

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:

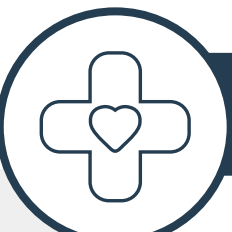
- Interact with patients
- Record patients' history and personal information
- Measure vital signs, such as blood pressure
- Assist physicians with examinations
- Prepare blood samples for laboratory results
- Schedule patient appointments
- Give patients injections and medications*

* 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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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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PHLEBOTOMY TECHNICIAN

Assist patients with the collection of blood and other clinical specimens.



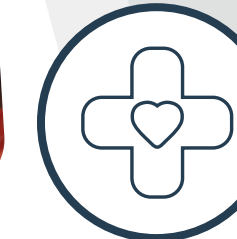
YOU WILL LEARN HOW TO:

- Draw blood specimens by venipuncture, syringe and micro-collection techniques
- Collect and process other clinical specimens
- Prepare samples for laboratory testing and analysis
- Assemble and maintain medical instruments such as needles, test tubes, blood vials, and centrifuges



WHAT CAN I DO WITH THIS TRAINING?

- Draw blood from patients and blood donors
- Put patients at ease during procedure
- Verify a person's identity to ensure proper labeling of the blood
- Label the drawn blood for testing or processing
- Enter patient information into a database
- Learn to process specimens for testing



WHERE YOU'LL WORK

- Clinical labs
- Hospitals
- Independent laboratories
- Physicians' offices
- Health maintenance organizations
- Public health agencies
- Nursing homes
- Research institutions
- Blood donor centers
- Mobile laboratories



CAREER OPPORTUNITIES

- Phlebotomist
- Mobile Lab Specialist
- Clinical Laboratory Assistant



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