



WWW.IBTTECH.COM

# MEDICAL ASSISTANT Program



## The IBT Advantage

- Family-like atmosphere
- Small class sizes
- Personal attention
- Flexible class schedules
- Job placement assistance
- Financial assistance for qualified applicants

## About Institute for Business & Technology

Since 1965, Institute for Business & Technology (IBT) has worked closely with employers to develop and deliver comprehensive career-oriented education by a highly experienced faculty. Our instructors bring practical industry experience to the classroom with relevant hands-on training they provide students. IBT is conveniently located in the heart of Silicon Valley in a modern 60,000 square feet facility.

## How do I get started?

Meet with the IBT Admissions Department, it's that simple!

**Call 877-330-5127 today!**

IBT is an accredited member of Accrediting Commission of Career Schools and Colleges (ACCSC). For information on graduation rates, median debt of graduates completing these programs, and other important information, visit [www.ibttech.com](http://www.ibttech.com).

## Overview

Medical assistants are a vital part of the daily duties of a medical office. They primarily work in outpatient settings, a rapidly growing sector of the health care industry. In smaller offices, they are usually “generalists,” handling both clinical and administrative work. Those in larger practices tend to specialize in a particular area such as Cardiology, Pediatrics or Sports Medicine, while others work in hospitals or clinics.

Institute for Business & Technology (IBT) prepares students for a wide range of administrative and clinical duties.



## Administrative duties include:

- updating patient records
- arranging patient lab or hospital visits
- completing insurance forms
- scheduling appointments
- performing medical billing and bookkeeping tasks

## Clinical duties vary according to state law, but include:

- taking patients' vital signs
- preparing patients for and assisting the physician during examinations
- collecting and packaging lab specimens
- sterilizing medical instruments
- educating patients about medications and nutrition
- removing sutures and dressing wounds

## Industry Externships

The externship is an integral part of the medical assisting program at IBT. Each student works within a local medical office to observe and gain practical experience. This hands-on externship, supervised by trained medical professionals, will provide every student with an opportunity to acquire valuable experience that prepares them for successful careers as medical assistants.

**Contact IBT Today! 877-330-5127**



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