**Employment Guide**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DUTIES</th>
<th>SKILLS / EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Clinical Assistant</strong></td>
<td><strong>Generalist Practice</strong></td>
<td>Prepare patients for exams, x-rays, explain treatment procedures, administer medication as directed, perform allergy skin testing, take and assess vital signs, draw blood, perform onsite collection and preparation of lab specimens, assist physician during exams, remove sutures, and change dressings.</td>
</tr>
<tr>
<td><strong>Medical Clinical Assistant</strong></td>
<td><strong>Specialized Practice</strong></td>
<td>In addition to the duties above, specializations include but are not limited to the following: • Obstetrics &amp; Gynecology (assist physician with prenatal and gynecological exams, collect lab specimens, and perform diagnostic testing). • Podiatric (make castings of feet, expose and develop x-rays of feet and ankles, and assist podiatrists in surgery).</td>
</tr>
<tr>
<td><strong>Phlebotomist/ Lab Assistant</strong></td>
<td></td>
<td>Draw blood samples including venipuncture, adhere to standard policies and procedures to prevent the transmission of infectious diseases, exercise excellent manual dexterity and accuracy. Collecting samples and tracings from patients to deliver accurate test results to physicians.</td>
</tr>
<tr>
<td><strong>Medical Clinical Laboratory Assistant</strong></td>
<td></td>
<td>Onsite specimen collection, draw blood, perform various laboratory tests and procedures, maintain lab equipment, adhere to standard policies and procedures for sterilization and safety regulations.</td>
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</tbody>
</table>

**Education that WORKS!**

BIR is a private, postsecondary school for technical, business, and language learning. BIR has been educating students since 1993 and enjoys the reputation of a small, friendly institution serving the needs of a diverse student body.

- Low tuition and no-interest payment plans.
- Federal and state financial aid and institutional scholarships are available for qualified students.
- BIR offers career assistance to Medical Assisting graduates.

Call BIR and speak with a counselor about your future education. 773-866-0111 or email: contact@birtraining.edu

You are welcome to walk in.

**Three Chicago Locations**

Main 3601 W. Devon Ave., Suite 210 Chicago, IL 60659
828 S. Wabash Ave., Suite 295 Chicago, IL 60605
6240 W. Belmont Ave., Chicago, IL 60634

*Not all programs available at all locations*

**www.birtraining.edu**

BIR is NCA ACCREDITED and ISBE APPROVED

Effective Date: July 1, 2008
Medical Assisting:

If you have a caring manner and the desire to work with patients, then medical assisting may be the ideal career for you. Medical assistants help heal and care for patients, and perform clinical and administrative tasks in offices of physicians, podiatrists, chiropractors and other medical facilities.

BIR’s Program

BIR’s Clinical and Administrative Medical Assisting program provides comprehensive training in clinical, laboratory, and administrative duties. The clinical training focuses on pharmacology, laboratory testing, phlebotomy, emergency treatment techniques, and other routine medical procedures. The administrative portion provides training in cash flow, insurance claim preparation and submission, customer service, health information management, and medical software applications.

Industry Certification Preparation

- • CPR (Completion of HCP 101 and HCP 206; offered by the American Heart Association.)
- • Certified Phlebotomy Technician (Completion of HCP 101, HCP 205, and HCP 206.)
- • Registered Medical Assistant (Completion of coursework and externship)
- • NCLLEX (Completion of coursework and externship; available for foreign nurses)

Careers in Medical Assisting

BIR’s Medical Assisting Program provides students with the skills and knowledge necessary to work in hospitals, clinics, nursing homes, rehabilitation centers, and medical laboratories. Some Medical Assistants work in specialized healthcare offices, such as chiropractors, podiatrists, and ophthalmologists. As the medical industry continues to grow, so does employment for Medical Assistants.

BIR will secure your externships and provide assistance with job placement.

Individual student path toward completion may vary

Program Information

Low tuition and no-interest payment plans. Federal and state financial aid and institutional scholarships are available for qualified students.

Career Assistance

Resume preparation, job leads, and interviewing.

Externship

Externship is part of the program and is offered at private medical facilities, emergency care centers, long-term care facilities, home health agencies, and hospitals.

Industry Certification Preparation

- • CPR (Completion of HCP 101 and HCP 206; offered by the American Heart Association.)
- • Certified Phlebotomy Technician (Completion of HCP 101, HCP 206, and HCP 207.)
- • Registered Medical Assistant (Completion of program and externship)
- • NCLLEX (Completion of program and externship; available for foreign nurses)

Average Class and Lab Size

14 students

Support

Additional help with math, English, computer skills, and subject area is available.

Universal

BIR welcomes international students and boasts a diverse student body from more than 25 countries. BIR is authorized under federal law to enroll non-immigrant students.

Program Schedule

**FULL TIME STUDENT**

<table>
<thead>
<tr>
<th>Schedule Days a Week</th>
<th>Program Length</th>
<th>Program Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am – 12:45pm</td>
<td>11 months</td>
<td>11 months</td>
</tr>
<tr>
<td>6:00pm – 9:45pm</td>
<td>11 months</td>
<td>11 months</td>
</tr>
</tbody>
</table>

**PART TIME STUDENT**

<table>
<thead>
<tr>
<th>Schedule Days a Week</th>
<th>Program Length</th>
<th>Program Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am – 12:45pm</td>
<td>18 months</td>
<td>18 months</td>
</tr>
<tr>
<td>6:00pm – 9:45pm</td>
<td>18 months</td>
<td>18 months</td>
</tr>
</tbody>
</table>

**WEEKEND STUDENT**

<table>
<thead>
<tr>
<th>Schedule Days a Week</th>
<th>Program Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 9:00am – 12:30pm</td>
<td>18 months</td>
</tr>
<tr>
<td>Saturday 9:00am – 4:30pm</td>
<td>18 months</td>
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</tbody>
</table>

* Externship hours vary depending on the medical facility.
* Additional study group hours may be required.

Clinical & Administrative Program

Curriculum Navigator

*Completion Length 11 Months, 31 Credits*

- HCP 100 Medical Office Administration
- HCP 101 Medical Terminology/Anatomy and Physiology
- CIT 090 Computer Productivity Tools & Keyboarding
- HCP 202 Medical Office Procedures, Reimbursement, and Compliance
- HCP 204 Pharmacology Clinical I
- HCP 205 Phlebotomy & Specimen Collection Clinical II
- HCP 206 Aspesis, CPR, Sterilization, Clinical III
- HCP 311 Medical Assisting Externship
- HCP 314 Medical Assisting Capstone: Career Development

Medical Office Administration (HCP 100)

This module is an overview of the history of medicine, healthcare systems, and medical practice specialties. Students learn about medical records management, scheduling, billing and collections. They also acquire an understanding of professional behavior and interpersonal skills in the medical setting.

Medical Terminology/Anatomy & Physiology (HCP 101)

Students learn medical terminology, suffixes, and prefixes related to the 15 body systems, as well as the anatomy and physiology of each body system. Diagnostic and treatment modalities are also covered in this course. This module is required in order to prepare for the phlebotomy national certification exam.

Computer Productivity Tools & Keyboarding (CIT 090)

This module teaches the current operating system (Vista®), Internet tools, Outlook®, and Access®. Students develop and deliver presentations in PowerPoint® and create documents in MS Word®. They work on their keyboarding and alphabetic and numeric entry skills. The lab focuses on hands placement, accuracy, speed, documents formatting, and projects. By the end of the module, students should be able to apply the learned skills to the workplace or further study.

Medical Office Procedures, Reimbursement, and Compliance (HCP 202)

This module teaches students techniques on how to perform manual and electronic claim filing using medical billing software. This process can be applied to all types of insurance both public and private for in- and out-patient facilities. Students also learn about ethics and compliance.

Pharmacology-Clinical I (HCP 204)

This module teaches the administration of medications, drug interactions, how to refill prescriptions, and use pharmaceutical references. Students will also learn about patient education related drug treatment.

Phlebotomy & Specimen Collection-Clinical II (HCP 205)

This module teaches students specimen collection techniques for diagnostic testing. Students learn to collect blood and other body fluids including urine and sputum. Students also learn about medical terminology, suffixes, and prefixes in the medical setting.

Asepsis, CPR, Sterilization-Clinical III (HCP 206)

This module teaches students asepsis, CPR, and sterilization in the clinical setting. These skills are required in order to prepare for the phlebotomy national certification exam.

Medical Assisting Externship (HCP 311)

The externship provides students an opportunity to apply the acquired concepts and skills, get hands-on practice in day to day clinical and administrative activities, and learn new skills. The externship is 160 hours. During externship students work under the supervision partnering medical facility staff and the BIR’s externship coordinator. The externship grading is based on participation, attendance, & professionalism.

Medical Assisting Capstone: Career Development (HCP 314)

Employment preparation focuses on job placement and preparation for certification exam. Students discuss nutrition, exercise, weight control, habit forming substances, stress management and related therapies for behavior and mental health.