Explain the alphabetical filing system, and name the rules for using it - Name the advantages of the numerical filing system - Explain the need for the Master Patient index - Use three types of numeric filing: straight numeric, terminal digit, and middle digit - Convert between terminal digit and middle digit - Explain the importance of cross-references - Define primary file and cross-reference file - Name four situations in which cross-references should be used
31		Unit 4: Medical Records Management (1 hour)	<ul style="list-style-type: none"> - Prepare a new medical record - Name the forms that should be included in a new medical record - Identify a medical office assistant's responsibilities with medical records - Name day-to-day tasks for proper record maintenance - Take steps to locate a missing medical record - Explain when medical records may be deleted - Correct a medical record - Define purging as it relates to medical records - Name three different statuses of medical records - Explain how long facilities must retain medical records - Identify types of storage for old medical records
32	The Health Assistant	Unit 1: Health Assisting (1 hour)	<ul style="list-style-type: none"> - Describe the roles of health care team members - Identify health career options - Discuss the services provided by various facilities and how services are unique and interdependent - Discuss the impact of OBRA on nurse assistant requirements
32		Unit 2: Nursing (1 hour)	<ul style="list-style-type: none"> - Identify the different nursing delivery systems, their functions, and differences

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			<ul style="list-style-type: none"> - Match nursing functions with appropriate personnel. - Explain the relationship of the nursing process to nursing practice
33		Unit 3: Qualities of Health Assistants (1 hour)	<ul style="list-style-type: none"> - Identify personal qualities of an assistant - Describe appropriate appearance and behavior for an assistant and the impact of effective working relationships - Identify effective methods to develop patient/family and staff relationships - Compare verbal and nonverbal communication - Use communication skills appropriate to the situation
33		Unit 4: Infection Control and Safety Precautions (1 hour)	<ul style="list-style-type: none"> - Apply Center for Disease Control guidelines related to standard precautions - Apply aseptic technique and explain the Bloodborne Pathogens standard - Describe the influence of various agencies, the value of an ergonomic facility, and the process for reporting violations - Identify Right-To-Know and other communicative regulations - Identify emergency procedures
34		Unit 5: Legal Conduct (1 hour)	<ul style="list-style-type: none"> - Determine legal responsibilities of assistants - Practice within standards and scope of practice for profession - Identify legal responsibilities of an assistant and methods to ensure patient confidentiality
34		Unit 6: Patient Rights and Code of Ethics (1 hour)	<ul style="list-style-type: none"> - Discuss the impact of the Patient's Bill of Rights - Practice within ethical responsibilities of an assistant
34		Unit 7: Communication Exercise (1 hour)	<ul style="list-style-type: none"> - Evaluate and critique an interaction between healthcare workers and patients, colleagues, or others - Recognize positive and negative interactions - Reflect on similar situations that have occurred in the student's own lives

WEEK	AES MODULE	UNIT	OBJECTIVES
35	Health Care Careers	Unit 1: Careers in Health Care (1 hour)	<ul style="list-style-type: none"> - Explain the importance of maintaining professional competence through continuing education - Identify the role of professional organizations in the professional development process - Contrast certification, registration, and licensure - Identify stresses in the health care profession as well as coping strategies and resources
35		Unit 2: Choosing a Career in Health Care (1 hour)	<ul style="list-style-type: none"> - Explore specific health care interests - Identify resources for career research - Recognize that a career is like a path or ladder - Research levels of education and credentialing requirements for various health care careers - Consider employer expectations and working conditions for various health care careers - Investigate career growth potential for various health occupations - Identify possible advancement patterns in health care careers - Explore a potential health science career path in therapeutic, diagnostic, health informatics, or support services - Identify the availability of educational opportunities for different health professions
36	Final Exam		Review course material and take the final exam