



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

OSHA Blood Born Pathogens

EMPLOYMENT OPPORTUNITIES

Family Practice

Dermatology

Nuclear Medicine

Physical Medicine & Rehabilitation

General Surgery

Emergency Medicine and 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

Specialized Courses

- Microsoft Windows
- Microsoft Office
- 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
- Personal 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

CALL TODAY: **907.563.7575**

1415 E Tudor Road · Anchorage, AK 99507 TOLL FREE 800.770.7575 FAX 907.563.8330 WEB AlaskaCareerCollege.edu

