

Medical Assistant Programs at

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What Does a Medical Assistant
Need to Know?

Part 1



Medical Assistant Training

- Medical assistants are specially trained individuals that are able to fill many kinds of roles in the health care profession.
- During their education, medical assistant students are trained in several fields, including:
 - pharmacology
 - laboratory procedures
 - patient care
 - health sciences

The Medical Assistant Curriculum

Everest college trains the medical assistants of the future using hands-on instruction by qualified teachers who have real-world experience. Students gain the skills they need from studying our **medical assistant curriculum**. Here, we'll give an overview of the first few classes:

- Introduction to Medical Assisting
- Patient Care and Communication
- Clinical Assisting and Pharmacology
- Digestive System and Nutrition



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Introduction to Medical Assisting

- This is the introductory class where students get their start on the essentials and basics of medical assisting. What is learned here will be used in every other course.
- Students will learn:
 - The rules needed to build, spell and pronounce health care terms, including basic prefixes, suffixes, word roots and combining forms
 - Terms associated with body structure and directional terminology
 - The professional qualities and personal appearance of medical assistants
 - Administrative and clinical duties performed by medical assistants
 - Medical assistant accreditation and credentials
 - The importance of interpersonal skills and the application of these skills with patients and fellow employees
 - Basic medical insurance billing, coding concepts and the use of coding reference books



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Medical Assistant

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Patient Care & Communication

- Communicating with patients is key to being a successful medical assistant. In addition, students will study biological systems and how to perform proper patient examinations.
- Students will learn:
 - How to work with and review patient charts
 - How to perform front office skills related to records management, appointment scheduling and bookkeeping
 - Verbal and non-verbal communication skills for dealing with patients in person and on the phone
 - Basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems
 - Common diseases, disorders and medical terminology related to the sensory, nervous and integumentary systems
 - How to prepare an attractive business letter
 - How to increase computer keyboard speed and accuracy
 - The basics of medical transcription



Clinical Assisting & Pharmacology

- All medical assistants must know how to follow proper procedures to not only assist in the health care office, but to prevent the spread of infection.
- Students will learn:
 - Basic bacteriology and its relationship to infection and disease control
 - Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) rules and regulations regarding disease transmission in medical facilities
 - Basic math concepts to prepare for medication dosage calculations
 - The principles and various methods of administering medication
 - Basic pharmacology and the uses, inventory, classification and effects of therapeutic drugs
 - Positioning and draping of patients for various examinations
 - Basic anatomy and physiology of the muscular system
 - Common diseases, disorders and medical terminology associated with the muscular system
 - Assisting with minor office surgical procedures.



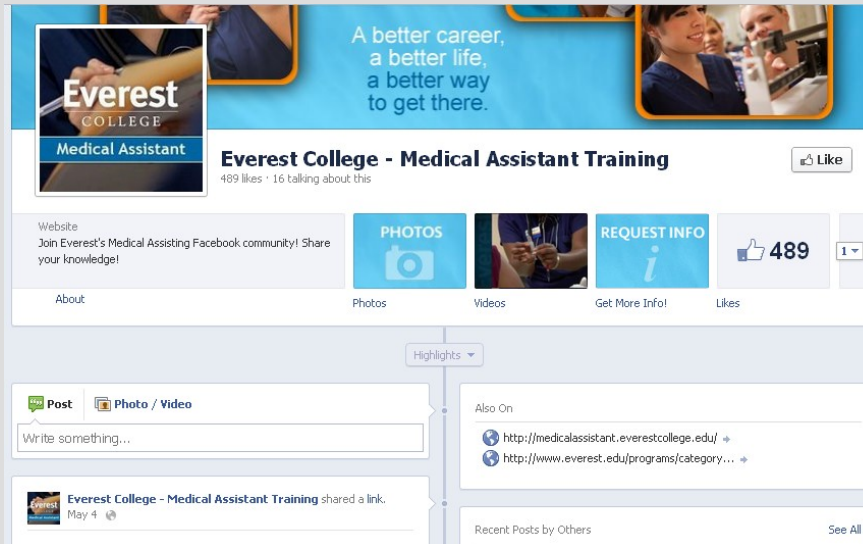
Digestion System & Nutrition

- Digestion and nutrition are critical concepts for living and understanding healthy lifestyles. This course also teaches finance and first aid.
- Students will learn:
 - Good health, nutrition, weight control and strategies in promoting good health in patients
 - Basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system
 - The medical assistant's role in emergency preparedness and assisting during and after a disaster
 - Bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office
 - The administrative and clinical uses of the electronic health record



Join Everest College's Medical Assisting Community

-  Visit the [Everest College Facebook](#) page to hear from medical assistants and current or prospective students.



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Medical Assistant

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a better life,
a better way
to get there.

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About Us

- Corinthian Colleges, Inc. offers medical assistant training and education through its Everest College, Everest University, and Everest Institute campuses nationwide.

- **Everest** COLLEGE We are the largest educator of medical assistants in the United



Request More Information

- Please call 1-(866) 210-6524 or visit the Everest College Website to request more information about becoming a medical assistant.
- We look forward to hearing from you!

 Call today **1.866.210.6524**

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