***Providing quality graduates for the healthcare community.***

**7-17-08 bh**

􀂾 􀂾 Medical Assistant Skills 􀂾􀂾

Milan Institute’s Medical Assisting program is designed to prepare students to function competently in an entrylevel

position in a variety of medical settings. The program includes current medical information and

demonstrations and practice of administrative, clinical, and laboratory skills.

The table below details the wide range of skills that our graduates have mastered in their rigorous coursework

and externship practice.

**General Skills**

Certified in:

♦ CPR

♦ Emergency First Aid

♦ Automated External Defibrillator

♦ H.I.P.A.A.

Medical Terminology

Basics of Medical Law and Ethics

Confidentiality

Human Relations

Computer Literacy

Documentation of Health Information/

Patient History

Anatomy and Physiology

Pharmacology

Nutrition

Microbiology

Hematology

Universal Precautions

Sterile Technique

Surgical Procedures and Techniques

**Administrative Skills**

Telephone Techniques

Appointment Scheduling

Word Processing

Written and Spoken Communication

Health Information Management

Patient Insurance and Billing

Medical Manager

Basic ICD-9 and CPT-4

**Clinical Skills**

Intramuscular Injections

Intradermal Injections

Subcutaneous Injections

Vital Signs

Eye Chart Exam

Patient Positions

Assisting with Exams

EKGs and Mounting Procedure

Phlebotomy

Handling of specimens:

♦ Blood Smear and Staining

♦ Glucose Testing

♦ Monospot Test

♦ Various Cultures

♦ Strep Test

♦ Urinalysis / Microscopy

Instrument identification

Use and Care of Microscope

Ear Lavage

Bandaging Techniques

Charting