

Employment Guide

JOB TITLE	DUTIES	EDUCATION / CERTIFICATION
Medical Clinical Assistant General Practice	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.	Medical Assisting training; Phlebotomy and EKG Certification recommended
Medical Clinical Assistant Specialized Practice	Perform Medical Clinical Assistant duties in specialized practices. Specializations include, but are not limited to Obstetrics & Gynecology, Podiatric, Pediatric, Chiropractic, Plastic Surgery and other medical specialties. Specialized field training may be required.	Medical Assisting training; Phlebotomy and EKG Certification recommended
Medical Administrative Assistant	Schedule and receive patients, manage medical records, chart patient information, arrange hospital admission, process insurance, and perform billing.	Medical Assisting training; Medical Administrative Assistant Certification recommended
Electrocardiogram (EKG) Technician	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.	Medical training; EKG Technician Certification required
Phlebotomy Technician	Collect specimens and draw blood. Perform routine laboratory tests Phlebotomists work in outpatient labs, hospitals and physicians offices.	Medical training; Phlebotomy Technician Certification required
Clinical/ Medical Laboratory Assistant	Perform various laboratory tests and procedures, maintain lab equipment and adhere to standard policies and procedures for sterilization and safety regulations.	Medical training; Certified Phlebotomy Technician recommended



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, write, or visit us about your future:
**773-866-0111, www.birtraining.edu, or email:
contact@birtraining.edu**

Three Chicago Campuses

Main Campus:

3601 W. Devon Ave., Suite 210 Chicago, IL 60659

Loop Campus:

828 S. Wabash Ave., Suite 295 Chicago, IL 60605

Belmont Campus:

6240 W. Belmont Ave., Chicago, IL 60634

** Not all programs available at all campuses*



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BIR is **NCA ACCREDITED** and **ISBE APPROVED**

Effective Date: August 15, 2011

BIR Training Center

Education that works!

Medical Assisting Clinical & Administrative



Some of these photos depict actual BIR students and graduates.

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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 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, as well as 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 more than 150 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.



Sample Schedule of a Full-time Student. Individual paths and completion times may vary.



CIT 090 - Computer Productivity Tools and Keyboarding

This module teaches the current operating system, Internet tools, MS Outlook®, and Acrobat®. Students develop and deliver presentations in MS PowerPoint® and create documents in MS Word®. They work on their keyboarding and alpha/numerical data entry skills. The lab focuses on hand placement, accuracy, and speed.

ABM 100 - Math Computation Review

This module provides students with a review in mathematical concepts. Students will go over operations 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 100 - Medical Office Administration

Introduces students to administrative practices used in a variety of health care facilities. Students learn administrative skills, electronic and manual medical records maintenance, health insurance concepts, business writing, telephone answering techniques, cash management concepts, effective communication skills, and office professionalism. This module includes preparation and administration of the NHA Certified Medical Administrative Assistant exam.

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 104 - Healthcare Reimbursement, Ethics and Compliance

Students are taught about the healthcare revenue cycle, fundamental concepts of public and private insurance, regulatory compliance, and ethics. Students will also practice claim processing using both manual methods and electronic medical 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 outsource preparation. Upon completion of this module students are able to sit for the NHA Certified Phlebotomy Technician exam.

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), take and record medical histories, and manage medical emergencies. Students will become certified in CPR. This module includes preparation and administration of the NHA Certified EKG Technician exam.

HCP 311 - Medical Assisting Externship

Provides students the opportunity to apply concepts and skills learned in the program at a healthcare facility under the direction of a physician, office staff, and BIR's Site Coordinator. During the Medical Assisting Externship, students might perform a wide range of clinical and administrative duties. Students must complete all required prerequisites to participate and receive credit for the externship.

HCP 314 - Medical Assisting Capstone and 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. Upon completion the student will be able to develop field-specific and position-specific resumes, search and apply for employment, and hone their job interviewing skills.

Program Information

Financial Assistance

BIR provides low tuition and no-interest payment plans. Federal and state financial aid and G.I. Bill benefits are available to qualified students.

Career Assistance

The Capstone and Career Development module provides students with a program overview and job search strategies, resume writing as well as interviewing techniques. BIR students will be prepared for entry in this high growth field.

Externship

Externship is part of the program and offered at physician's offices, outpatient clinics, and other medical facilities. Externships are under the direction of the site supervisor and BIR's site coordinator. Externship hours vary depending on the medical facility.

Industry Certification Preparation

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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 Schedule[†]

Full-time
3-5 sessions per week
(4 or more credits)

Part-time
2-3 sessions per week
(3 or less credits)

Weekends
1-2 sessions per week

Class times*

Morning – 8:40 am – Noon

Afternoon – 1:20 pm – 4:40 pm

Evening – 6:00 pm – 9:20 pm

Morning – 8:40 am – Noon

Afternoon – Noon – 4:40 pm

* Schedule may have additional practicum hours.

† The above Schedule is a sample.