

# HEALTH SCIENCE

## Wendy Jacobs, Instructor

### INDUSTRY CERTIFICATIONS

- Certified EKG Technician (CET) Examination (AAH)
- Certified EKG Technician (CET) Examination (NHA)
- Certified Phlebotomy Technician (CPT) Examination (AAH)
- Certified Phlebotomy Technician (CPT) Examination (NHA)
- College and Work Readiness Assessment (CWRA+)
- Mental Health Technician Certification (MHTC) Examination
- National Career Readiness Assessment
- National Certified Phlebotomy Technician (NCPT) Examination
- Nationally Registered Certified EKG Technician (NRCEKGT) Examination
- Nationally Registered Certified Phlebotomy Technician (NRCPT) Examination
- Workplace Readiness Skills for the Commonwealth Examination

### POSSIBLE CAREER PATHWAYS

- Transcriptionist
- Lab Technician
- Electrocardiogram Technician
- Patient Care Partner
- Medical Secretary/Receptionist
- Medical Records Clerk

### COLLEGE AND CAREER OPPORTUNITIES

- Bryant and Stratton  
[www.bryantstratton.edu/](http://www.bryantstratton.edu/)
- Know How Virginia  
[www.knowhowvirginia.org/](http://www.knowhowvirginia.org/)
- Tidewater Community College  
[www.tcc.edu/](http://www.tcc.edu/)
- College Board  
[www.collegeboard.com/](http://www.collegeboard.com/)
- Virginia Career View  
[www.vaview.vt.edu/](http://www.vaview.vt.edu/)
- ECPI College of Technology  
[www.ecpi.edu/](http://www.ecpi.edu/)

### STARTING SALARY

\$30,590 - \$36,200

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-17 Edition*, Medical Assistants, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>

\*\*The Medical Assistant course participates in the HOSA co-curricular club.



### PROGRAM DESCRIPTION

This two-year course prepares students to assist physicians by performing functions related to both business administration and clinical duties of a medical office. Instruction in the business aspect including Insurance reporting, Office Accounting, Appointment Scheduling, Medical Records and Medical Transcription. The Clinical Instruction Includes preparation of patient for examination and treatments, routine lab procedures, use of Electrocardiograph Machine, Anatomy and Physiology, Medical Terminology and Vital Signs.

### PROGRAM CONTENTS/SKILLS

- Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills
- Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills
- Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills
- Examining All Aspects of an Industry
- Addressing Elements of Student Life
- Applying Fundamental Principles of Healthcare
- Performing Scheduling and Other Office Functions
- Managing Financial Transactions
- Communicating in the Workplace
- Maintaining Medical and Surgical Asepsis
- Preparing Treatment Room for Examination of Patient
- Conducting Patient Triage
- Preparing Patient for Physical Examination
- Conducting the Physical Examination
- Maintaining Sterile Equipment
- Performing Inventory Functions
- Communicating in the Workplace
- Demonstrating Knowledge and Use of Safety Practices
- Assisting Physician with Examination
- Assisting with Minor Surgical Procedures
- Providing First Aid and Emergency Care
- Assisting in the Administration of Selected Treatments
- Performing Scheduling and Other Office Functions
- Managing Medical and Financial Records
- Demonstrating Responsibility for Professional Development

FOR FURTHER INFORMATION contact (757) 892-3300 or [schools.nps.k12.va.us/ntc](http://schools.nps.k12.va.us/ntc)