



# MEDICAL ASSISTANT SPECIALIST

**KNOW THE WHY...MASTER THE HOW.**



**ALASKA CAREER COLLEGE**

*Life Changing Career Training for over 30 Years!*

Make a difference in the lives of others—choose to become a nationally certified medical assistant. Use your natural compassion and skills to help others.

You will learn to be a medical professional with in-depth training and practical, hands-on experience.

Earn your diploma and certifications in as little as 9.5 to 14.5 months with day or evening classes.

***Learn More About This Program...***

**CALL NOW! 907.563.7575**

TOLL FREE 800-770-7575 • FAX 907-563-8330

1415 E. Tudor Road; Anchorage, Alaska 99507

careers@alaskacareercollege.edu

AlaskaCareerCollege.edu

AlaskaCareerCollege

## **EARN CERTIFICATIONS**

Nationally Certified Medical Assistant  
First Aid, CPR, Basic Life Support  
for Health Care Professionals with  
Automated External Defibrillation  
HIPPA/OSHA Compliance Bloodborne  
Pathogens Training  
Thought Patterns for Successful Careers

## **EMPLOYMENT OPPORTUNITIES**

Family Practice  
Dermatology  
Nuclear Medicine  
Physical Medicine & Rehabilitation  
General Surgery  
Emergency Medicine & Walk-In Clinics  
Internal Medicine  
Chiropractic  
Otorhinolaryngology  
Geriatrics and Pediatrics  
Allergy and Immunology

# MEDICAL ASSISTANT SPECIALIST

## Clinical Competencies

- Vital Signs (Temperature, Pulse, Respirations, Blood Pressure)
- ECG
- Patient History and Physicals
- Routine and Specialty Exams
- Medical and Surgical Asepsis
- Minor Surgeries
- Telephone Triage
- Office Emergencies
- First Aid and BLS/CPR-Automated External Defibrillation
- Pharmacology
- Injections, Blood Draws
- Physical Therapy Modalities
- Patient Transfers (Wheelchair, Crutches, Walkers)
- Catheterization
- Facility Management (Supply Ordering and Inventory, Prepping Exam Rooms)
- Universal Precautions
- Medication Administration
- Anatomy and Physiology

## Added Values

- HP Chromebook
- Wireless 10-Key pad and Mouse
- Online Classes Available

## Specialized Courses

- Microsoft Office — Word, Excel, Powerpoint, Access, and Outlook
- Medical Office Practice Software
- Electronic Health Records Software (EHR)
- On-Site Practical Externship
- Personal Financial Management

## Laboratory Competency

- Venipuncture
- Capillary Puncture
- Electrocardiography
- Specialized Diagnostic Testing
- Quick Strep, Occult Blood, Culturing and Straining for Identification
- Radiology (Theory Only)
- Urinalysis (Physical, Chemical and Microscopic)
- Cultures (Agar Plating Only)
- Diagnostic Imaging (Patient Preps)
- Hematology (HCT, HGB, WBC, Sedimentation Rate, Differential, RBC, Morphology, Blood Glucose)

## Services and Resources

- Resumes and Job Search Organizer
- Thought Patterns for a Successful Career Course
- Campus-wide WiFi
- National Job Placement Assistance
- Professional Business Cards

## Administrative Competency

- Health Insurance Portability and Accountability ACT (HIPAA) Compliance Documentation
- Medical Terminology
- Medical Law and Ethics
- Financial Management
- Appointment Scheduling
- Office Administration
- Transcription and Medical Reports
- Billing and Collections
- Fraud and Abuse
- Patient Relations
- Telephone Techniques and Triage
- Medical Management and Electronic Health Records Software
- Legal Concepts
- Critical Thinking & Decision Making
- ICD9 / CPT Coding

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