



# ADULT EDUCATION

## FREE ONLINE CLASSES

[WWW.UAPTC.EDU/ADULT-EDUCATION](http://WWW.UAPTC.EDU/ADULT-EDUCATION)

### **Clinical Medical Assistant**

#### **Patient Care**

Take vital signs, assist with exams, administer medications, and collect samples.

#### **Clinical Procedures**

Perform basic lab tests, sterilize equipment, and prepare patients for procedures.

#### **Patient Education**

Provide health related instructions.

### **Administrative Medical Assistant**

#### **Patient Scheduling**

Schedule appointments and manage patient flow.

#### **Medical Records**

Maintain accurate and up-to-date patient records.

#### **Insurance and Billing**

Handle insurance claims, billing, and patient financial accounts.

### **Medical Claims Billing & Coding**

#### **Data Entry**

Input patient information into electronic health records.

#### **Record Management**

Organize, maintain, and retrieve patient records.

#### **Coding**

Assign diagnostic and procedural codes to patient records for billing and statistical purposes.



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