

Medical Assisting



A Career Technical Program for high school Juniors and Seniors

J. Everett Light Career Center
1901 E. 86th St.
Indianapolis, IN 46240
317.259.5265
www.jelcc.com

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Indianapolis, IN 46240

Important Information for high school juniors & seniors

The
J. Everett Light Career
Center
serves the following high
schools:

Carmel
Fishers
Hamilton Heights
Hamilton Southeastern
Lebanon
Noblesville
North Central
Pike
Sheridan
Western Boone
Westfield
Zionsville

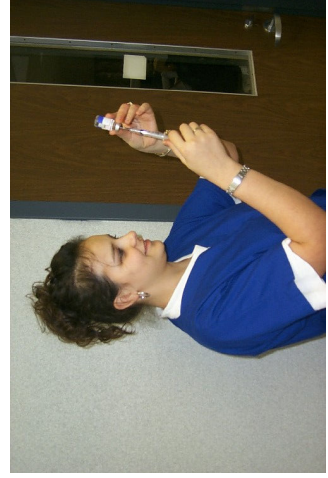
We offer the following two and
three hour programs to high
school juniors and seniors:

Automotive Collision Repair
Automotive Service Technology
Business Technology
Computer Aided Drafting
Computer Repair
Construction Trades
Cosmetology
Dental Assisting
Education/Early Childhood Careers
Electronic Journalism
Emergency Medical Technician
Firefighting
Graphic Imaging
Health Occupations
Hospitality: Food Service & Lodging
Law Enforcement
Manufacturing Technology
Medical Assisting
Radio TV Production
Veterinary Assisting
Visual Design & Advertising
Welding

Medical Assisting

A one year program
Three hours per day
Prerequisite: Seniors only, J.E.L. Health Sciences, Course, teacher recommendations and interview
Related post secondary majors: Medical Assisting
Possible job opportunities: Nursing homes, Hospitals, Medical Offices

The Medical Assisting curriculum offers experience in office-based medical practices, in contrast to other medical personnel who work in hospitals that treat critically ill or injured people or in long-term facilities. The student will have the opportunity to be trained to work in a setting where long-lasting relationships are developed with patients, working with them in times of good health and routine medical care, as well as in times of illness. Students will learn to assist doctors in the performance of diagnostic procedures, physical examinations. Students will also learn to assist with patient education and the business of an office based medical practice.



A Sample Activities/Topics

- * Front Office Etiquette
- * Transfer patients from wheelchairs
- * Performing hearing and vision test
- * Specimen collection
- * Admit/discharge patients
- * Performing a 12-lead electrocardiogram
- * Assist with physical examinations
- * Vital Signs
- * First Aid and CPR
- * O2 Administration
- * Patient Information

Dual Credits

Students who complete this program with a B average or higher can earn 6 credits from Ivy Tech University. The specific courses are:

MEA105 Office Administration
MEA106 Medical Financial Management

Certification Possible

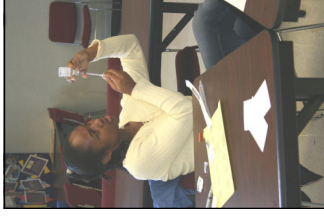
Bloodborne Pathogens
First Aid/CPR with AED
O2 Administration

Supplies needed by student

Medical Assisting uniform, white socks, white leather tennis shoes, wristwatch, stethoscope

Students will also be required to get a TB shot and a criminal history check.

Transportation to clinical site must be provided by the student



The Metropolitan School District of Washington Township School Corporation has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, handicapping condition, or national origin, including limited English proficiency. Education service, programs, instruction, and facilities will not be denied to anyone in the Metropolitan School district of Washington Township as the result of his or her age, race, color, sex, handicapping condition, or national origin, including limited English proficiency. For further information, clarification or complaint, please contact the following person: Title IX Coordinator and Section 504 Coordinator—Americans With Disabilities Act Coordinator

Phil Smith, Director of Student Programs
Community Education Center
8550 Woodfield Crossing Blvd. Indianapolis, IN. 46240-2478
Phone: 317.205.3332 extension 236
All other information concerning the above policies may be obtained by contacting the superintendent:
Dr. James D. Mervale
Community Education Center
8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240-2478
Phone: 317.845.9400