

# DENTAL ASSISTANT

Work alongside dentists, assisting during exams and treatments.



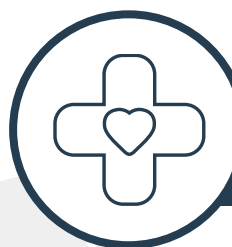
## YOU WILL LEARN HOW TO:

- 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



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# HEALTH CARE ADMINISTRATION CERTIFICATE

Play a key role in medical office administrative services.



## YOU WILL LEARN HOW TO:

- Manage electronic health records with current software technologies
- Process insurance verification, prior health authorizations and referrals
- Perform basic medical billing and coding tasks
- Assist physicians with reports, articles and conference proceedings
- Communicate with patients professionally, understand conflict resolution and positive customer service



## WHAT CAN I DO WITH THIS TRAINING?

- Maintain efficiency in the office
- Update and file patients' medical records
- Complete insurance forms
- Arrange hospital admissions and lab services
- Manage a variety of other administrative tasks
- Schedule and triage appointments



## WHERE YOU'LL WORK

- Physicians' offices
- Hospitals
- Research firms
- Clinics
- Outpatient medical facilities
- Insurance offices

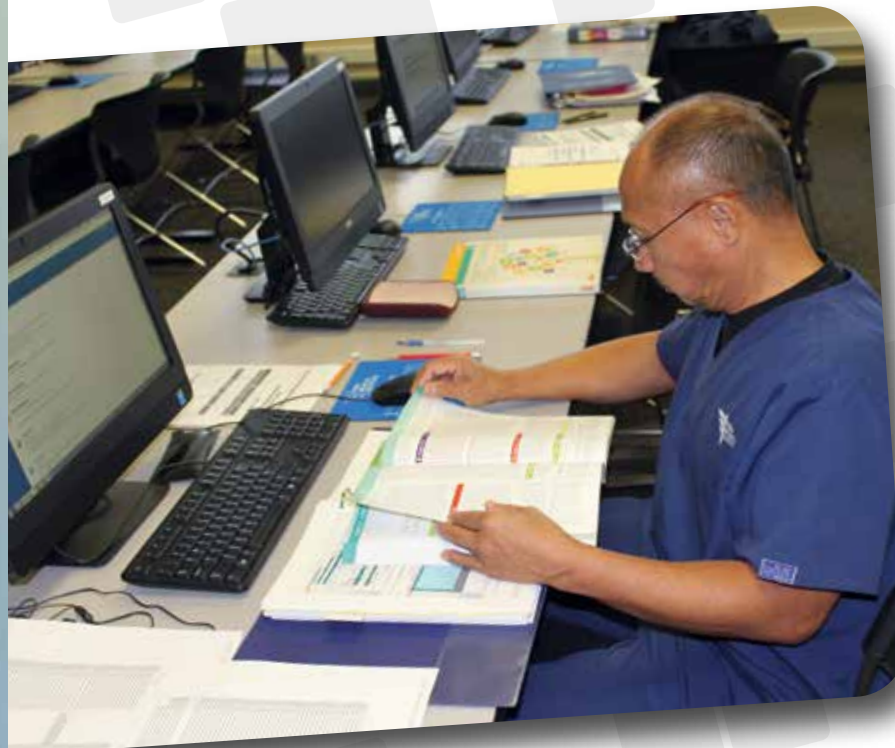


## CAREER OPPORTUNITIES

- Health Care Administrative Assistant
- Medical Office Manager



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# MEDICAL ASSISTANT

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



## YOU WILL LEARN HOW TO:

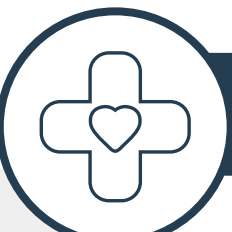
- Interact with patients
- Record patients' history and personal information
- Measure vital signs, such as blood pressure
- Assist physicians with examinations
- Prepare blood samples for laboratory results
- Schedule patient appointments
- Give patients injections and medications\*

\* 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
- Hospitals
- Clinics
- Outpatient medical facilities



## CAREER OPPORTUNITIES

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



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# NURSING ASSISTANT / NURSE AIDE

Assist patients with daily activities, maintain patient hygiene and serve a vital role as part of the healthcare team.



## YOU WILL LEARN HOW TO:

- Assist in a broad range of areas including infection control, safety and emergency procedures, personal care skills, basic nursing skills, quality improvement and more
- Document patient care services and report observations to the nursing staff
- Assist doctors and nurses in diagnostic procedures and therapeutic treatments
- Develop communication and interpersonal skills



## WHAT CAN I DO WITH THIS TRAINING?

- Chart patient care services including patients' health concerns and communicate information to nurses and other healthcare team members
- Measure and document patients' vital signs, such as blood pressure and temperature
- Assist patients with daily care routine
- Perform basic bed mobility and transfer patients
- Apply skills in specialized areas of medicine, such as labor and delivery, pediatrics and geriatrics



## WHERE YOU'LL WORK

- Clinics
- Hospitals
- Home healthcare agencies
- Long-term care rehabilitation facilities
- Retirement communities
- Assisted living facilities



## CAREER OPPORTUNITIES

- Nursing Assistant
- Home Health Aide
- In-home Caregiver
- Personal Care Aide
- Personal Care Attendant
- Personal Care Assistant
- Companion Care Provider



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# 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



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# STERILE PROCESSING TECHNICIAN

Maintain the cleanliness, functionality and inventory of healthcare instrumentation and equipment.



## YOU WILL LEARN HOW TO:

- Sterilize instrumentation and equipment through a series of critical steps
- Understand microbiology and infection control as it pertains to sterile processing and decontamination procedures
- Implement infection control practices to ensure that patients avoid infections
- Provide instrumentation and equipment access to doctors, nurses and allied health professionals as required



## WHAT CAN I DO WITH THIS TRAINING?

- Work as an indispensable part of patient care through the cleaning, disinfection and distribution of sterilized instrumentation and patient care equipment to emergency departments, intensive care units, labor and delivery units, operating rooms and other areas of the healthcare facility
- Work in a sterile processing department and central service department setting
- Contribute to a team of sterile processing technicians dedicated to best patient outcomes via providing high quality products and services



## WHERE YOU'LL WORK

- Hospitals
- Surgery centers
- Third-party reprocessors
- Transplant reprocessors



## CAREER OPPORTUNITIES

- Sterile Processing Technician
- Lead Sterile Processing Technician
- Department Supervisor
- Educator
- Management



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# VETERINARY ASSISTANT

Work alongside veterinarians, assisting with animal healthcare and medical treatment.



## YOU WILL LEARN HOW TO:

- Provide preventative healthcare for animals
- Assist with small animal nursing and diagnostic imaging
- Recognize animal behavior norms
- Sterilize lab and surgical equipment
- Assist with surgery, pre- and post-operative care
- Understand pharmacology basics and medication administration



## WHAT CAN I DO WITH THIS TRAINING?

- Aid domestic animals
- Help veterinary team with animal nursing
- Clean and disinfect cages, kennels and examination rooms
- Administer medication as prescribed by the veterinarian
- Feed, bathe and exercise animals
- Collect and prepare laboratory samples
- Care for animals before and after surgery



## WHERE YOU'LL WORK

- Private veterinary clinics
- Animal hospitals
- Animal shelters
- Zoos



## CAREER OPPORTUNITIES

- Veterinary Assistant
- Laboratory Animal Caretaker
- Animal Care and Service Worker



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