

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

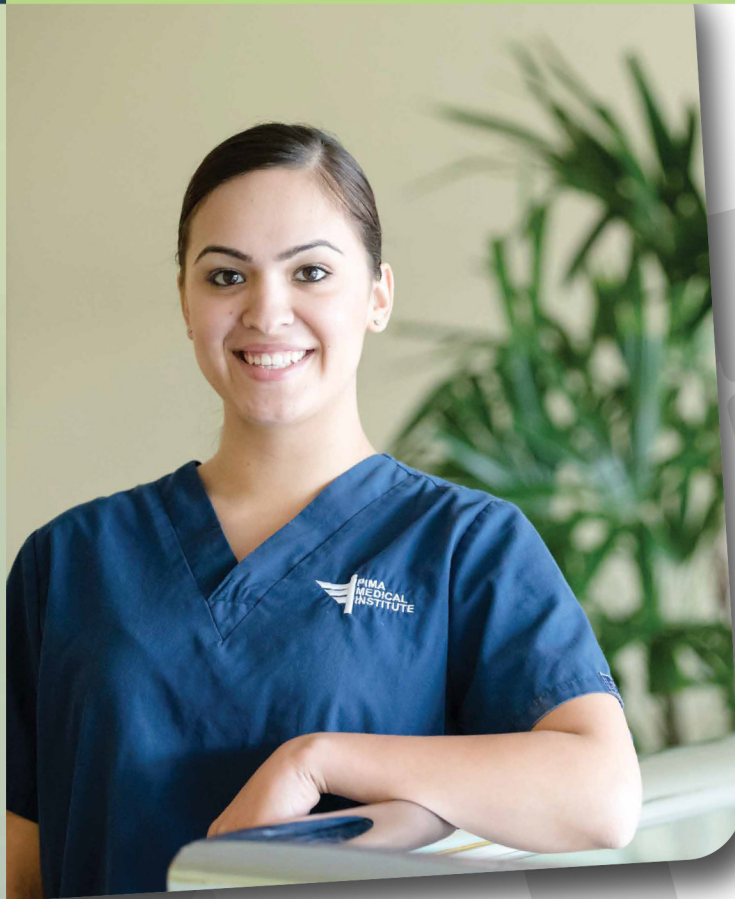
- Medical Assistant
- Medical Education
- Office Management
- Medical Scribe



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MEDICAL BILLING AND CODING

Be the specialist who links healthcare providers, patients, and insurance companies.



YOU WILL LEARN HOW TO:

- Interpret medical charts and assign procedural and diagnostic codes
- Analyze health records and prepare insurance claim forms
- Apply insurance policy guidelines to claims and patient benefits
- Process payments, reconcile patient accounts, and collect outstanding balances



WHAT CAN I DO WITH THIS TRAINING?

- Translate medical documentation into numeric or alphanumeric codes
- Ensure claims are processed accurately and timely
- Manage accounts payable and accounts receivable on behalf of the provider of service
- Determine and verify medical necessity for services rendered



WHERE YOU'LL WORK

- Hospitals
- Physicians' offices
- Nursing care homes
- Home healthcare facilities
- Pharmacies
- Insurance companies
- Medical billing companies
- Outpatient clinics



CAREER OPPORTUNITIES

- Medical Biller
- Medical Coder
- Billing Representative
- Audit Clerk
- Coding Clerk
- Claims Processor
- Accounts Payable/Receivable Specialist



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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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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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