

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

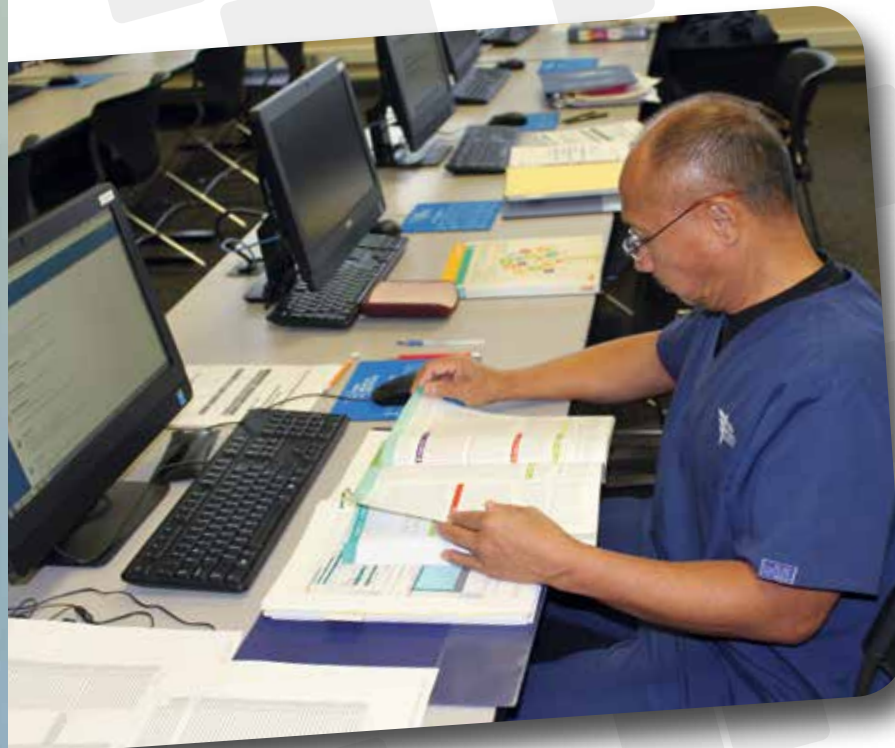


CAREER OPPORTUNITIES

- 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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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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