



**U.S. Career
Institute®**
Dream › Learn › Succeed™

*Train
at
Home*

One of America's Hottest Jobs!...

Experienced
**Medical
Assistants**
earn up to
\$35,000
a year and more!*



Be a Medical Assistant!

Great Career...Great Future...and it's so easy to start!

Here's everything you need to know...

In as little as four months, you could be on your way to making great money!

> Be a Medical Assistant!

Join this exciting profession that is projected to grow much faster than average, with high industry demand and huge job growth in the upcoming years!

Healthcare is huge! The ever-increasing number of patients and hospital admissions is driving growth in healthcare services. It takes a lot of support to provide quality care for so many people.

Employment in the fast-growing Medical Assistant field offers you a wide range of opportunities for excitement, fulfillment and advancement. Every physician's office, hospital, outpatient facility, medical laboratory and nursing care facility needs men and women who know what it takes to help patients, handle records, and assist doctors and nurses with the utmost in caring and service. So whether you want a career as a Medical Assistant in a hospital, doctor's office, governmental facility or laboratory, this Medical Assisting program will start you on the road to your dream job in the dynamic, in-demand healthcare field.

Security, great earning potential and much more...

As a Medical Assistant, you'll be a well-respected professional playing a crucial role in the world of healthcare. You will meet fascinating people and find great satisfaction in working side-by-side with doctors, nurses and physician assistants.

You'll also have a career that opens the door to a wide variety of opportunities. You might choose to work for a public or private hospital, a physician's office or group practice, a governmental or educational organization, medical lab or nursing care facility. You have the choice to work part-time or full-time.

Training that fits your life

If you can follow step-by-step directions, you can become a Medical Assistant. No need to change your daily schedule. No need to take time from your family or job. No classes to attend, and no schedules to keep. You will receive everything you need to succeed!



"...I love this school... I will definitely recommend this school to my friends who want to study on their own terms with little to no out of pocket expense."

-Kristina D., Georgia

Experts guide you step by step

Your Medical Assistant program was designed by experienced educators and industry professionals to give you all the skills you need to prepare for this exciting job in as little as four months. Everything is explained in easy-to-understand language. Accelerate your learning with our *Virtual Labs* that show you exactly what to do and how to do it.

Nothing is left to chance! As you finish each lesson, you're ready for the next one. No previous medical knowledge needed. And when you finish your program, you'll be ready to work!



Be a vital part of the medical care team. Join the many men and women working in the healthcare industry to keep their families, friends and neighbors healthy and happy. Being a Medical Assistant benefits you and your community!

In as little as four months, you could be on your way to making great money!

> Be a Medical Assistant!

Learning with us is easy!

Imagine a class that always starts the second you're ready. One you don't have to travel to attend. A class that moves quickly through lessons you find easy and slows down on the topics you choose. Think of having an expert instructor standing by to answer your questions and cheer you along, just a phone call or email away. This is no dream. This is U.S. Career Institute!

Set your own pace!

Go as quickly or as slowly as you wish. Lessons are available as you need them. As you complete each assignment, you send it to your instructor for grading. Then go on to the next lesson. No need to wait for the results of previous exams. And if you want to take time off for a vacation, your lessons wait until you return.

Your instructors are experts.

Most of our students have very few questions. Your lessons are designed to give you everything you need to know. But if you do have a question, an expert instructor will give you the answers you need.

Open-book exams take the pressure out of testing.

We don't try to test you on how much you can remember. We help you learn what you need to know and show you how to find the answers to what you don't know. We believe that open-book exams—just like those many colleges use—are the best way to find out how much you can accomplish in the real world.

You learn it all!

- | | |
|------------------------------------|----------------------------|
| ✓ Technology and Healthcare | ✓ Medical Insurance 101 |
| ✓ Medical Terminology | ✓ Communication Skills |
| ✓ Medical Equipment & Supplies | ✓ Vital Signs |
| ✓ Introduction to Anatomy | ✓ Front Office Procedures |
| ✓ First Aid Procedures | ✓ General Office Equipment |
| ✓ Preparing Patients for Exams | ✓ Bookkeeping Techniques |
| ✓ Minor Surgical Procedures | ✓ Patient Therapies |
| ✓ Prepare & Administer Medications | ✓ Pharmacology |
| ✓ Everything you need to succeed! | |



Whenever you have a question, simply send us an email or call us toll-free for quick answers!

Your instructors are just an email or phone call away! Our staff of instructors is on duty year-round to answer any question you may have.



- **No classes to attend...no schedules to keep!**
Talk about flexibility! Our program couldn't offer you more. No classes, no rigid schedules, no commute, no interruptions in your regular activities and commitments. You study when and where you want. What could be better than that?
- **Opportunity! Great Income! Rewarding Career!**
A career as a Medical Assistant offers you the opportunity to earn a great income! Work with doctors, nurses and physician assistants in small and large medical organizations including government, educational, nursing care and outpatient facilities. As you become more experienced, you may be assigned more duties such as administering basic medical tests and medications, explaining care instructions or drawing blood — there is never a dull moment for a Medical Assistant!
- **Nationally Recognized Certificate.**
We are accredited by the Accrediting Commission of the Distance Education and Training Council in Washington, D.C. You will be as proud to display your U.S. Career Institute Certificate as we are to award it to you.
- **Unlimited Career Support. A U.S. Career Institute exclusive!**
Once you graduate, you will be entitled to unlimited career support throughout your career, for as long as you request it!

We want you to have all the facts!

Our salary and employment figures are compiled from our outstanding students and graduates who send us unsolicited letters or answer surveys we send them. In addition, we use information published by the U.S. Department of Labor. Individual student earnings can vary depending on many factors such as the amount of experience you have, whether you work full-time or part-time, and where you work.

Be part of the Medical World...work in a medical office!



**Compare the training,
the job and the money
you can make!**

**You'll
be way
ahead as
a Medical
Assistant!**

No classes to attend! No schedules to keep!



Lessons and reference materials cover every subject. Your lessons take you step by step so you always feel comfortable with the program material.



The master flashcards and the Quick Learn Tutor we include with your program make learning medical definitions more like a game than a study session.



Custom learning aids speed your training. Our exclusive *Virtual Labs* allow you to actually see procedures being performed! Learn from real Medical Assistants on the job.



Your Career Certificate is a proud symbol of your qualifications...evidence that you are ready to work as a Professional.

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

Get a Job or Your Money Back



We are so confident in our Certificate programs that we give you our **Success Promise®**: When you complete your course and our **Success Promise®** program, you will get a job within six months or we will give you all of your money back. Visit our website for full information.



Nestled in the shadows of the beautiful Rocky Mountains in Fort Collins, Colorado, U.S. Career Institute encompasses many thousands of square feet including administrative, curriculum, student counseling and general warehousing departments. Our dedicated employees are ready to serve you year-round to ensure the absolute finest in home study training.

**For Fastest Service, Call &
Enroll by Phone...Toll-Free
800-528-7907**

You can pay by check or use your Visa,
Mastercard or Discover credit /debit card.



2001 Lowe Street, Fort Collins, CO 80525
www.uscareerinstitute.edu

**with experience, based on figures from U.S. Dept. of Labor's BLS website*

Q & A

QUESTIONS AND ANSWERS

- Q. Why do people become Medical Assistants?**
A. Because they can make good money and have skills that are needed all across the country...working with doctors, nurses and physician assistants...in medical practices and healthcare facilities.
- Q. Are there other advantages?**
A. Yes! Security. Healthcare organizations of every type will always need people to assist with office and clinical functions, and ensure patients are treated with courtesy and care.
- Q. What is the earnings range for Medical Assistants?**
A. Because salaries vary from one place to another, we suggest you inquire in your area. We think you'll be pleased with what you discover.
- Q. How much work is available?**
A. The U.S. Department of Labor states that there are already hundreds of thousands of Americans employed as Medical Assistants, with a strong demand for employees in the upcoming years!
- Q. How will I find work when I'm ready?**
A. U.S. Career Institute offers unlimited career support for graduates. We show you how to contact employers and present your credentials. When we receive job requests from employers, we retain this information for our graduates.
- Q. Is U.S. Career Institute accredited?**
A. Yes! U.S. Career Institute is an Accredited Member of the Distance Education and Training Council. The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency for distance education. Because of this, our curriculum, faculty, administrative procedures and policies are reviewed on a regular basis to ensure that we continue to meet the DETC's exceptionally high standards of quality.
- Q. What other credentials does U.S. Career Institute have?**
A. U.S. Career Institute has been a state-approved school since it was established more than 30 years ago. Since that time thousands of men and women have successfully graduated from our programs. If in the future you wish to transfer U.S. Career Institute credits, you should check with the receiving institution because requirements vary from place to place. U.S. Career Institute makes no representation regarding transferability of credits. It is the student's responsibility to verify whether or not the clock hours earned from the institution will transfer to other institutions or meet specific state, municipal, and/or employee training requirements.
- Q. If I'm in the military, can I be reimbursed for my tuition?**
A. U.S. Career Institute is approved for military education benefits. This includes the GI Bill. Military personnel, veterans or veteran spouses may be eligible. U.S. Career Institute also accepts MyCAA funds for military spouse education assistance. In addition, we are affiliated with the Defense Activity for Non-Traditional Education Support, or DANTES program. For more information contact the Veteran's Administration or your military education office.
- Q. Are there any extras to buy?**
A. Your program includes the materials you need to complete your training. You will need access to a computer with an internet connection, Microsoft® Office and a video player.

