### Employment Guide

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DUTIES</th>
<th>EDUCATION / CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Clinical Assistant</strong></td>
<td><strong>General Practice</strong> Prepare patients for exams, explain treatment procedures, administer medication as directed, take and record vital signs, take EKGs, apply Holter monitor, draw blood, collect and prepare lab specimens, assist physician during exams, remove sutures, and change dressings.</td>
<td>Medical Assisting training; Phlebotomy and EKG Certification recommended</td>
</tr>
<tr>
<td><strong>Specialized Practice</strong></td>
<td>Perform Medical Clinical Assistant duties in specialized practices. Specializations include, but are not limited to Obstetrics &amp; Gynecology, Podiatric, Pediatric, Chiropractic, Plastic Surgery and other medical specialties. Specialized field training may be required.</td>
<td>Medical Assisting training; Phlebotomy and EKG Certification recommended</td>
</tr>
<tr>
<td><strong>Medical Administrative Assistant</strong></td>
<td>Schedule and receive patients, manage medical records, chart patient information, arrange hospital admission, process insurance, and perform billing.</td>
<td>Medical Assisting training; Medical Administrative Assistant Certification recommended</td>
</tr>
<tr>
<td><strong>Electrocardiogram (EKG) Technician</strong></td>
<td>Operates an electrocardiograph machine and Holter monitor that produce data for the diagnosis of heart ailments. Performs EKGs, positions chest electrodes, and forwards test results to attending physician. EKG technicians work in outpatient cardiac diagnostic sites, acute care facilities and hospitals.</td>
<td>Medical Assistant training; EKG Technician Certification required</td>
</tr>
<tr>
<td><strong>Phlebotomy Technician</strong></td>
<td>Collect specimens and draw blood. Perform routine laboratory tests Phlebotomists work in outpatient labs, hospitals and physicians offices.</td>
<td>Medical Assistant training; Phlebotomy Technician Certification required</td>
</tr>
</tbody>
</table>

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### 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 friendly institution serving the needs of a diverse student body.

*Affordable tuition and no-interest payment plans*

*Federal and state financial aid*

Call, click, or visit us about your future: 773-866-0111, www.birtraining.edu

### Four Chicago Locations

- **Main:** 3601 W. Devon Ave., Chicago 60659
- **Loop:** 828 S. Wabash Ave., Chicago 60605
- **Belmont:** 6240 W. Belmont Ave., Chicago 60634
- **O’Hare:** 5440 N. Cumberland Ave., Chicago 60656

*Not all programs available at all locations*

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**NCA CASI Accredited | IBHE PBVS Approved**

**Effective Date:** December 2, 2013
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 care for patients and perform clinical and administrative tasks. As a result of BIR's comprehensive training, medical externship, and national certification preparation, a vast majority of BIR students are able to quickly find rewarding jobs upon graduation.

BIR's Program
BIR's Medical Assisting Program includes robust training in clinical and administrative duties, provides an externship with doctors and hospitals, incorporates industry certifications and provides career development assistance. The clinical portion includes EKG, pharmacology, phlebotomy, vital signs, and routine and emergency medical procedures and treatments, including CPR. The administrative portion provides training in insurance claim preparation and submission, patient account management, and medical software.

Externship
BIR Training Center offers externship placements to students in our Medical Assisting Program. The externship allows students to work under the supervision of licensed medical professionals and gain over 160 hours of hands-on experience in hospitals and medical practices.

Industry Certification Preparation
- Certified EKG Technician (NHA*)
- Certified Phlebotomy Technician (NHA*)
- Certified Medical Administrative Assistant (NHA*)
- CPR Certification from the American Heart Association

*BIR Training Center is an NHA approved training and national certification testing site.

Careers in Medical Assisting
There has never been a better time to enter the medical field. According to the U.S. Department of Labor, Medical Assisting is projected to “grow much faster than average” and job prospects are “excellent.” “Medical assistants with formal training —particularly those with certification—should have the best opportunities...” As the medical industry continues to grow, so does employment for medical assistants. You don't need a prior medical background to be trained in this high demand, high growth occupation.

Medical Assisting Clinical & Administrative
37 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Format</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 090</td>
<td>Computer Productivity Tools and Keyboarding</td>
<td>3 Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABM 100</td>
<td>Mathematics and Computation Review</td>
<td>3 Credits</td>
<td>Placement or ABM 090</td>
<td></td>
</tr>
<tr>
<td>HCP 101</td>
<td>Medical Terminology, Human Anatomy and Physiology</td>
<td>4 Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCP 201</td>
<td>Medical Office Administration</td>
<td>4 Credits</td>
<td>Prerequisites: ABM 100, CIT 090, HCP 101</td>
<td></td>
</tr>
<tr>
<td>HCP 202</td>
<td>Healthcare Reimbursement, Ethics and Compliance</td>
<td>4 Credits</td>
<td>Prerequisites: ABM 100, CIT 090, HCP 101</td>
<td></td>
</tr>
<tr>
<td>HCP 204</td>
<td>Pharmacology and Medication Administration</td>
<td>4 Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCP 205*</td>
<td>Phlebotomy and Specimen Collection</td>
<td>4 Credits</td>
<td>Prerequisites: HCP 101</td>
<td></td>
</tr>
<tr>
<td>HCP 206*</td>
<td>Medical Assisting and Infection Control</td>
<td>4 Credits</td>
<td>Prerequisites: HCP 101</td>
<td></td>
</tr>
<tr>
<td>HCP 311</td>
<td>Medical Assisting Externship</td>
<td>5 Credits</td>
<td>Prerequisites: HCP 201, 202, 204, 205, and 206</td>
<td></td>
</tr>
<tr>
<td>HCP 314</td>
<td>Medical Assisting Career Development</td>
<td>4 Credits</td>
<td>Prerequisites: HCP 311</td>
<td></td>
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Medical Assisting Career Development
Prerequisites: HCP 311

CIT 090 - Computer Productivity Tools and Keyboarding
This course teaches the current operating systems, Internet tools, MS Office, and Acrobate. Students develop and deliver presentations in MS PowerPoint and create documents in MS Word. They work on their keyboarding and alphabetic data entry skills. The basic focuses on hand placement, accuracy, and speed.

ABM 100 – Mathematics and Computation Review
This course provides students with a review in mathematical concepts. Students will utilize equipment with fractions, decimals, percents, ratios, proportions, and conversion between the US Conventional and metric systems of measurement. Estimation, rounding, and problem solving strategies will be covered.

HCP 101 - Medical Terminology, Human Anatomy and Physiology
Students are taught medical terminology, human anatomy and physiology, pathology and diagnostic treatments related to the 15 body systems. Students study common terms and abbreviations, including Greek and Latin terms used in medicine.

HCP 201 - Medical Office Administration
This course teaches students to perform administrative duties practiced in a variety of healthcare facilities. Students learn administrative skills, electronic and manual medical records, maintaining medical records, health insurance concepts, telephone techniques, scheduling appointments, cash management concepts, effective communication and professionalism in the workplace.

HCP 202 - Healthcare Reimbursement, Ethics and Compliance
This course teaches students about the healthcare revenue cycle, fundamental concepts of medical insurance, different types of government and private insurance. Students learn about reimbursement, transcription, and claim processing using both manual and electronic billing software.

HCP 204 - Pharmacology and Medication Administration
Students are taught how to obtain drug information including drug classifications, interactions, side effects, drug administration, and prescription refills. Students will perform oral, topical, subcutaneous and intramuscular delivery techniques.

HCP 205 - Phlebotomy and Specimen Collection
Students are taught specimen collection and diagnostic testing, including techniques for drawing blood. Students also learn the use of laboratory equipment, laboratory classifications, regulations, and outsourcing procedures. Upon completion of this module students are able to sit for the NHA Certified Phlebotomy Technician exam and will become certified in CPR.

HCP 206 - Medical Assisting and Infection Control
Students are taught proper infection control techniques, sterilization and instrument preparation for minor surgery, assisting with medical exams and procedures, patient education, perform an electrocardiogram (EKG), perform vital signs, take and record medical histories, and manage medical emergencies. This course includes preparation and administration of the NHA Certified EKG Technician exam.

HCP 311 – Medical Assisting Externship
The Externship provides the student the opportunity to apply concepts and skills learned in the program at a healthcare facility under the direction of a physician's office, staff, and BIR's Site Coordinator. During the Medical Assisting Externship, students must perform a wide range of clinical and administrative duties.

HCP 314 - Medical Assisting Career Development
Students are taught how to gain employment in the field by performing related activities such as resume writing, proper interviewing techniques, and job search methods, and participating in career fairs or other interviewing events. Students in the externship placement will work with the site supervisor and BIR's site coordinator. During the Medical Assisting Career Development, students will perform a wide range of administrative and clinical duties.

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Average Class Size
18 students

Support
Additional help with math, English, and computer skills is available. Support with subject areas might be available.

Diverse Faculty
BIR boasts a diverse faculty with a variety of academic and professional backgrounds including medical doctors, pharmaceutical doctors and licensed nurses, among others.

Program Schedules
A full-time student taking 4 credits and attending 3 sessions per week may choose from:

- Morning classes - 8:40 am-1:40 pm
- Afternoon classes - Noon-5:00 pm
- Evening classes - 5:00 pm- 9:20 pm

For information on graduation rate, median debt of graduates completing this program and other important information, visit www.birtraining.edu/Programs/Disclosure.aspx

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