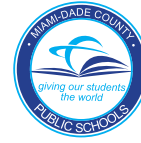


PLACE
STAMP
HERE



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MIAMI-DADE
TECHNICAL
COLLEGES



We provide the highest quality education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

The Medical Assistant Program is available at:

- Miami Lakes Educational Center & Technical College
- D.A. Dorsey Technical College
- Robert Morgan Educational Center & Technical College
- South Dade Technical College

- Accredited by the Council on Occupational Education
- Industry Certified Instructors
- Financial Aid Available to Those Who Qualify
- Day and Evening Classes

CALL 305.558.8000

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Anti-Discrimination/Harassment (Students) – Board Policy 5517 and 5517.02 M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its hiring or employment practices. Please refer to School Board Policies 5517 - Anti-Discrimination/Harassment (Students) and 5517.02 - Discrimination/Harassment Complaint Procedures for Students for more information.

Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH:305-995-1580 or e-mail address: crc@dadeschools.net.

The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

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MIAMI-DADE
TECHNICAL
COLLEGES
ADULT & CAREER TECHNICAL EDUCATION

MEDICAL ASSISTANT



- TEACHING THE BASICS
- UPGRADING SKILLS
- IMPROVING PERFORMANCE
- PROVIDING NEW CAREER OPTIONS
- WWW.CAREERINAYEAR.COM



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➤ Medical Assistant: Perform clerical or clinical duties in a hospital, clinic or a physician's office.

➤ Introduction

A medical assistant performs clerical and/or clinical duties for physicians in their office or other medical settings. Program completion requires approximately one year.

➤ Duties/Responsibilities

Clerical duties may include scheduling and receiving patients, maintaining medical records, handling telephone calls, and assuming responsibilities for billing, collections, and insurance claims. Clinical duties may include preparing patients for examination and/or treatment; obtaining blood pressure, pulse and temperature; administering medication; assisting the physician in the examination; performing phlebotomy, medical laboratory procedure, and electrocardiograms.

➤ Employment Opportunities

A well-trained support staff is a tremendous asset to any clinical, medical, or dental setting. Skilled personnel are needed in a variety of areas such as physicians and dental offices, long-time-care facilities and hospitals, and medical insurance companies.

➤ Career Opportunities

- Secretary
- Licensed Practical Nurse
- Medical Assistant
- Phlebotomist
- Physician Assistant
- Registered Nurse

➤ Employment Outlook

Employment of medical assistants is expected to grow 29% through the year 2022, much faster than average as the health care industry expands because of the technological advances in medicine and the aging population.

➤ Salary

Median wage for this career is \$14.24 hourly, \$29,610 annually. This industry is expected to grow 29% through the year 2022.

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➤ For more information call 305.558.8000 or visit www.careerinyear.com

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Call: _____ Email: _____

How would you like to be contacted? Phone Cell: Email:

Best time to reach you: Morning: Afternoon: Evening:

➤ I am interested in the Medical Assistant Program. Please contact me.

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