

In as little as 16 weeks, you can begin your career as a Medical Assistant! Our experts ensure you get everything you need to know in easy-to-understand lessons that guide you step by step. You'll become familiar with both administrative and clinical procedures using USCI's exclusive *Virtual Lab*—learn how to obtain specimens, perform blood cultures, and give injections. You'll also virtually experience setting up a surgical tray, assisting with sutures and administering medications. Here is a preview of what you will learn:

## INSTRUCTION PACK I

### Welcome to the World of Healthcare

In this introductory lesson, you'll learn all about U.S. Career Institute. In addition, you'll learn about the daily activities that occur in medical facilities and how Medical Assistants interact with healthcare professionals. Plus, you'll explore all of your great career opportunities!

### Work in the Medical Front Office

Learn how to handle medical front office procedures—from scheduling appointments to handling walk-ins. You'll also learn how to handle the mail, and you will become familiar with office management skills.

### Medical Terminology: Word Parts

Here you'll get your first taste of how you will use medical terms in your new career. Learn about root words, prefixes and suffixes and learn how to derive word parts from medical terms. In addition, you'll also practice using a medical dictionary.

### Medical Terminology: Dividing and Combining Terms

In this lesson, you'll learn to divide and combine medical terms to understand their meanings and also how these medical terms describe diagnoses and procedures.

### Abbreviations, Symbols and Special Terms

The final lesson on medical terminology teaches you how to recognize common medical abbreviations, symbols and plurals, as well as other special terms.

### What is a Medical Record?

Here you will learn the importance of documentation in medical records and identify types of medical records and forms. This lesson also discusses how HIPAA regulates the management of health records, including the EHR.

### Emergencies in the Medical Front Office

Learn how to perform triage to assess the severity of a medical emergency. Also discover the ten most common emergencies, and learn the causes, symptoms and treatments. Your *First Aid Manual* details many other emergencies with step-by-step instructions.

### Medical Equipment and Supplies

This lesson teaches you to identify and prepare common clinical equipment, as well as typical supplies for specific treatments. You'll learn about common surgical instruments and how to prepare a minor surgical tray. The *Virtual Lab* will provide visual instruction.

#### Also Included in Pack I

- Student Handbook • *You Can Do It!* CD • School Catalog
- HIPAA Basics—Guide to Federal Regulations • *Medical Equipment, Instruments and Materials* Supplement • *First Aid Manual* • Quick-Learn System • *Medical Terminology/Anatomy* CD • *Virtual Lab* CD #1 • Procedure Guide Supplement #1
- Computer Buyer's and User's Guide • *Ergonomics: Creating a Healthy Working Environment* Supplement
- Condensed Medical Dictionary • Glossary Part 1

## INSTRUCTION PACK II

### Introduction to Anatomy

Here you'll get an overview of human anatomy—the basic components, how the human body is put together and how it works.



### The Anatomy of the Human Body

This lesson discusses cell biology, each of the body's organ systems, and also explores the disease process.

### Vital Signs

Here you'll be taught to properly explain, take and record patients' vital signs. The *Virtual Lab* demonstrates these procedures.

### Safety in the Medical Office

This lesson covers basic safety regulations and procedures, plus infection control and aseptic technique. The *Virtual Lab* provides further instruction.

### Communication Skills: Working with Patients

Here you'll learn how personality traits, biology, health, stress and psychological disorders affect human behavior. You'll discover the best ways to interact with patients and co-workers.

### Medical Insurance 101

This lesson explains the basics of health insurance and how diagnostic and procedure codes apply.

#### Also Included in Pack II

- Anatomy and Physiology Textbook • Human Anatomy Reference Cards • *Terminology/Anatomy* CD
- Additional Flashcards for the Quick-Learn System • *Virtual Lab* CD #2 • Word Processing with MS® Word • Quick Check Grammar and Punctuation Guide • *Develop a Professional Medical Phone Personality* Supplement • Professional Development Supplement Part I: *Creating a Professional Image*
- Procedure Guide Supplement #2 • *Written Communication Skills for the Medical Professional* Supplement
- Digital Thermometer

## INSTRUCTION PACK III

### Preparing Insurance Claims

Here you'll learn how to process insurance claims and explore diagnostic and procedural coding systems.

### The Patient Exam

This lesson introduces you to preparing patients for examinations, plus assisting with exams and charting patient notes.

### Medical Ethics and Legal Responsibilities

Medical ethics and legal responsibilities that pertain to the healthcare industry, and specifically to medical assistants, are explained here.

### Blood Testing

Learn about maintaining safety when conducting blood tests and become familiar with medical equipment. These procedures are shown in the *Virtual Lab*.

### Introduction to Bookkeeping Procedures

You'll be introduced to basic bookkeeping techniques for medical offices. Plus, you will learn how to handle office accounting with Spreadsheet Applications Using MS® Excel.

### Technology and Healthcare

Explore how computers are used in the medical office. You will learn about electronic billing and coding, as

well as transcription services. You will also practice fundamentals for patient account software with Medisoft® Patient Accounting Software.

### Bacterial Smears and Cultures

This lesson explains the purpose of bacterial tests, as well as common diseases caused by bacteria. You'll study the steps involved in these tests.

#### Also Included in Pack III

- Spreadsheet Applications Using MS® Excel • Math Tutor
- *Virtual Lab* CD #3 • *Nutrition and Wellness Basics* Supplement
- Professional Development Supplement Part II: *Manage Time, Stress and Money* • Procedure Guide Supplement #3 • *Diagnostic & Procedure Coding* Supplement • Coders Comprehensive Glossary • ICD-9-CM Student Coding Manual • *Getting Started with NDC Medisoft® Patient Accounting Manual* • Guide to Electronic Coding • Ingenix Encoder Pro Software • Medisoft® Patient Accounting Software • *Claims Resource* Supplement

## INSTRUCTION PACK IV

### Body Fluid Specimens

Learn methods of body fluid collection and testing. With the *Virtual Lab*, you'll study pregnancy tests, strep cultures, urinalysis and testing for blood in a stool sample.

### Patient Therapies

You will learn about patient therapies, including heat treatments, cold treatments, ultrasound and ROM joint exercises. You'll also learn how to instruct patients about therapeutic treatments they can perform at home.

### Pharmacology

Learn the basics of pharmacology—drug forms, sources of drug information, drug regulation and patient education. Discover the specific drugs used for each organ system—antibiotics, anesthetics, antituberculars, antifungals, antivirals and vaccinations.

### Assisting with Special Examinations

This lesson familiarizes you with specialized procedures such as pelvic examinations, breast examinations and sigmoidoscopy. This lesson will also explore radiology.

#### Also Included in Pack IV

- Professional Development Supplement Part III: *Career Advancement* • Disposable Gloves • PDR Pocket Guide
- *Virtual Lab* CD #4 • Procedure Guide Supplement #4
- Glossary Part 2

## INSTRUCTION PACK V

### Minor Surgical Procedures

You'll learn minor surgical procedures and techniques in this lesson. The *Virtual Lab* will demonstrate how to remove sutures, prepare the treatment room and set up a minor surgical tray.

### Preparing and Administering Medications

Here you'll learn the basics of drug administration. You'll use the *Virtual Lab* to learn how to withdraw, prepare and administer injections and oral medications.

### Comprehensive Practicum

The final lesson in the Medical Assistant Course provides a real world practicum that allows you the opportunity to apply your medical assisting skills.

#### Also Included in Pack V

- *Virtual Lab* CD #5 • Medical Assistant Career Starter Kit
- Procedure Guide Supplement #5 • Medical Assistant Pin



# Bonus!

### EXCITING GRADUATION GIFT!

When you complete your course and your tuition has been paid in full, you'll receive a Blood Pressure Monitor and Stethoscope Kit!



**U.S. Career Institute®**  
2001 Lowe Street, Fort Collins, CO 80525

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Printed in USA 0203900OL01F-C9

# Get Expert Training from U.S. Career Institute! America's Most Trusted Home-Study School

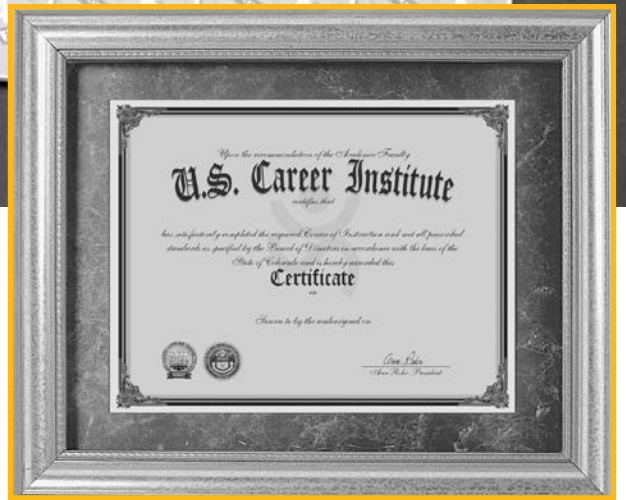
Here's What You Get! It's yours to use in your course and your career!



We reserve the right to substitute items of equal or greater value when it becomes necessary.

**You'll be specially trained to work in hospitals, clinics, doctors' offices and other healthcare settings.**

With years of experience operating her own business, Pam Weston saw the moneymaking opportunity for people who would like to work with professionals in the growing field of Medical Assisting. When she started our school more than a quarter of a century ago, she also decided to place special emphasis on how people can train in the convenience of their own homes for new careers that pay good money and offer prestige and security. All of our successful graduates are fully qualified to perform the professional services they have trained for.



Your Certificate from U.S. Career Institute designates you as a trained Medical Assistant. You will be proud to display it in your home or office as a symbol of your achievement!

## memo

There is nothing more rewarding than working in a career where your efforts really help others. As a trained Medical Assistant, you can work in a hospital, clinic or doctor's office. You'll love having a career in the rapidly growing healthcare industry where there is a real need for your skills. We urge you to start your training with U.S. Career Institute today!

*Pam Weston*



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Printed in USA 0203900OL01F-C9