

# DENTAL ASSISTANT

Work alongside dentists, assisting during exams and treatments.



## YOU WILL LEARN HOW TO:

- Prepare patients for examination and treatment
- Take X-ray examinations (Radiography)
- Sterilize and disinfect instruments and equipment
- Prepare tray setups for dental procedures
- Provide postoperative instruction
- Educate patients in proper oral healthcare
- Prepare materials for making impressions and restoration
- Perform clerical, laboratory duties and more



## WHAT CAN I DO WITH THIS TRAINING?

- Ensure that patients are comfortable in the dental chair
- Prepare patients and the work area for treatments and procedures
- Assist dentists by passing them instruments during procedures
- Instruct patients in proper oral hygiene
- Process X-rays and complete lab tasks under the direction of a dentist
- Work with patients on billing and payment



## WHERE YOU'LL WORK

- Dental offices
- Dental schools
- Hospitals
- Clinics
- Public health settings



## CAREER OPPORTUNITIES

- Dental Assistant
- Orthodontic Assistant
- Oral Surgery Assistant
- Endodontic Assistant
- Periodontal Assistant
- Pediatric Dental Assistant
- Office Manager



CONTINUE YOUR  
EDUCATION FOR  
A PATHWAY TO  
**SUCCESS**



# MEDICAL ASSISTANT

Assist patients while working side-by-side with a healthcare team.



## YOU WILL LEARN HOW TO:

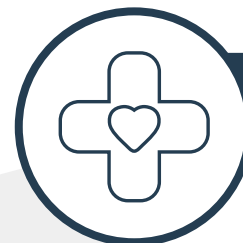
- Interact with patients
- Record patients' history and personal information
- Measure vital signs, such as blood pressure
- Assist physicians with examinations
- Prepare blood samples for laboratory results
- Schedule patient appointments
- Give patients injections and medications\*

\* As directed by a physician and as permitted by state law.



## WHAT CAN I DO WITH THIS TRAINING?

- Medical office triage
- Draw blood and give injections
- Explain treatment procedures to patients
- Prepare patients for examination
- Assist with other clinical responsibilities
- Set up and perform electrocardiogram (EKG or ECG) testing



## WHERE YOU'LL WORK

Medical assistants may experience diverse career opportunities.

You can work in:

- Physicians' offices
- Clinics
- Hospitals
- Outpatient medical facilities



## CAREER OPPORTUNITIES

- Medical Assistant
- Office Management
- Medical Education
- Medical Scribe



CONTINUE YOUR  
EDUCATION FOR  
A PATHWAY TO  
**SUCCESS**



# PHARMACY TECHNICIAN

Assist pharmacists in providing medications and healthcare products to patients.



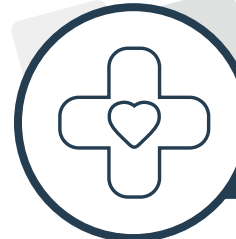
## YOU WILL LEARN HOW TO:

- Compound intravenous solutions (become IV certified)
- Count tablets and label medication bottles
- Receive electronic prescriptions from medical offices
- Handle computer-ordered prescriptions
- Receive written prescriptions and requests for patient refills
- Verify accuracy of prescriptions
- Inventory prescriptions and over-the-counter medications



## WHAT CAN I DO WITH THIS TRAINING?

- Prepare a variety of medications, such as IV medications
- Compound or mix medications
- Interact with physicians on prescription refill authorizations
- Operate automated dispensing equipment when filling prescription orders
- Make rounds in hospitals to deliver medications
- Direct patient care to obtain medication history



## WHERE YOU'LL WORK

- Hospitals
- Retail or mail-order pharmacies
- Assisted living facilities
- Nursing homes
- In-home health environments
- Other healthcare facilities
- Compound facilities
- Hospice pharmacies
- Nuclear pharmacies



## CAREER OPPORTUNITIES

- Pharmacy Technician
- Pharmacy Clerk
- IV Certified Pharmacy Technician
- Pharmacy Technician III - Medication History
- Specialty Pharmacy Technician
- Dispensing Pharmacy Technician
- Clinical Pharmacy Technician



CONTINUE YOUR  
EDUCATION FOR  
A PATHWAY TO  
**SUCCESS**