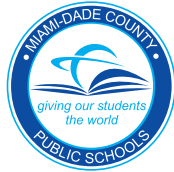
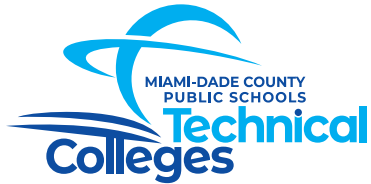


➔ GET A CAREER IN A YEAR*

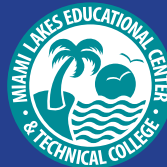


Learn a Technical Skill in an Industry of High Demand

Mission Statement

The mission of Miami Lakes Educational Center & Technical College is to create a highly qualified future workforce by offering state-of-the art academic, career and technical education to all generations within our community.

HABLAMOS ESPAÑOL • NOUPALE KREYÒL
Financial aid available to those who qualify.



FOR MORE INFORMATION CALL

305.557.1100

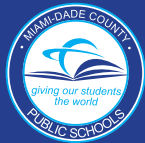
or Visit miamilakes.edu

5780 NW 158 St, Miami Lakes, FL 33014

Medical Assisting

Program Content

- Basic Healthcare Worker
- Introduction to Medical Assisting
- Medical Office Procedures
- Phlebotomist, MA
- EKG Aide, MA
- Clinical Assisting
- Pharmacology for Medical Assisting
- Laboratory Procedures
- Administrative Office Procedures



M-DCCPS does not discriminate on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identity, social and family background, linguistic preference, pregnancy, citizenship status, FMLA or any other basis prohibited by law in its educational programs, services, activities, admissions or in its hiring and employment practices. Please refer to School Board Policies 1362, 1362.02, 3362, 3362.02, 4362, 4362.02, 5517 and 5517.02 for more information. For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Assistant Secretary for Civil Rights and/or Executive Director/Ten II Coordinator, Office of Civil Rights Compliance, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132. Ph: 305-595-1500. E-mail: ocr@doeshook.net. Website: <http://mddoschools.net/> (a11y). The District also provides equal access to its facilities, as required by the Boy Scouts of America Equal Access Act.

Program Outlook

This is one of the most rapidly expanding professions within the allied health field. The role of the skilled medical assistant has a status of vital importance in the medical profession. Administrative office techniques include oral and written communications, medical records management, and billing and collection techniques. The clinical competencies include: learning first aid and CPR; assisting the physician with medical and surgical procedures; taking vital signs, EKGs and basic X-rays; administering medications; and performing selected laboratory procedures including capillary stick and venipuncture. The student receives supervised practical experience in a physician's office, clinic, or walk-in care facility following completion of the theory portion of the program. Students are encouraged to join the Health Occupations Students of America (HOSA) and are eligible to be nominated by their instructor to join the National Vocational Technical Honor Society.

Length of Program

The program is 1300 hours and includes 200 hours clinical experience. Approximately 15 months needed to complete the program. This program contains several occupational completion points designed to prepare students for various entry level jobs within this occupational area.

Entrance Requirements

Students must be at least 16 years old and not attending high school, application, and interview by a guidance counselor. Fees for supplies and textbooks are required.

