



What is a MEDICAL ASSISTANT?

A Medical Assistant is an integral member of the healthcare delivery team, working in the administrative office, the examining room, and the laboratory setting. The Medical Assistant program at ICTC is designed to fully equip students for success in a healthcare career.

Program Description:

Students in the Medical Assistant program will be trained in both administrative and clinical procedures. They will learn how to:

- Schedule appointments
- Maintain medical records
- Bill and code information for insurance purposes
- Take and record vital signs and medical histories
- Prepare patients for examination
- Draw blood
- Administer medications as directed by a physician

An Expanding Job Market

Graduates are qualified for a variety of entry-level positions, including: Medical, Clinical or Administrative Assistant, Medical Office Manager*, Medical Receptionist, Medical Insurance Biller, Medical Secretary, Phlebotomist and EKG Technician, with opportunities for future advancement! Employment projections (2014-2016) from the area's largest healthcare employers show the market will continue to grow:

Employer	Job Openings	Salary
UPMC	450	\$29K**
Excelsa	203	\$31K**

*Additional education may be required. ** Plus benefits.

See the following links for more information on openings for medical assistants:

> <http://jobs.monster.com/v-healthcare-q-medical-assistant-jobs-l-greensburg,-pa.aspx>

> <http://www.indeed.com/q-Medical-Assistant-l-Westmoreland-County,-PA-jobs.html>

Save Time AND Money

Why spend four years in a traditional college when you can be ready to work in as little as 14 months? Our program qualifies you for a great job in less time and with less debt. Plus, ICTC is fully accredited, meaning federal financial aid is available to qualified students.

Top five reasons to attend ICTC over another institution:

1. **Cost** - compare our tuition and you won't find a better value for your money in the region.
2. **Training** - our classes focus on both administrative and clinical procedures to better prepare students for success in a wide variety of occupational settings.
3. **Convenience** - evening classes and flexible learning allow students to balance coursework with the demands of life.
4. **Support** - each student is placed in a custom externship. Others may require students to obtain their own placements.
5. **Opportunities** - several Industry Certifications are available to students at no additional cost.



Enroll today!

Call 724-349-6700 x131 or visit www.ictcmedicalassistant.com for details.

Main Campus

Indiana County Technology Center
441 Hamill Road, Indiana, PA

> <https://www.google.com/maps/place/441+Hamill+Rd,+Indiana,+PA+15701/@40.641742,-79.1256667,15z/data=!4m2!3m1!1s0x89cb5b76adbac9c7:0xbcl1c177326c9268>

PROGRAM AVAILABLE IN TWO LOCATIONS:

Satellite Campus:

Central Westmoreland Career and Technology Center
240 Arona Road, New Stanton, PA

> <https://www.google.com/maps/place/240+Arona+Rd,+New+Stanton,+PA+15672/@40.229329,-79.602378,16z/data=!4m2!3m1!1s0x8834d99f073ef051:0x6fd8b44c735fb3f6>