

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
TRAINING PLAN FOR COOPERATIVE EDUCATION**

Vocational Program: **Medical Assisting**

Student _____ Telephone _____

Parent/Guardian _____ Telephone _____

Training Agent _____ Telephone _____
(Employer)

E-Mail _____

Training Supervisor _____ Telephone _____
(Please Print)

Training Supervisor Signature _____ Date _____

Co-Op Coordinator Signature _____ Date _____

Health and Human Services Academy-Medical Assisting

- | | | |
|---|--|--|
| <input type="checkbox"/> Reception Duties | <input type="checkbox"/> Assist with minor office procedures | <input type="checkbox"/> Form Completion |
| <input type="checkbox"/> Financials | <input type="checkbox"/> 12 Lead EKG | <input type="checkbox"/> EHR/EMR |
| <input type="checkbox"/> Medical Insurance | <input type="checkbox"/> CLIA Waved Testing | <input type="checkbox"/> HIPAA/Confidentiality |
| <input type="checkbox"/> Medical Asepsis | <input type="checkbox"/> Urinalysis | <input type="checkbox"/> CPT/ICD Coding |
| <input type="checkbox"/> Proper Disposal | <input type="checkbox"/> Eye/Ear Procedures | <input type="checkbox"/> Proper PPE |
| <input type="checkbox"/> Safety | <input type="checkbox"/> Injections | <input type="checkbox"/> OB/GYN Procedures |
| <input type="checkbox"/> Vital Signs and Measurements | <input type="checkbox"/> Radiology/Ultrasound | <input type="checkbox"/> Prescription Refill |
| <input type="checkbox"/> Sterile Practices | <input type="checkbox"/> Suture/Staple Removal | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Assist with minor surgery | <input type="checkbox"/> Phlebotomy | <input type="checkbox"/> Communication |

The Franklin County Career and Technology Center is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information please contact the Administrative Director at 2463 Loop Road, Chambersburg, PA 17202, telephone (717) 263-9033.