

MEDICAL ASSISTANT

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



YOU WILL LEARN HOW TO:

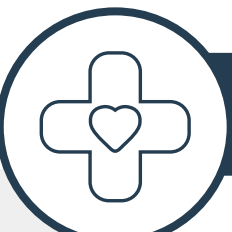
- Interact with patients
- Record patients' history and personal information
- Measure vital signs, such as blood pressure
- Assist physicians with examinations
- Prepare blood samples for laboratory results
- Schedule patient appointments
- Give patients injections and medications*

* 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

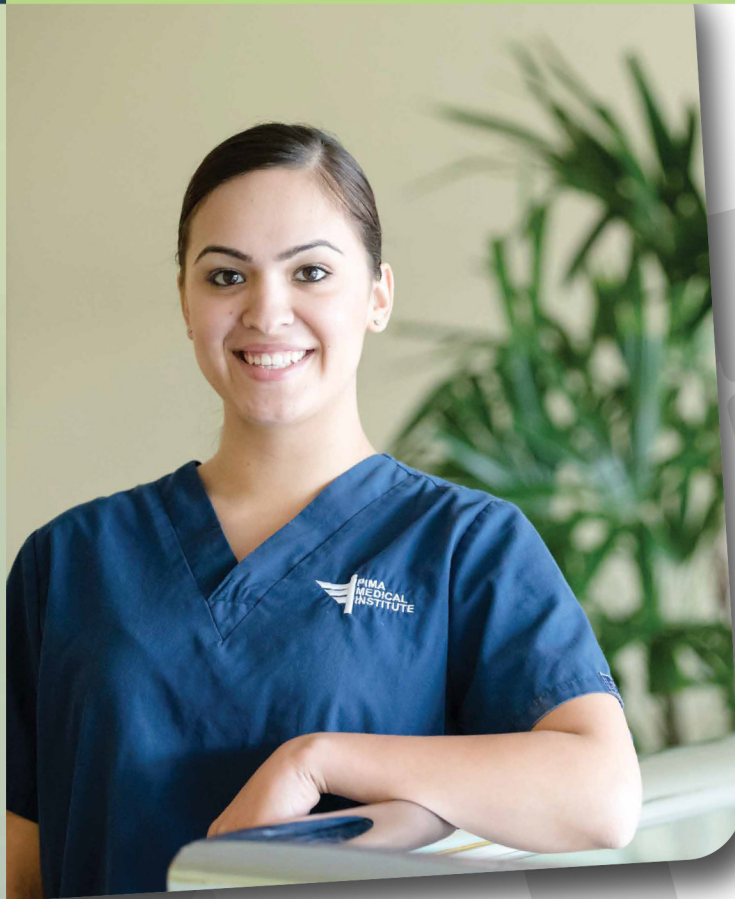
- Medical Assistant
- Medical Education
- Office Management
- Medical Scribe



CONTINUE YOUR
EDUCATION FOR
A PATHWAY TO
SUCCESS

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



CONTINUE YOUR
EDUCATION FOR
A PATHWAY TO
SUCCESS

NURSING ASSISTANT / NURSE AIDE

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



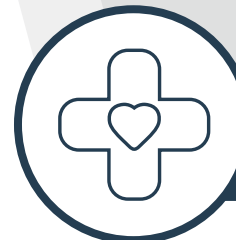
YOU WILL LEARN HOW TO:

- 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



CONTINUE YOUR
EDUCATION FOR
A PATHWAY TO
SUCCESS

PHLEBOTOMY TECHNICIAN

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



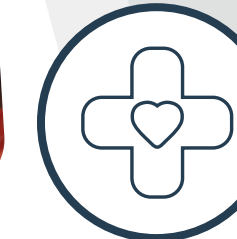
YOU WILL LEARN HOW TO:

- 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



CONTINUE YOUR
EDUCATION FOR
A PATHWAY TO
SUCCESS

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



CONTINUE YOUR
EDUCATION FOR
A PATHWAY TO
SUCCESS