

# PT 3000 PHYSICAL THERAPY AIDE AND ADMINISTRATION SPECIALIST



## PROGRAM DETAILS

Nearly everyone has used a bag of ice or even heat to relieve pain, but what about if that pain persists and becomes long term? This is where physical therapy comes in. Physical therapy is the practice of assisting individuals to regain full function of their bodies via various types of exercise.

Our 17-week Physical Therapy Aide program is the ideal opportunity for someone to gain entry into the field and assist members of the physical therapy team. Aides often perform tasks that are indirectly related to patient care, such as cleaning and setting up treatment areas, moving patients and performing administrative and clerical duties. Other duties include preparing hot and cold packs, sanitizing equipment and assisting in patient intake. Often aides are responsible for documenting patients' responses during exercise.

Graduates of this program will be prepared to take the Physical Therapy Technician/Aide Certification (PTTC) exam sponsored by the American Medical Certification Association (AMCA), the Certified Medical Administrative Assistant (CMAA) exam sponsored by the National Healthcareer Association and will attain the status of "Customer Service Certified" (CSC) as designated by the Professional Association for Customer Engagement (PACE).

## ATTAINABLE CAREERS

Physical Therapy Aide	Rehab Technician
Rehabilitation Aide	Physical Therapy Attendant
Physical Therapy Technician	Clinical Rehabilitation Aide

## COURSES

CS-1011 - Customer Service Professional

HI-1014 - Introduction to Human Anatomy and Medical Terminology

HI-1011 - Medical Office Procedures and Administration

HI-6013 - Fundamental of Physical Therapy

## AT THE END OF THIS PROGRAM, YOU WILL BE ABLE TO:

- ✓ Identify policies and procedures for maintaining safety, infection control and appropriate OSHA practices.
- ✓ Describe patient preparation for examination and treatment including body positioning and transfers
- ✓ Define patient transportation, gait training and proper use of crutches, walkers, canes and parallel bars
- ✓ Differentiate heat and cold modalities and passive, assistive and active range-of-motion exercise
- ✓ Discuss patient scheduling and related tasks for provider scheduling, intake procedures including demographics, insurance verification and preparation of records and forms
- ✓ Ensure HIPPA, OSHA and CMS compliance as applicable to protected health information, safety, claim submission and prevention of fraud
- ✓ Recognize proper office opening and closing procedures, patient communication, computer skills and telephone etiquette
- ✓ Apply anatomy/physiology and medical terminology knowledge where applicable to patient and provider interactions and administrative tasks

## TARGET CERTIFICATIONS

PTTC Physical Therapy Technician Certification  
CMAA Certified Medical Administrative Assistant  
CSC Customer Service Certified



## ISSUING AUTHORITIES



Professional  
Association  
for Customer  
Engagement



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