

# Course Outline

## Medical Assistant

In as little as four months you can be ready to start making money as a Medical Assistant.

You get everything you need to know in easy-to-understand lessons that take you step by step from the basics of Medical Terminology, Medical Records and Anatomy, through the more advanced subjects of Minor Surgical Procedures and Pharmacology. This outline gives you a preview of what you will learn.



### COURSE 1

#### Welcome to the World of Healthcare

In this introductory lesson, you'll learn all about U.S. Career Institute. Also, the daily activities that occur in medical facilities and how medical assistants interact with others.

#### Work in the Medical Front Office

Front office procedures—from scheduling appointments to walk-ins, handling the mail and office management skills.

#### Introduction to Medical Terminology

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 divide and combine medical terms to understand their meanings and how these medical terms describe diagnoses and procedures.

#### What is a Medical Record?

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 Office

Assess the severity of a medical emergency. Also discover the 10 most common emergencies, causes, symptoms and treatments.

#### Medical Equipment and Supplies

Identify/prepare common clinical equipment, supplies for treatments, surgical instruments, prepare a minor surgical tray.

#### Also Included

- Medical Terminology Flashcards
- Medical Terminology Audio
- Medical Assistant Virtual Lab

### COURSE 2

#### Introduction to Anatomy

In this lesson you'll get an overview of human anatomy—how the human body is put together and how medical professionals describe the sections of the body.

#### The Anatomy of the Human Body

This lesson discusses each of the body's organ systems, how they work and what can go wrong.

#### Vital Signs

Here you'll learn about the equipment you'll use and how to properly record patients' vital signs, as well as the factors that can affect them. The Virtual Lab will demonstrate how to properly take patients' vital signs.

#### Safety in the Medical Office

This lesson covers basic safety regulations and procedures, plus infection control and aseptic technique. You will watch demonstrations of procedures using your Virtual Lab.

#### 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 the terms you need to know when working with claims. You will also be introduced to the manuals used to apply codes to medical records.

### COURSE 3

#### Electronic Health Records

Discover how to use software to create medical records and schedule appointments.

#### The Patient Exam

Learn how to prepare patients for examinations, plus assist with exams and charting patient notes.

#### Medical Ethics and Legal Responsibilities

Examine the medical ethics and legal responsibilities that pertain to the healthcare industry, and specifically to medical assistants.

#### Blood Testing

Learn about maintaining safety when conducting blood tests and become familiar with medical equipment. You'll see demonstrations of procedures in the Virtual Lab.

#### Introduction to Bookkeeping Procedures

Basic bookkeeping skills for medical offices, including making deposits, writing checks and handling payroll, are covered in this lesson.

#### Technology and Healthcare

Explore how computers are used in the medical office. You will learn about word processing, databases, scheduling software and spreadsheets.

#### Bacterial Smears and Cultures

This lesson explains the purpose of bacterial tests, as well as common diseases caused by bacteria. You'll also learn the steps to prepare bacteriological smears and samples for testing.

### COURSE 4

#### Body Fluid Specimens

Learn methods of body fluid collection and testing. With the Virtual Lab you'll study pregnancy tests, strep cultures, urinalysis and more.

#### Patient Therapies

Patient therapies, including heat/cold treatments, ultrasound and ROM joint exercises. 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, as well as 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.

### COURSE 5

#### Minor Surgical Procedures

You'll learn how to assist in minor surgical procedures and techniques in this lesson. The Virtual Lab will demonstrate how to remove sutures 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.

#### Testing Your Knowledge

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

### Career Starter Guide



A U.S. Career Institute exclusive! The Career Starter Guide will give you step-by-step guidance in getting your first job. You'll learn how to create the best résumé for yourself...how to write a letter of inquiry...how to perfect your interview skills and much more.

Ensure your success and enrich your program by enrolling today in the **Enhanced Version!** Receive extra supplements and tools that help jumpstart your career! Contact us at 1-800-528-7907 for more information.



You can enroll right away through our secure website at <https://enroll.uscareerinstitute.edu> or you can call our toll-free **EasySTART** line at **1.800.528.7907**, Monday through Friday, 9 a.m. to 9 p.m. and Saturday, 10 a.m. to 7 p.m. Eastern Standard Time.



**Get Expert Training from U.S. Career Institute...we have over 30 years of experience training busy adults for new moneymaking careers!**



## **Everything you need...books, lessons, learning aids...it's all included with your program!**

You'll be specially trained to work in hospitals, clinics, doctors' offices or healthcare facilities.

U.S. Career Institute programs feature unique, customized learning materials.

- ▶ Each Lesson Book and Supplement is written by industry experts, so you get the most current information.
- ▶ Lessons focus on real-world skills that you will use in your career.
- ▶ Step-by-step format makes learning easier and more rewarding.

When you graduate, you'll be ready to enter the exciting world of healthcare—with your up-to-date and in-demand career skills.

There is nothing more rewarding than working in a career where your efforts really help others. And as a trained Medical Assistant, you get all the benefits of helping people and the opportunity to make good money. Plus you will have a secure career in the rapidly growing healthcare field. **Start your training today!**