

In just 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 functions using USCI's exclusive *Virtual Lab*—such as how to identify patients, obtain specimens and perform blood cultures and injections. You'll also virtually experience various procedures, such as setting up a surgical tray, assisting with sutures, administering medications, and preparing and giving injections! Here is a preview of what you will learn:

## Welcome to the World of Healthcare

In this introductory lesson, you'll learn all about U.S. Career Institute staff, faculty and instruction. In addition, you'll learn about the daily activities that occur in medical facilities. You'll discover how medical assistants interact with healthcare professionals, and you'll explore the many career opportunities available.

## Front Office Procedures

Here you'll learn how to handle many common medical front office procedures. You'll also learn about the role medical records play in a medical facility and the importance of documentation, plus how the medical assistant plays a role in each patient's medical record.

## 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.

## General Office Equipment

This lesson instructs you on the use of common office equipment and also provides an in-depth look at computer hardware, software and terminology.

## First Aid Procedures

You'll become familiar with many common first aid procedures – from assessing the severity of an illness to taking action for a stroke patient. The *Virtual Lab* reinforces your learning!

## 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.

## 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 and 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

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.

## Preparing Insurance Claims

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

## Preparing Patients for Exams

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

Here you'll learn about maintaining safety when conducting blood tests and become familiar with various medical equipment. These procedures are demonstrated in the *Virtual Lab*.

## Introduction to Bookkeeping Procedures

You'll be introduced to basic bookkeeping techniques for medical offices. Plus, you will learn to use the computer to handle office accounting with the supplement Spreadsheet Applications Using MS<sup>®</sup> Excel.

## Technology and Healthcare

In this lesson, you'll learn the basics of the Health Insurance Portability and Accountability Act (HIPAA) and how the regulations affect medical assistants and the healthcare industry as a whole.

## Body Fluid Specimens

Here you'll 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.

## 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.

## Diagnostic Coding

This lesson will lead you through the International Classification of Diseases (ICD) and how to use the ICD-9-CM to correctly code a physician's diagnosis.

## Procedure Coding

You'll be introduced to procedure coding, including the Current Procedural Terminology (CPT) manual format and how to use it.

## Integrating ICD-9-CM and CPT Codes

In this lesson, you'll practice integrating ICD-9-CM and CPT codes by assigning them to patient scenarios. You'll also receive instruction on inserting ICD-9-CM and CPT codes on CMS-1500 claim forms.

## Preparing and Administering Medications

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

## 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.

## Medical Transcription

This lesson will teach you the basics of medical transcription, familiarize you with various report formats, and show you how to write brief letters and reports from dictation.

## 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.

## 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.

## You'll also have access to all these valuable supplements and tools:

- Instruction and Materials Schedule • Course Introduction • School Catalog • Quick-Learn System: Flashcard Tutor • Computer Buyer's and User's Guide • *Virtual Labs* • Procedure Guides • Anatomy and Physiology Textbook • Human Anatomy Flashcards • Word Processing with MS<sup>®</sup> Word • Quick Check Grammar and Punctuation Guide • Professional Development #1—Creating a Professional Image • Professional Development #2—Managing Stress, Time and Money • Professional Development #3: Career Advancement • Developing a Dynamic Phone Personality • Nutrition and Wellness Basics • Math Tutor for the Medical Professional • HIPAA Basics—Guide to Federal Regulations • Coding Quick Reference Guide • Coder's Comprehensive Glossary • ICD-9-CM-Condensed Student Coding Manual • Guide to Electronic Coding • Medical Assistant Jobs Finder • Digital Thermometer • Disposable Gloves • Physicians Desk Reference Pocket Guide • Ingenix<sup>®</sup> Encoder Pro Demo CD • Medisoft<sup>®</sup> Patient Accounting Demo CD • Medical Assistant Pin

**Plus, enroll now in our eLearning or PLUS course to receive these great gifts (valued at \$300) to get you started in your career:** • First aid kit • Tape measure • CPT Coding Manual • Steadman's Medical Dictionary and CD-ROM • Blood pressure monitor and stethoscope kit • Leather Portfolio

## Success Strategies

Start learning today! All new students can access Success Strategies lessons as soon as they enroll. Don't wait for classes to start or materials to arrive to begin. Your new career begins today!

# Choose the option that works best for you!

## Accelerated ELearning Option

**Great  
Choice!**

Our accelerated, eLearning Medical Assisting Course is the fastest way to prove your value to employers. In just 16 weeks, you can earn a USCI certificate and be ready to enter the exciting, prestigious medical field. 100% of this program is delivered electronically and is instructor-led each step of the way. Everything you need - including our exclusive *Virtual Labs* that show you real Medical Assistants on the job - is right at your fingertips. Enroll today and access your first lesson!

### Week One

Welcome to the World of Healthcare  
Front Office Procedures

### Week Two

Medical Terminology: Word Parts  
Medical Terminology: Dividing and  
Combining Terms  
Abbreviations, Symbols and Special Terms

### Week Three

General Office Equipment  
First Aid Procedures

### Week Four

Medical Equipment and Supplies  
Introduction to Anatomy

### Week Five

The Anatomy of the Human Body

### Week Six

Vital Signs  
Safety in the Medical Office

### Week Seven

Communication Skills  
Medical Insurance 101

### Week Eight

Preparing Insurance Claims  
Preparing Patients for Exams  
Medical Ethics and Legal Responsibilities

### Week Nine

Blood Testing  
Introduction to Bookkeeping Procedures

### Week Ten

Technology and Healthcare  
Body Fluid Specimens

### Week Eleven

Bacterial Smears and Cultures  
Diagnostic Coding

### Week Twelve

Procedure Coding

### Week Thirteen

Integrating ICD-9-CM and CPT Codes

### Week Fourteen

Preparing and Administering Medications  
Minor Surgical Procedures

### Week Fifteen

Medical Transcription  
Assisting with Special Examinations

### Week Sixteen

Comprehensive Practicum

**NEW! Bonus!**

When you complete your course and your tuition has been paid in full, you'll receive the following graduation gifts:



**Resume  
Maker®  
Software**



**Leather portfolio**

## Self-Paced, Online Option

If you want more flexibility, our self-paced, textbook based Medical Assisting Course may be right for you. Everything you need is shipped right to your door, including our exclusive *Virtual Labs*. Study at your own pace. Instructors are available year-round by phone, email, fax or US mail. Submit your assignments online, by fax or US mail. Enroll today and download your first lesson while we ship your materials to you!

### Instruction Pack 1

Welcome to the World of Healthcare  
Front Office Procedures  
Medical Terminology: Word Parts  
Medical Terminology: Dividing and Com-  
bining Terms  
Abbreviations, Symbols and Special Terms  
General Office Equipment  
First Aid Procedures  
Medical Equipment and Supplies

### Instruction Pack 2

Introduction to Anatomy  
The Anatomy of the Human Body  
Vital Signs  
Safety in the Medical Office  
Communication Skills  
Medical Insurance 101

### Instruction Pack 3

Preparing Insurance Claims  
Preparing Patients for Exams  
Medical Ethics and Legal Responsibilities  
Blood Testing  
Introduction to Bookkeeping Procedures

### Instruction Pack 4

Technology and Healthcare  
Body Fluid Specimens  
Bacterial Smears and Cultures  
Diagnostic Coding  
Procedure Coding  
Integrating ICD-9-CM and CPT Codes

### Instruction Pack 5

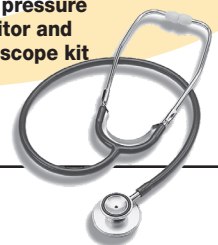
Preparing and Administering Medications  
Minor Surgical Procedures  
Medical Transcription  
Assisting with Special Examinations  
Comprehensive Practicum

**NEW! Bonus!**

When you complete your course and your tuition has been paid in full, you'll receive the following graduation gifts:



**Blood pressure  
monitor and  
stethoscope kit**



For more information contact:

**School of Medical Assisting  
U.S. Career Institute®**

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and Training Council

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