

Medical Assistant

Total Program Hours:	900
Externship Hours:	300
Class Hours:	600

The Program Includes:

Anatomy, Physiology & Med Terminology: 120 hrs

The course consists of teaching the basic structure and functions of the human body. It also emphasizes on the various systems of the body such as cardiovascular, respiratory, neurology, gastroenterology, nephrology, and others. The course will also describe in detail about the most common diseases and disorders corresponding to each system. In addition to the anatomy and physiology, the course also includes the teaching of several medical terms, medical specialties, and medical measurements.

Laboratory Procedures and Techniques: 120 hrs

The course instructs and demonstrates the proper techniques of various laboratory procedures. The course teaches the basic guidelines for lab safety procedures and the use of personal protective equipments such as hand washing and sterilization of instruments. The course will explain and demonstrate the proper techniques used for examination of each body systems. Examinations includes proper eye examination utilizing Snellen's and Jaeger charts, ear examination with audiometer, blood withdrawal for glucose level with a sterile lancet, and application of dressing and bandages. The course will also teach in the proper techniques of taking vital signs which includes taking various types of body temperatures, measuring of weight and height, measuring blood pressure with sphygmomanometer, taking respiration and pulse rate, and measuring oxygen saturation with a pulse oximetry. In addition, the course also instructs the proper techniques to obtain urine specimen, use of Reagent strips, perform a specific gravity test, perform a pregnancy test and prepare urine specimen for microscopic examination. The course will describe in detail the purpose and various methods to obtain a fecal occult blood test, Pap smear, hemoglobinometer, and Accucheck advantage glucose meter. The course will demonstrate the purpose and the proper use of spirometry test and intradermal skin test. The course will review all the universal signs and standard precautions in regard to human blood and body fluids and also discuss the purpose of the regulatory bodies (OSHA, CLIA) regarding disease transmission. The course will teach the proper preparation methods for a treatment room and a minor surgical tray when assisting the physician.

Phlebotomy: 60 hrs

The course concentrates on the proper techniques of blood drawing. It also demonstrates the various methods utilized for blood drawing such as butterfly syringe, needle syringe, and evacuated tube system. The course also consists of describing the terminology used to order laboratory tests and identifying and labeling the parts of the laboratory equipments. The course will teach proper methods of applying gloves, gowns and masks for laboratory procedures. Each student will have the opportunity to practice their phlebotomy skills on mannequin arms and most importantly the students will have an opportunity to practice their technique under the supervision of their instructor.

Electrocardiography: 60 hrs

The course begins with a basic description of the major internal and external structures of the heart. It will also describe the major functions of the cardiovascular system, major blood supply of the heart, and electrical conduction pathway of the heart. The instructor will explain the reasons for performing an EKG and also demonstrate the proper method for obtaining a standard EKG rhythm strip. All students will have the opportunity to practice their EKG techniques utilizing a computer based 12 Lead EKG as well as utilizing a 12 Lead EKG machine. It will also emphasize on interpretation of various rhythm abnormalities from EKG strips. The course will describe in detail the EKG characteristics of sinus rhythms, atrial rhythms, ventricular rhythms, atrioventricular blocks, and pacemaker rhythms. The course will teach on how to handle and resolve troubleshooting problems that arise when obtaining an EKG reading.

Introduction to Computers 30 hrs

Student will learn about computer systems, types of computers in common use, input, data storage, output and other peripheral components, RAM and ROM memory, bits and bytes and common user interfaces; application software and multimedia. In addition students will also learn about basic Windows operations,; maximize, minimize and restore a window; access an application; retrieve and scroll through an existing file; exit an application; rearrange a desktop as specified; select a new default printer; learn about the internet and e-mail procedures, create and delete shortcuts on the desktop access help features; learn basic file management, and understand computer networks

Introduction to Keyboarding I: 30 hrs

Keyboarding II: 30 hrs

Microsoft Word: 30 Hrs

Student will learn basic word processing skills such as creating, opening, saving, closing and printing documents. Students will also learn text editing commands such as; spell check, using thesaurus, auto-correct, cut, copy, paste, adding/removing attributes/fonts, and document formatting features. Students then move on to learn advance features such as file management techniques, tables, merge, columns, sorting, creating macros, and desktop features. Students will also learn all command features using various toolbars, keyboard keys, and short-cut methods available in the Word application.

Microsoft Excel: 30 Hrs

Student will learn how to navigate the screen using all possible keys and mouse; correct entries, enter formulas using the mathematical operators to add, subtract, multiply, divide, also apply SUM function; move and clear a specified range; insert and delete cells, rows and columns; undo change decimal format, save, close, and retrieve the file. Students will also learn how to copy ranges, find and replace data, change format, row/column dimensions, fonts, border lines, shade, color, hide columns/rows, spell-check, rename; move, copy, insert and delete a worksheet; create headers and footers, save, exit and find a worksheet, print a specified area

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. **20 HOURS**

Medical Office Administration 30 hrs

Student will learn about the medical environment in the office, the language of medicine, medical specialties computers in contemporary medicine, the medical staff, the roles of medical professionals, medical ethics, social policy issues. Students will also learn about medical law, and confidentiality issues, patient relations, scheduling, maintaining, and following up appointments, methods of keeping records. Lastly, Student will learn methods to finding and keeping a job, research employment opportunities, job application process, interviewing for a position, and continuing education.

After completing 600 hours of classroom training, students are required to complete 300 hours of internship.

The school will cover all equipments such as: Books, Uniform, Stethoscope, Sphygmomanometer, and CPR Certification

New York Medical Career Training Center
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Medical Assistant

Schedules	Mornings	Afternoons	Evenings	Weekends
	9:00am - 2:00Pm	1:30pm – 6:30pm	5:30pm – 9:30pm	5:30pm – 9:30pm Friday
	Mon-Fri	Mon - Fri	Mon - Fri	9:00am – 5:30pm Saturday & Sunday
	25Weeks	25 Weeks	30 Weeks	30 Weeks
	Course Fee:	Books/ Equipment Fee:	Registration Fee:	Total:
	\$11,900.00	\$400.00	\$100.00	\$12,400.00

Diagnostic Medical Sonographer

Total Program Hours:	2250
Externship Hours:	810
Class Hours:	1440

The Program Includes:

Medical Terminology: 45 Hours

Medical Terminology is a study of the basic structure of medical words, including prefixes, suffixes, word roots, combining forms, singulars and plurals. The student will be able to recognize, spell, pronounce and define medical words by combining prefixes, suffixes, and roots.

Anatomy & Physiology: 120 Hours

This course reviews the normal anatomy and physiology of the human body and then expands those concepts in the context of the sonographic appearance, including cross-sectional anatomy and physiology of abdominal, vascular and obstetrical and gynecological structures. Among the main goals of the course is to provide structured information and guidelines for adequate quality scanning procedures.

Patient Care Techniques, INCL. CPR:90 Hours

Introduction in patient care skills applied to the role of a Sonographer in an imaging department. An exploration of nursing care skills, scanning ergonomics, patient confidentiality, and communication skills with hospital personnel as applied to all areas of sonography.

Physics and Instrumentation:135 Hours

This course is designed to cover a broad range of physics topics. As these topics are applied to various problem situations, the student will develop critical thinking skills and through the use of group activities which the student will enhance cooperative attitudes. Topics include computer technologies, math calculations, mechanics, measurement, heat, fluid, and gas laws, as well as, atomic and nuclear physics, electromagnetic, light and sound.

Abdominal Sonography:200 Hours

Examines the clinical applications within the specialty of abdominal sonography including interpretation of normal and abnormal sonographic patterns, pathology, related clinical signs and symptoms, normal variants and clinical laboratory tests. Includes laboratory sessions on basic scanning techniques and protocols.

Male Pelvic Sonography: 45 Hours

The course teaches scanning techniques, basic scanning protocols and normal characteristics for the evaluation of the reproductive organs and development as well as abnormal/small parts. Student will be able to recognize transducer cleaning/preparation, image orientation scan plane, and transducer plane, the ultrasound appearance of the pathologies, the imaging characteristics of common seen pathology associated with testes and scrotum, the imaging characteristics of common seen pathology associated with prostate and the imaging characteristics of common seen pathology associated with musculoskeletal system.

Neck (Thyroid & Para Thyroid)

Sonography: 45 Hours

The course teaches to recognize transducer cleaning/preparation, image orientation scan plane, and transducer plane, the ultrasound appearance of the pathologies and the imaging characteristics of common seen pathology associated with thyroid and parathyroid.

Breast Sonography:45 Hours

The course consists of describing scanning techniques, basic scanning protocols and normal characteristics of breast, transducer cleaning/preparation, image orientation scan plane, and transducer plane, and the ultrasound appearance of the breast pathologies.

Musculoskeletal Sonography:35 Hours

The course consists of describing scanning techniques, basic scanning protocols and normal characteristics for the evaluation of the reproductive organs and development as well as abnormal/small parts. Student will be able to recognize transducer cleaning/preparation, image orientation scan plane, transducer plane, the ultrasound appearance of the pathologies, and the imaging characteristics of common seen pathology associated with neonatal spinal column. Student will also be able to recognize and demonstrate the imaging characteristics of common seen pathology associated with neonatal hip, neonatal echocardiography, musculoskeletal system, and neonatal spinal column.

Gynecology: 130 Hours

The course instructs and demonstrates the clinical laboratory test and sign and symptoms used for evaluation abdominal organ and small parts pathology, GYN. The course will explain the standard patient positions related to sonographic image. The course demonstrate scanning techniques, basic scanning protocols and normal characteristics or evaluation of Liver, Gallbladder, Biliary Tree, Pancreas, Kidney, Spleen, Retroperitoneal Vasculature, Thyroid and Parathyroid, Breast, Adrenal Gland, Testes and Prostate Gland, Ovary and Uterine, GYN. The course will also teach the scanning techniques, basic scanning protocols and normal characteristics for the evaluation of the reproductive organs and development as well as abnormal/small part.

OB 1st Trimester:140 Hours

The course teaches the clinical laboratory test and sign and symptoms used for evaluation abdominal organ and small parts pathology, OB. Student will be able to describe and demonstrate the standard patient positions related to sonographic image. The course also teaches normal fetal anatomy, apply appropriate measurements. The course will also estimate gestational age by ultrasound evaluation for confirmation of clinical dating for patients.

OB 2nd Trimester:75 Hours

The course instructs and demonstrates the clinical laboratory test and sign and symptoms used for evaluation abdominal organ and small parts pathology, OB. It will also describe the standard patient positions related to sonographic image. The instructor will explain normal fetal anatomy, apply appropriate measurements. It will also emphasize on estimate gestational age by ultrasound evaluation for confirmation of clinical dating for patients who are undergoing elective repeat cesarean delivery, induction of labor. The course will also describe and evaluate fetal growth (when the patient has an identified etiology for uteroplacental insufficiency, such as severe diabetes mellitus, or for other medical complications of pregnancy when fetal malnutrition, i.e., intrauterine growth retardation (IUGR) or macrosomia, is suspected).

OB 3rd Trimester:75 Hours

The course will explain and demonstrate the clinical laboratory test and sign and symptoms used for evaluation of abdominal organ and OB. It will also describe and demonstrate the standard patient positions related to sonographic image. The instructor will explain the normal fetal anatomy, apply appropriate measurements. The course also teach how to estimate gestational age by ultrasound evaluation for confirmation of clinical dating for patients who are undergoing elective repeat cesarean delivery, induction of labor. The course will explain fetal growth (when the patient has an identified etiology for uteroplacental insufficiency, such as severe diabetes mellitus, or for other medical complications of pregnancy when fetal malnutrition, i.e., intrauterine growth retardation (IUGR) or macrosomia, is suspected). The course teaches to perform biophysical profile for fetal well-being (after 28 weeks' gestation).

Upper Extermity& Cranial Vascular:110 Hours

The course consisted of teaching the anatomy of the vascular system. The course also demonstrates the common vascular diseases for which the application of ultrasound is critical as a noninvasive diagnostic tool. The course instructs and demonstrates the anatomy of the peripheral arterial system. Students will able to describe the arterial Doppler signals obtained during arterial duplex. Students will also able to recognize the factors associated with stroke. In addition, student will know the anatomy encountered during a carotid duplex imaging examination. Finally, the course also teaches students to recognize the imaging characteristics associated with an internal carotid artery occlusion and the pathologies associated with carotid artery.

Lower Extrimity & Abdominal Vascular: 110 Hours

The course concentrates on the anatomy of the vascular system. Students will able to recognize and demonstrate the common vascular diseases for which the application of ultrasound is critical as a noninvasive diagnostic tool, the risk factors associated peripheral arterial diseases, the sign and symptoms of peripheral arterial diseases and the anatomy of the peripheral arterial system. Student will also able to describe the arterial Doppler signals obtained during arterial duplex. The course teaches the factors associated with venous diseases, the sign and symptoms of the venous diseases, the characteristics of normal venous system, the imaging characteristics of a venous duplex imaging and the imaging characteristics associated with deep vein thrombosis and venous reflux.

HIPAA: 10 Hours

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) prompted new Federal regulations which require physicians to ensure they are protecting the privacy and security of patients' medical information and using a standard format when submitting electronic transactions, such as submitting claims to payers.

Working As a Sonographer:10 Hours

This course discusses and compares their experiences from internships, such as on workplace behavior. Student will learn how to perform job searches and where to find such information. Student will also learn about national and state/local branches of professional organizations in the field, notably SDMS, and CCI. This course also prepares resumes in formats used for Allied Health jobs.

After Completion of 1440 Classroom hours, student has to complete 810 Hours of externship in order to complete the course.

The school will cover all equipments such as: Books, Uniform, Stethoscope, Sphygmomanometer, and CPR Certification.

Schedules	Mornings	Evenings	Weekends
	9:00am - 3:00pm	5:00pm – 10:00pm	5:30pm – 9:30pm Friday
	Mon-Fri	Mon - Fri	9:00am – 6:00pm Saturday & Sunday
	48 Weeks	72 Weeks	72 Weeks
Course Fee:	Books Fee:	Registration Fee:	Total:
\$38,400.00	\$1,500.00	\$100.00	\$40,000.00

New York Medical Career Training Center
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