

# New York Ctr. for Medical Assistant Training



[www.nycmedicaltraining.com](http://www.nycmedicaltraining.com)

Tel: 718-658-0456

718-658-0428

153-27 Hillside, 2nd Fl

Jamaica, NY 11432

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- ✓ Job Placement Assistance
- ✓ Licensed by New York State Department of Education
- ✓ Open 7 days
- ✓ Classes offered day, evening and weekends

☞ MEDICAL ASSISTANT ☞

Total Course Hours:	920
Externship Hours:	280
Class Hours:	640
Course Fee:	\$6500
Registration Fee:	\$50
Books:	\$400

The Course Includes:

### **Anatomy, Physiology & Med Terminology: 120 hrs**

In this course student learn about the body organization and processes, medical specialties, medical measurements and structure of medical terminology. Students learn about systems such as skeletal, muscular, integumentary, circulatory and respiratory and the common diseases and disorders associated with each.

### **Medical Billing: 60 hrs**

Students get and overview of medical insurance learn coding procedures, and insurance billing procedures. Students learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.

### **Medical Office Administration: 90 hrs**

Students learn to identify essential elements of medical office environments. Students learn to apply rules of medical record coding systems, creating and using a word processing document, type data into a computer, identify various methods for determining patient fees, complete a written itemized billing statement. Student learns to use different Office Equipment like Computers, Fax Machine, and Adding Machines etc. Students learn to use computer programs like Microsoft Word and Excel. Students will learn to make appointments and reminders, entering and storing diagnosis codes and filing information.

### **Introduction to Keyboarding: 60 hrs**

**Microsoft Word: 60 hrs**

**Phlebotomy: 36 hrs**

In this course students will be able to demonstrate various methods of Phlebotomy such as; vacuum method for venous blood withdrawal, an autolet blood withdrawal for glucose level, the proper use of a microhematocrit centrifuge, proper use of a hemoglobinometer and obtain a hemoglobin level. In addition, students will learn the proper use of a glucometer to obtain a glucose level. Identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and lab procedures.

### **Laboratory Procedures and Techniques: 120 hrs**

Students will be able to identify or explain the purpose and steps of a visual acuity exam to a patient screen visual acuity with Snellen chart, setup and assist with an eye and ear exam, screen hearing with audiometer, demonstrate proper use of a microscope. Demonstrate the proper use of a Hematocrit level, demonstrate proper use of a hemoglobin level, glucometer and obtain glucose level. Perform a Hemocult test on a simulated specimen, describe a spirometry test and state its purpose and demonstrate how to use it, instruct a patient about the spirometer, prepare treatment room and minor surgical tray setup. Discuss the purpose of the regulatory bodies (OSHA, CLIA) regarding disease transmission, name the procedures included in taking vital signs and measure and record.

### **Electrocardiography: 36 hrs**

Student will label the major internal and external structures of the heart, describe the major functions of the cardiovascular system. Identify the five types of blood vessels, label the electrical conduction of the heart and obtain a standard EKG rhythm strip. Describe and identify ECG characteristics of Sinus Rhythms, Atrial Rhythms, Junctional Rhythms, Ventricular Rhythms, Atrioventricular, AV Blocks, different components of Pacemaker Rhythm.

## ⌘MEDICAL BILLING⌘

Total Course Hours:	60
Course Fee:	\$499
Registration Fee:	\$50
Books:	\$80
Total Fee:	\$629

Course Includes:

### **Medical Billing: 60 hrs**

Students get an overview of medical insurance learn coding procedures, and insurance billing procedures. Students learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.

## ⌘EKG⌘

Total Course Hours:	36
Course Fee:	\$399
Registration Fee:	\$50
Books:	\$55
Total Fee:	\$504

Course Includes:

### **Electrocardiography:**

Student will label the major internal and external structures of the heart, describe the major functions of the cardiovascular system. Identify the five types of blood vessels, label the electrical conduction of the heart and obtain a standard EKG rhythm strip. Describe and identify ECG characteristics of Sinus Rhythms, Atrial Rhythms, Junctional Rhythms, Ventricular Rhythms, Atrioventricular, AV Blocks, different components of Pacemaker Rhythm.

## ⌘EKG & Phlebotomy⌘

### ⌘PCT=CNA+EKG & Phlebotomy⌘

Total Course Hours:	72
Course Hrs for Phlebotomy:	36
Course Hrs for EKG:	36
Course Fee:	\$799
Registration Fee:	\$50
Books:	\$110
Total Fee:	\$959

Course Includes:

### **Electrocardiography:**

Student will label the major internal and external structures of the heart, describe the major functions of the cardiovascular system. Identify the five types of blood vessels, label the electrical conduction of the heart and obtain a standard EKG rhythm strip. Describe and identify ECG characteristics of Sinus Rhythms, Atrial Rhythms, Junctional Rhythms, Ventricular Rhythms, Atrioventricular, AV Blocks, different components of Pacemaker Rhythm.

### **Phlebotomy:**

In this course students will be able to demonstrate various methods of Phlebotomy such as; vacuum method for venous blood withdrawal, an autolet blood withdrawal for glucose level, the proper use of a microhematocrit centrifuge, proper use of a hemoglobinometer and obtain a hemoglobin level. In addition, students will learn the proper use of a glucometer to obtain a glucose level. Identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and lab procedures.

## ⌘PHLEBOTOMY⌘

Total Course Hours:	36
Course Fee:	\$399
Registration Fee:	\$50
Books:	\$55
Total Fee:	\$504

Course Includes:

### **Phlebotomy: 36 hrs**

In this course students will be able to demonstrate various methods of Phlebotomy such as; vacuum method for venous blood withdrawal, an autolet blood withdrawal for glucose level, the proper use of a microhematocrit centrifuge, proper use of a hemoglobinometer and obtain a hemoglobin level. In addition, students will learn the proper use of a glucometer to obtain a glucose level. Identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and lab procedures.

## ⌘Medical Office Administration⌘

Total Course Hours:	90
Course Fee:	\$1399
Registration Fee:	\$30
Books:	\$135
Total Fee:	\$1564

Course Includes:

### **Medical Office Administration: 90 hrs**

Students learn to identify essential elements of medical office environments. Students learn to apply rules of medical record coding systems, creating and using a word processing document, type data into a computer, identify various methods for determining patient fees, complete a written itemized billing statement. Student learns to use different Office Equipment like Computers, Fax Machine, and Adding Machines etc. Students learn to use computer programs like Microsoft Word and Excel. Students will learn to make appointments and reminders, entering and storing diagnosis codes and filing information.

## 🌀 CERTIFIED NURSE AIDE (CNA) 🌀

Total Course Hours:	130
Course Fee:	\$899
Registration Fee:	\$50
Books:	\$60
Total Fee:	\$1,009

Course Includes:

### **Certified Nurse Aide (CNA): 130 hrs**

This program is intended for the student who seeks an entry-level position as a nurse's assistant or a hospital attendant. Each class consists of a maximum of 15 students. The students attend both classes and practice classes in the school lab. The lab is equipped with hospital beds, practice dolls, wheelchair, walker, crutches, and personal care supplies. The classroom is equipped with audiovisual equipment, tables, chairs, and a chalkboard

### **Internship:**

All students are required to successfully complete a minimum of 30 hours of clinical supervision in a nursing home. The student will be required to demonstrate the performance of basic skills prior to being scheduled for clinical supervision, to the satisfaction of the instructor.

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## **JOB OPPORTUNITIES FOR CERTIFIED NURSE AIDE:**

In recent years the increased number of hospital patients and nursing home residents has resulted in a greater need for qualified Nurse's Assistants. The United States government passed legislation in 1989, which has greatly affected health care in nursing homes. New York State now requires

Nurse's assistants to attend a state approved Nurse's Assistants program.

Nursing Assistants play an important role in the care of people who are ill or injured. People are living longer. As people age, the need for health care increases, and so more services are needed. Advanced technology means that more lives are saved. Although life is maintained, some of

these individuals will need continuing health care.

Our Institute's course is approved by the New York State Education Department. Students experience the real world of health care since all lessons emphasize job competency skills. No prior health care experience is necessary. Candidates must be in good physical health as verified by a health assessment. Candidates must meet the health requirements specified in the New York State Departments of Health and Social Service regulations.

## 🌀 NEW YORK STATE NURSE'S ASSISTANT CERTIFICATION 🌀

New York State requires Nurse's Assistants to attend a state approved Nurse's Assistant program. In order to work in a nursing home, they must be on the New York State Nurse's Assistant registry. Many hospitals in the Metropolitan New York area are hiring only those Nurse's Assistants who are on the Nurse's Assistants Registry. This course is approved by the New York State Education Department.

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## 🌀 PHARMACY TECHNICIAN 🌀

Total Course Hours:	250
Course Fee:	\$999
Registration Fee:	\$50
Books:	\$70
Total Fee:	\$1,119

Course Includes:

### **Pharmacy Technician 250 hrs**

The Pharmacy Technician program is for 130 hrs, after completion of the classroom hours the students are required to complete the externship of 120 hours (description listed below).

Theory: History of Medicine and Pharmacy, Law and Ethics of pharmacy, Basic Anatomy and Physiology, classification of drugs/ pharmacology, basic sciences for pharmacy, hospital pharmacy, psych o pharmacology and Complementary Alternative Medicine. Skills: Calculations for pharmacy technician, dosage forms/ Route Administration, Prescription processing, OTC Medications/ Skin Care Products, repackaging and compounding, Aseptic technique, pharmacy stock/ billing/ computers.

As a pharmacy technician you will assist the pharmacist with mixing and packaging prescriptions, maintain client records, and refers clients to the pharmacist. Students will get an overview of pharmacy law and ethics, medical and pharmaceutical terminology. Students will accomplish the techniques required to stock, package and prepare medications; and will understand the federal or state laws to govern a pharmacy. The program will also provide necessary information required to pass the National, Certification Exam. Pharmacy technicians can choose.

Employment of Pharmacy technicians is expected to grow above the average to work full and part-time positions in the hospitals and private pharmacies.

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