

Medical Assistant

at Ace Institute of Technology, where it is all about Excellence in Education!

You Will Learn How To

- ☞ Assist during routine examination and treatment
- ☞ Perform Electrocardiography
- ☞ Perform Phlebotomy
- ☞ Perform Cardio-Pulmonary Resuscitation (CPR)
- ☞ Process medical payments, bills and insurance claim forms
- ☞ Schedule and record appointments
- ☞ Obtain required patient information
- ☞ Record, retrieve, and maintain patient records

Course Benefits

The program teaches students the clinical skills as healthcare professional trained to work in a variety of healthcare settings: medical offices, clinics and ambulatory care facilities. In addition to the above, the program offers students an Internship where they will get first hand experience in carrying out the multitask duty as Medical Assistants.

Who Should Attend

This course is for those who are interested in pursuing a career as a Medical Assistant, whose role, with varied and challenging administrative and clinical duties, will be integral to creating a health-care facility that operates smoothly and provides a patient-centered approach to quality health care.



Topics Covered

- ☞ Medical Terminology
- ☞ Anatomy Physiology & Med Terminology 1
- ☞ Microsoft Office
- ☞ Patient Safety, Urinalysis & Microbiology
- ☞ Anatomy Physiology & Med Terminology 2
- ☞ Administrative Procedures for the Office
- ☞ Computers in the Medical Office
- ☞ Medical Law and Patient Relations
- ☞ Medical Insurance, Billing and Records
- ☞ Medical Lab Practices
- ☞ Electrocardiography
- ☞ Phlebotomy
- ☞ Certification Exam Preparation
- ☞ Internship (175 hours)

The courses listed above reflect all the courses offered in the program and not the sequence in which they are offered.

Exam Prepared For

- ☞ Certified Clinical Medical Assistant (CCMA) by NHA



Financial Aid Available
if qualified

www.acecareer.edu

Why ACE?

- ☞ Licensed by New York State Department of Education
- ☞ Microsoft Certified Partner
- ☞ Authorized Prometric & VUE Testing Center
- ☞ Job Placement Assistance
- ☞ Financing Available
- ☞ Certified Instructors
- ☞ Test Preparation Classes
- ☞ Books & Manuals provided for all courses

ACE Offers

MS Office
PC Technician (A+)
Networking Concepts (N+)
Windows Networking
Inter-Network Devices (CCNA)
Advanced Cisco Networking (CCNP)
EKG & Phlebotomy
Medical Billing and Coding
Web Design
Graphic Design
QuickBooks Bookkeeping
Peachtree Bookkeeping
And Much More.....



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For more information about our graduation rates, the median debt of students who completed the program, and other important information; please visit our website at www.acecareer.edu



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