

**ANHLT 161 Course Outline as of Fall 2017****CATALOG INFORMATION**

Dept and Nbr: ANHLT 161 Title: VET OFFICE PROCEDURES

Full Title: Veterinary Medical Office Procedures

Last Reviewed: 5/8/2023

Units	Course Hours per Week		Nbr of Weeks		Course Hours Total	
Maximum	2.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	2.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	2.00		Contact Total	35.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 105.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

In this course students learn about the spectrum of skills utilized by veterinary office staff. Emphasis will be placed on client communication skills and medical office management including medical record keeping and drug inventory control. Additional topics include emergency recognition, euthanasia and grieving, preventative health programs, common veterinary abbreviations, and relevant computer programs.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: In this course students learn about the spectrum of skills utilized by veterinary office staff. Emphasis will be placed on client communication skills and medical office management including medical record keeping and drug inventory control. Additional topics include emergency recognition, euthanasia and grieving, preventative health programs, common

veterinary abbreviations, and relevant computer programs. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Effectively communicate with clients regarding a variety of common veterinary conditions and circumstances.
2. Demonstrate proper medical office management techniques including medical record keeping and drug inventory control.
3. Reflect on and determine next steps regarding their own personal strengths and weaknesses in interpersonal communication in the veterinary workplace.

**Objectives:**

Upon completion of this course, students will be able to:

1. Identify hospital protocols and be able to explain them to clients.
2. Identify professional communications skills and office organization.
3. Communicate using transformational vocabulary and utilize basic conflict resolution strategies.
4. Discuss proper medical records protocol.
5. Discuss proper protocol for drug inventory including mandated record keeping.
6. Define common veterinary acronyms and terms.
7. Compare veterinary computer software programs for potential office use.
8. Thoughtfully discuss euthanasia considerations and procedures and demonstrate understanding of the grieving process.
9. Evaluate, respond to, and prepare for emergencies.

**Topics and Scope:**

1. The art of effective communication in person, over the phone and in writing.
2. Common veterinary procedures and communication between technical staff and general

- public.
3. Proper veterinary record keeping including computerized veterinary programs.
  4. Common veterinary acronyms and disease definitions.
  5. Inventory management including drug inventory control and mandated record keeping.
  6. Prescription labels and dispensing instructions.
  7. Common euthanasia procedures and protocols.
  8. How to recognize and assist clients with the grieving process.
  9. How to cope with stages of grief, stress, and compassion fatigue.
  10. Conflict management, transformational vocabulary, and verbal self-defense.
  11. Public health and emergency care laws.
  12. Post-operative and post treatment care and discharge instructions for common procedures.
  13. Common preventative care concepts and programs.

### Assignment:

1. Reading in text or other assigned materials (approx 30 pages per week).
2. Discussions and mock scenarios.
3. Short reflective essays (up to 3).
4. Quizzes (up to 12) and examinations (up to 3).

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Essays	Writing 10 - 25%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Mock scenarios	Problem solving 0 - 10%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances in discussion and mock scenarios	Skill Demonstrations 20 - 30%
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**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes and exams: multiple choice, true/false, matching, completion	Exams 35 - 50%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

None	Other Category 0 - 0%
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**Representative Textbooks and Materials:**

Front Office Management for the Veterinary Team. 2nd ed. Pendergast, Heather. Saunders. 2014  
Veterinary Receptionist's Handbook. 3rd ed. McLister, MT and Midgley, Amy. Advanstar  
Communications. 2014