

# SKILLTRADE MEDICAL ASSISTANT ONLINE PROGRAM

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## Marketable Skills

### Clinical and Diagnostic Skills

- Vital signs measurement (blood pressure, temperature, respiration, pulse)
- Aseptic techniques and handwashing
- Personal Protective Equipment (PPE) usage
- Biohazard waste management
- Exam room preparation
- Medication administration (oral, topical, injections, reconstitutions)
- Pharmacology knowledge (drug classifications, dosage calculations)
- Venipuncture and capillary puncture
- CLIA-waived testing
- Specimen collection and handling
- Urinalysis and pregnancy testing
- Electrocardiogram (EKG/ECG) performance and interpretation
- Pulmonary function testing (spirometry, peak flow)
- Sterile field preparation and surgical assistance
- Instrument handling and minor surgical prep
- Vision and sensory system screening
- Pediatric intake and immunizations
- Mobility support and patient transfers (especially geriatrics)

### Administrative and Office Skills

- Medical records management
- Electronic Health Records (EHR) usage and documentation
- Insurance verification and appointment scheduling
- Medical billing, coding, and claim processing
- Basic financial tasks (handling petty cash, payment processing)

### Specialized Knowledge

- Neurological and mental health assessments
- Dermatology and skin condition evaluation
- Nutrition education and dietary coaching

- Support for multiorgan systems (endocrinology, gastroenterology, urology)
- OB/GYN and reproductive care procedures
- Orthopedic and pediatric patient care protocols
- Geriatric care and rehabilitation support

### Professional and Communication Skills

- Effective patient communication
- Interdisciplinary teamwork and collaboration
- Understanding of healthcare laws, ethics, and compliance
- Customer service and empathy in patient care
- Resume writing and interview preparation
- Job search strategies
- Professionalism and workplace etiquette

### Externship Experience

- Real-world application of clinical and administrative tasks
- Experience with diverse patient populations (pediatric, adult, geriatric)
- Exposure to healthcare workflows and environments
- Supervised hands-on training in clinical settings