

Medical Assisting 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; Medical Assistant, 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
Electrocardiography (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 Assistant 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 Assistant training; Phlebotomy Technician Certification required

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



— BIR Training Center is approved by the NHA as a testing site.



— BIR Training Center is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. www.ibhe.org 217.782.2551



— BIR Training Center is accredited member of the Accrediting Council for Independent Colleges and Schools (ACICS).



— BIR Training Center is affiliated with the American Medical Technologists.



— BIR Training Center is an Illinois Workforce Development Partner.



— BIR Training Center holds regional accreditation by the North Central Association, Commission of Accreditation and School Improvement (NCA-CASI).

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 available. BIR Training Center is a WIA approved training provider.

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

Chicago Locations*

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

*Not all programs available at all locations



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Effective Date: 01.22.16

Published: 10.29.15

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MEDICAL ASSISTING
Clinical & Administrative



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What is 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, BIR students are able to find rewarding jobs upon graduation.

BIR's Program

BIR's Medical Assisting Program provides well-rounded training in clinical and administrative duties, includes an externship with doctors and hospitals, and 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 hands-on experience in a variety of medical settings.

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 Full-time: 20 Months**

CIT 102 Computer Productivity Tools and Keyboarding (3 Credits)	ABM 100 Mathematics and Computation Review (2 Credits) Prerequisite: Placement or CIT 102	16 WEEKS
HCP 101 Medical Terminology, Human Anatomy, and Physiology (4 Credits)		
 HCP 201 Medical Office Administration (4 Credits) Prerequisites: CIT 102, ABM 100, HCP 101	HCP 202 Healthcare Reimbursement, Ethics, and Compliance (4 Credits) Prerequisites: CIT 102, ABM 100, HCP 101	16 WEEKS
 HCP 205 Phlebotomy and Specimen Collection (4 Credits) Prerequisites: ABM 100, HCP 101	 HCP 206 Medical Assisting and Infection Control (4 Credits) Prerequisites: ABM 100, HCP 101	16 WEEKS
HCP 204 Pharmacology and Medication Administration (3 Credits) Prerequisites: ABM 100, HCP 101		8 WEEKS
HCP 311 Medical Assisting Externship (5 Credits) Prerequisites: ABM 100, HCP 101, 201, 202, 204, 205, and 206		16 WEEKS
 HCP 314 Medical Assisting Career Development (4 Credits)		8 WEEKS

Full-time student sample schedule. Individual paths and completion times may vary.



Industry Certification Preparation

- 1* NHA Certified Medical Administrative Assistant Exam
- 2* NHA Certified EKG Technician Exam
- 3* NHA Certified Phlebotomy Technician Exam
- 4 CPR Certification Exam
- 5* NHA Certified Clinical Medical Assistant Exam

* National Healthcareers Association (BIR Training Center has been approved by NHA as a testing site to administer the National Certification Exam)

CPR Certification is from the American Heart Association

CIT 102 – Computer Productivity Tools and Keyboarding

This course 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 – Mathematics and Computation Review

This course 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 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 201¹ – 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^{3, 4} – 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 and will become certified in CPR.

HCP 206² – 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 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.

HCP 314⁵ – 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. 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.

Career Assistance

The Career Development course provides students with a program review and job search strategies, resume writing as well as interviewing techniques. Students also have the opportunity to participate in school sponsored Career Fairs.

Externships

An externship is part of the program and is offered at medical practices, outpatient clinics, and other medical facilities where students gain hands on experience. Externships are under the direction of the site supervisor and the BIR's site coordinator. Externship schedules and hours vary depending on the externship sites.

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.

Academic Load

A student who earns 24 credit hours in an academic year is a full time student.

Sample Schedule

Morning, afternoon, evening, and weekend classes available

Schedule may have additional practicum hours.