

EVERYTHING YOU NEED TO KNOW ABOUT A CAREER IN MEDICAL ASSISTING



A COMPREHENSIVE GUIDE TO BEGINNING A CAREER AS A CLINICAL MEDICAL ASSISTANT

HISTORY OF UNITED CAREER INSTITUTE

United Career Institute (UCI), formerly Pennsylvania Institute of Technology, has been a trusted educator in Southwestern Pennsylvania since 2019. UCI has since been providing hands-on healthcare career training that meets the current needs of local employers.

With current program offerings in practical nursing, phlebotomy, and online allied healthcare, UCI prepares those seeking to enter these growing fields.

In 2022, United Career Institute developed an online education platform, UCI Online. This partnership with sister school, WVJC Online, allows several healthcare training programs to be completed virtually, including Clinical Medical Assistant, Medical Coding, and Medical Office Administration. This allows students in Pennsylvania, Ohio, and West Virginia access to quality training while balancing family, work, and school.



CORE VALUES & PURPOSE

The core values and purpose of United Career Institute are the pillar beliefs that every member of the organization is held to. By following these principles, we can ensure that every student has a positive academic experience.

UCI's first priority is to provide students with an exceptional level of support and service to empower change by creating opportunity.

**OUR
PURPOSE**
...
**To empower
change by
creating
opportunity**



**OUR CORE
VALUES**
...
W **WORK ETHIC**
WE ACHIEVE SUCCESS THROUGH HARD WORK AND UNWAVERING COMMITMENT TO OUR PURPOSE.
E **EXEMPLARY**
WE DEMONSTRATE THE HIGHEST LEVEL OF INTEGRITY, ETHICAL STANDARDS, AND PROFESSIONALISM.
C **CARING**
WE SUPPORT OUR STUDENTS, COMMUNITIES, AND EACH OTHER, IN WAYS THAT LEAVE LASTING IMPRESSIONS.
A **ACCOUNTABILITY**
WE MAINTAIN RESPONSIBILITY FOR OUR VALUES AND OUTCOMES.
R **RELATIONSHIPS**
WE BUILD MEANINGFUL AND TRUSTED RELATIONSHIPS AS THE FOUNDATION OF OUR CULTURE.
E **EXCELLENCE**
WE EXECUTE GOALS WITH PASSION, PURPOSE, AND PERSEVERANCE, STRIVING FOR THE HIGHEST QUALITY RESULTS.

ACCREDITATION/ LICENSING & APPROVAL

United Career Institute is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award associate degrees and diplomas. ABHES is a national accrediting agency recognized by the US Department of Education.

United Career Institute is licensed by the Pennsylvania State Board of Private Licensed Schools.

United Career Institute offers some programs that are approved by the State Approving Agency for students to use veterans' benefits.



WHAT IS A MEDICAL ASSISTANT?

Medical assistants are a crucial part of any healthcare team. They are equipped to provide both direct patient care and administrative assistance to ensure that patients have a positive experience. Medical assistants work closely with doctors, nurses, and other medical staff within the facility to provide seamless care.

Medical assistants' training will prepare them to perform patient care procedures such as blood draws, EKGs, specimen collection, visual acuity tests, injections, and more. Incorporated into the curriculum of UCI's online medical assisting training program are hands-on clinical days at the UCI campus in Irwin, Pennsylvania.

Because UCI Online medical assistants are also trained in administrative tasks, they help the medical facility run smoothly behind the scenes. Their versatile skillset in charting, processing insurance, software usage, and other administrative tasks make them valuable to hospitals, family medicine practices, outpatient clinics, laboratories, and other facilities.

THE UCI ACADEMIC PROCESS

United Career Institute strives to provide quality education, training, and preparation to students starting new healthcare careers. Our process guides students through their educational journey using the following five steps: Learn, Practice, Apply, Earn, and Start.



**LEARN ESSENTIAL
SKILLS DURING
MEDICAL ASSISTING
COURSES**



**PRACTICE SKILLS
DURING HANDS-ON
LAB AND CLINICAL
EXPERIENCES**



**APPLY SKILLS IN A
REAL-WORLD
MEDICAL
EXTERNSHIP**



**EARN INDUSTRY
CERTIFICATIONS*
AND START YOUR
NEW CAREER**

The combination of classroom instruction, hands-on lab practice, and clinical experience is crucial to developing medical skills. Students will then apply their skills in real-world medical settings during an externship with a local employer. They can then confidently take industry-specific National Healthcareer Association certifications* and embark on their medical careers.

**Certification is contingent upon passing the corresponding industry certification exam.*

18-MONTH DEGREE PROGRAM

The United Career Institute Clinical Medical Assistant program equips students with the knowledge, skills, training, experience, and specialized associate degree they need for a successful medical assisting career in just 18 months.

Our degree program offers a convenient online format for students to balance their family, work, and academic goals. The virtual instruction is paired with weekend clinicals to gain hands-on experience. This unique combination of online and clinical training provides students with essential knowledge, direct patient care skills, proficiency in administrative tasks, and certification* preparation. Additionally, students will have the opportunity to complete an externship with a local healthcare employer, which will further enrich their skills and build professional connections.

EARN YOUR DEGREE IN
18 MONTHS



**Certification is contingent upon passing the corresponding industry certification exam.*

CAREER IN A YEAR

The United Career Institute Medical Assisting diploma program provides students with the knowledge, skills, training, and experience they need for a medical assisting career in just one year.

The 12-month Medical Assisting diploma program is a great option for students who want to start their career as a medical assistant quickly. The program is designed to provide students with the knowledge and skills they need to succeed in this field. They will also receive hands-on training in clinical procedures such as measuring vital signs, performing EKGs, and more.

Once completing the program, students will be eligible to take the same National Healthcareer Association certification* exams as those who completed the 18-month degree program.

EARN YOUR DIPLOMA IN
12 MONTHS



**Certification is contingent upon passing the corresponding industry certification exam.*

NATIONAL HEALTHCAREER ASSOCIATION

At United Career Institute, our medical assisting training programs are designed to equip students with the knowledge to take and pass the Certified Clinical Medical Assistant (CCMA)* certification exam offered by the National Healthcareer Association (NHA).

The NHA has been providing certifications to allied healthcare professionals for over 30 years and is a nationally accredited third-party certification agency. Earning industry-specific certifications, such as those from the NHA, can provide graduates' resumes with an added bonus by showcasing that they have met nationally recognized standards of skill and competency.



**Certification is contingent upon passing the corresponding industry certification exam.*

MEDICAL ASSISTING TO PRACTICAL NURSING

The United Career Institute Clinical Medical Assistant to Practical Nursing Pathway option allows students to complete the medical assisting training program to gain hands-on medical skills, then graduate and begin working. Then, if they choose to further their education, they can attend UCI's Practical Nursing program.

Starting a career as a medical assistant can be beneficial for potential nursing students because it allows them to become accustomed to working in the healthcare field and gain real-world experience before entering intensified nursing training. Additionally, graduates of a UCI medical training program are eligible for a Nursing Pathway Grant[^].



[^]See catalog for detailed eligibility requirements.

*Certification is contingent upon passing the corresponding industry certification exam.

** Passing the NCLEX-PN exam is required to become a Practical Nurse.

WHERE CAN A MEDICAL ASSISTANT WORK?

Medical assistants are vital members of the healthcare industry. Their skills in both clinical and administrative tasks, make them an invaluable asset in many healthcare settings, such as family medicine practices, outpatient clinics, hospitals, laboratories, and more. Their multifaceted skills make them highly versatile and crucial medical professionals.



BENEFITS OF UCI

At United Career Institute, we understand that our students need to balance work, family, and school. As a UCI student, your experience will consist of many benefits, including the following.

Direct Admission

United Career Institute has a direct admission policy for medical assisting classes, which eliminates the need for prerequisite courses. This saves students valuable time and money during their education.

Accelerated Training

Our direct admission and accelerated approach allows students to become ready to enter their desired field as quickly as possible. Our approach combines hands-on training with externship opportunities to provide a comprehensive learning experience. Upon completion, students will be prepared to sit for their National Healthcareer Association Certified Clinical Medical Assistant (CCMA)* certification exam in two years or less.

**Certification is contingent upon passing the corresponding industry certification exam.*



BENEFITS OF UCI

Hands-On Training and Lab Experiences

United Career Institute students learn fundamental healthcare knowledge during online lecture courses, then practice their skills during hands-on weekend clinical experiences led by experienced instructors.

Real-World Externship

An added benefit of UCI's medical assisting training program is the opportunity to complete an externship where you will apply your skills to a real-world medical facility. This externship is a great opportunity to develop professional relationships with local employers while gaining valuable industry experience.

Career and Student Services

At United Career Institute, students will have access to support to help them achieve their goals. UCI Alumni are also eligible for continued career management services* throughout their career and can return to UCI for refresher courses as their industry evolves.

*Career Management Services are subject to specific conditions and requirements and to continued campus operations. Please see the campus catalog for complete details.



FREQUENTLY ASKED QUESTIONS

Q: What does a medical assistant do?

A: Medical assistants are qualified to perform direct patient care duties such as phlebotomy, taking vitals, administering injections, and other tasks. Additionally, they are trained in administrative responsibilities which include managing electronic health records, processing insurance claims, utilizing software, and more.

Q: How to get a medical assistant certification?

A: As a student in either the United Career Institute Clinical Medical Assistant degree or Medical Assisting diploma programs, you will prepare to sit for the NHA Certified Clinical Medical Assistant certification* exam as part of your curriculum.

Q: How long is a medical assistant degree program?

A: The Clinical Medical Assistant training program at UCI is 18 months, allowing students to complete their training and begin their medical assisting careers in two years or less.

Do you have more questions?

Click here to contact an admissions team member!

**Certification is contingent upon passing the corresponding industry certification exam.*



WHY CHOOSE UNITED CAREER INSTITUTE?

Our first priority at United Career Institute is to provide each student with a high-quality education, hands-on training, and valuable real-world experience to allow them to be successful in their new healthcare career.

Check out what these UCI students and graduates have to say about their educational experience!

"I am currently enrolled with United Career Institute to become a medical assistant and I couldn't be happier with this program!"

-Heather, United Career Institute Student

"I have had a wonderful experience with this organization. They communicate well and have a positive student outcome mindset."

-Jennifer, United Career Institute Student

"Even after graduation, the staff remain in touch and are always willing to offer help with job placement, if needed."

-Priscilla, United Career Institute Graduate

START YOUR EDUCATIONAL JOURNEY AT UCI!

United Career Institute is here to help you begin your journey to an exciting new career in the healthcare field!

The training, knowledge, and support students will receive from UCI prepare them to be successful in the medical assisting field where they will make a difference in their patients' lives and be valued for their skills.



Are you ready to begin your educational journey as a United Career Institute student? Our online admissions team is here to help you begin the enrollment process. Take the first step to request information by scanning the QR code!