EXCELSIOR COLLEGE

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CENTER FOR PROFESSIONAL DEVELOPMENT

PHYSICAL THERAPY AIDE WITH MEDICAL TERMINOLOGY

200 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD145** || Course Cost: **$2500**

OVERVIEW

This program is designed to prepare you with the skills and knowledge needed to effectively support a Physical Therapist and/or Physical Therapy Assistant. The program modules cover topics such as the physical therapy profession, key scientific principles, physical dysfunctions, safety and charting, as well as patient care skills and physical therapy procedures. An 80 hour medical terminology course is also included.

According to the US Department of Labor, employment of Physical Therapy Aides is expected to grow by 29% over the next ten years.

OBJECTIVES

Physical Therapy Aide

By the end of this course, you will understand:

- The role and responsibilities of a Physical Therapy Aide
- Effective communication skills, appointment scheduling, and working with medical records and insurance
- Working with physical dysfunctions, safety procedures, observation, reporting, and charting
- Physical therapy modalities including therapeutic, skill, and coordination exercises

Medical Terminology

This course discusses word construction and meanings that together characterize medical language. At the end of this course, you'll be able to:

- Identify medical terms and words by their component parts
- Define the body structure and its systems, cavities, planes, and positions
- Explain the importance of medical terminology in healthcare professions
- Define and build the medical terms associated with the body systems

MATERIALS INCLUDED

- *Physical Therapy Aide: A Worktext*
- *Dorland's Pocket Medical Dictionary, 27th Edition -- Book and CD-ROM*
- *Medical Terminology: A Living Language (4th Edition) with CD-ROM*

OUTLINE

Medical Terminology

- Pronunciation and Spelling
- Word Roots
- Combining Vowels/Form
- Prefixes and Suffixes
- General Rules
- Word Building
- Abbreviations
- Procedural and Diagnostic Billing Codes
- Body Structure
- Organization of the Body
- Anatomical Position
- Body Planes
- Directional and Positional Terms
- Body Cavities

The Profession of Physical Therapy

- History and Evolution of Physical Therapy
- The Rehabilitation Team
- The Role of the Physical Therapy Aide
- Ethical and Legal Issues
- Interprofessional Issues
- Justice Issues
- Administrative Skills
- Communicating Effectively
- Types of Communication
- Appointment Scheduling
- The Medical Record
- Billing, Banking, and Insurance
- Maintaining the Facility
- Increasing Office Productivity
- Maintaining Office Equipment
- Control and Storage of Drugs

Scientific Principles

- The Musculoskeletal System
- The Skeletal System
- The Joints
- Specific Joint Motion
- The Muscles
- Exercise and Fatigue
- The Central Nervous system
- The Peripheral Nervous system
- The Autonomic Nervous System
- The Cardiovascular System
- Blood Vessels & the Flow of Blood
- Heart-Lung Cycle
- Pulse & Blood Pressure
- The Respiratory System
- The Integumentary System

- Structure and Function of the Skin
- Accessory Organs and Epidermal Appendages
- Vitamin D Production

Physical Dysfunctions, Safety and Charting

- Disorders of the Musculoskeletal System
- Common Injuries
- Joint & Bone Diseases
- Muscle & Connective Tissue Diseases
- Common Neurological Disorders
- Stroke & Brain Injury
- Spinal Cord Injuries
- Degenerative Disorders
- Dealing with Amputations
- Decubitus Ulcers
- Safety in the Working Environment
- Providing a Safe Environment
- Practicing Good Body Mechanics
- Asepsis and Infection Control
- Proper Handwashing
- Understanding Vital Signs
- Blood Pressure and Measuring the Pulse
- Respirations and Body Temperature
- Observation, Reporting and Charting
- Purpose of Medical Records
- Correcting Charting Errors
- General Guidelines for Charting

Patient Care Skills & Physical Therapy Modalities

- Preparation for Patient Care
- Body Mechanics
- Verbal Commands
- Patient Transportation
- Turning and Positioning the Patient
- Supine & Prone Positions
- Supine Position to Side-lying
- Sitting to a Supine Position
- Transferring the Patient
- Types of Transfers
- Standing & Sitting Transfers
- Drawsheet Transfers
- Pneumatic Lifts
- Floor to Wheelchair Transfers
- Therapeutic Exercises
- Skill or Coordination Exercises
- Superficial Heating Agents
- The Paraffin Bath
- Deep Heating Agents
- Microwaves, Shortwaves & Ultrasound
- Hydrotherapy
- Cold Therapy

Physical Therapy Procedures

- Performing Range of Motion Exercises
- Planes of Motion
- Patterns of Motion
- Lower & Upper Extremities
- Assisting with Ambulation
- Choosing the Appropriate Device
- Gait Training & Deviations
- Specialized Therapies
- Immobilization by Reduction
- Traction
- Specialized Therapies Used in Diagnosing
- Pet Therapy
- Job Seeking Skills
- Beginning the Job Hunt
- The Cover Letter & Resume
- Preparing for the Interview Process
- After the Interview

Medical Terminology Overview

Common medical terminology is a critical part of the language used by health care practitioners. It is essentially a vocabulary that requires a uniform pronunciation, definition, and spelling of terms used by professionals. Individuals with medical terminology training are capable of analyzing and interpreting medical reports related to specific body systems.

The Basics of Medical Terminology

- Introduction to Medical Terminology
- Pronunciation
- Spelling
- Word Roots
- Prefixes
- Suffixes
- General Rules
- Abbreviation
- The Medical Record
- The Body Structure
- Organization of the Body
- Directional and Positional Terms
- Integumentary System
- Key Terms

Musculoskeletal, Endocrine & Cardiovascular Systems

- Musculoskeletal System
- Anatomy and Physiology of the Musculoskeletal System
- Chat Note Transcription
- Endocrine System
- Anatomy and Physiology of the Endocrine System
- Cardiovascular System

- Key Terms

Lymphatic, Hematic, Respiratory & Digestive Systems

- The Lymphatic System
- Lymph Vessels & Nodes
- The Hematic System
- Chart Note Transcription
- Respiratory System
- Anatomy and Physiology of the Respiratory System
- Digestive System
- Anatomy and Physiology of the Digestive System

Urinary, Reproductive & Nervous Systems

- The Urinary System
- Kidneys, Nephrons, Urinary Bladder
- Case Study
- Anatomy and Physiology of the Reproductive System
- Female Reproductive System
- Male Reproductive System
- The Nervous System
- Anatomy and Physiology of the Nervous System

The Senses & Specialty Medical Termins

- Special Senses
- The Eyes
- The Ear
- Pharmacology
- Drug Names
- Legal Classification of Drugs
- How to Read a Prescription
- Emergency Medicine
- Gerontology
- Radiology
- Oncology
- Rehabilitation Services
- Surgery
- Mental Health
- Pediatrics

COMPUTER REQUIREMENTS

- Windows XP/Vista or Mac OS X 10 and higher
- Internet Explorer 7 or higher, or Firefox 2 or higher (Safari is not recommended)
- Adobe Flash Player and Adobe Acrobat Reader
- Apple Quicktime and Windows Media Player
- Microsoft PowerPoint or PowerPoint Viewer
- Internet access (a high speed Internet connection is recommended)