Is a Medical Career in You?
Do you like to help others?

Do you enjoy having the flexibility to work both days and nights?

Do you think you have what it takes to help save a life?

If so, then a medical career may be inside you.

With our aging population, medical fields will continue to offer more and more career opportunities.

If you’re considering the medical field, take some time and review this book. It will provide insight into many healthcare careers and will show how Spencerian can prepare you for these careers.

Selecting the right college to get your medical training is critical to your success. Spencerian College has been in Kentucky for more than a century and is one of the most trusted names in medical training.

Here are just some of Spencerian’s advantages:

**Individual Attention**
The staff at Spencerian understands the commitment it takes to learn about the medical field. That’s why we provide instructor time outside of class so you can get the personalized attention that will lead to success.

**Career-First Curriculum**
Our career programs are streamlined so you take classes that directly relate to your field. That means that you’ll spend more time learning about the things you’re interested in and will finish your training faster.

**Stair-Step Approach**
At Spencerian, we realize that you may not want to take the time, or may not be able to devote years to school. That’s why we offer the stair-step approach. This way, you can earn a diploma or certificate in a matter of months, then you can start working in the field. When you’re ready to advance your career, you can return to Spencerian to earn your Associate’s degree.

**Career Services**
Another thing that separates Spencerian from other colleges is its commitment to helping you find a job after graduation. Our professional staff will help you prepare for interviews and will help you seek out the best career opportunities.

For more than a century, Spencerian has been a leading career educator in allied health and business.

Thousands of Spencerian graduates hold positions in business, medical professions, and industry all across the country, and employers continue to seek Spencerian graduates to meet their employment needs.

Spencerian College is proud of its distinctive reputation earned over the past century and is positioned to prepare its eager graduates to meet the employment needs of the new millennium.

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Radiologic Technologist
A Radiologic Technologist takes x-rays and administer nonradioactive materials into patients' bloodstreams for diagnostic purposes. Some specialize in diagnostic imaging technologies, such as Computerized Tomography (CT) and Magnetic Resonance Imaging (MRI). Radiologic Technologists and technicians, also referred to as Radiographers, produce x-ray films (radiographs) of parts of the human body for use in diagnosing medical problems.

Patient Care Assistant
Patient Care Assistants (PCAs) aid individuals with their healthcare needs and provide bedside care under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). Patient care and comfort are the main concerns of a PCA, which means PCAs often have more direct contact with patients than any other member of a health care team.

Personal Trainer
Personal Trainers lead, instruct and motivate individuals or groups in exercise activities, including cardiovascular exercise, strength training, and stretching. Trainers may also instruct clients how to modify their lifestyle outside the gym to improve their fitness. Personal Trainers experience great flexibility with the availability to work days, nights and weekends.

Medical Assistant
Another career that is similar to nursing but doesn’t require as much schooling is Medical Assisting. In fact, many hospitals and medical organizations are hiring more Medical Assistants because of their ability to handle both patient care and administrative duties.

A Medical Assistant can work in a physician's office, hospital, hospice care facility, primary care facility, nursing home, or similar facility. Medical Assistants' duties are different according to the place of employment, but usually include administrative tasks such as answering phones, processing patients, billing, helping patients with insurance, and similar tasks. Duties also include basic medical duties such as drawing blood, taking vital signs, and administering medication.

Nursing
One of the most popular medical careers, nursing offers you a chance to work in long term care facilities or doctors offices. A nurse works under the direction of a doctor or a nurse practitioner and the main duties are to dispense medication, start IVs, take vital signs, operate some medical equipment, and directly care for patients. Nurses do not generally diagnose conditions, but may report patient symptoms or changes in patient conditions to doctors.

Medical Assistant
Patient Care Assistant
Personal Trainer
Patient Care Programs
Radiologic Technology
Respiratory Therapist
Surgical Technologist

If you like working directly with people and are intrigued by the workings of the human body, a career in direct patient care may be for you.

Surgical Technologist
Surgical Technologists, also called “scrubs,” “surgical technicians” or “operating room technicians,” are crucial to a hospital. A surg tech assists in surgeries under the supervision of surgeons, registered nurses or other surgical personnel. Surgical Technologists are members of operating room teams, which most commonly include surgeons, anesthesiologists and circulating nurses.

During surgery, technologists pass instruments and other sterile supplies to surgeons and surgical assistants. They may hold retractors, cut sutures, and help count sponges, needles, supplies and instruments. Surgical technologists help prepare, care for, and dispose of specimens taken for laboratory analysis and assist in applying dressings.

Respiratory Therapist
Respiratory Therapists (RT) are part of a dynamic medical team treating patients with lung and breathing disorders. RT’s interview, evaluate and educate patients. They administer breathing medication and oxygen, perform CPR, manage ventilators, and draw arterial blood gasses. They work in hospital areas such as: adult, neonatal and pediatric intensive care units, and emergency rooms. Other areas include home care, sleep labs, smoking cessation programs, pulmonary rehabilitation and land/air transport.

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Medical Coding Specialist

As an essential role in the medical coding process, the Medical Coder is responsible for ensuring that all requests for diagnostics and blood work issued by a doctor contain the use of standard medical coding that is recognized by health insurance providers. Along with appearing on the requests for testing that are authorized by doctors, the same set of codes are used to encode any claims that are generated and submitted to the health insurance provider. The function of the medical coder is to ensure that the correct codes are used so that the correct testing is conducted, and the insurance company can quickly and efficiently review and process received claims.

Medical Administrative Assistant

Medical Administrative Assistants are an important part of every medical facility. Doctors rely on their specially-trained office staff for a variety of key tasks.

- Medical Administrative Assistant duties
- Scheduling patient appointments
- Overseeing office duties
- Recording medical histories
- Ordering medical supplies
- Arranging patient hospitalization
- Managing paperwork

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Massage Therapist

A Massage Therapist is a professional who performs massage and bodywork. The field of Massage Therapy is quite large, running the gamut from therapists who perform basic Swedish massage to people trained in more esoteric fields like trigger point. A Massage Therapist’s goal is usually to relax his or her client while promoting general health and well being. Some branches of massage therapy are focused on treating specific health conditions and on addressing congenital muscular problems.

Phlebotomist

Phlebotomy entails a fairly short training period and phlebotomy jobs are usually high in demand. It’s a great way for someone to find out in a short period of time whether the medical field is right for them. Jobs for phlebotomists are available at hospitals, medical offices, blood donation centers, and clinics.

Ophthalmic Assistant

An Ophthalmic Assistant is a person who works with an ophthalmologist (eye doctor) to provide patient care by performing many different eye-related clinical functions. Ophthalmic Assistants help ophthalmologists care for patients by taking histories, performing various procedures and tests, and preparing patients to see the doctor. Their work provides the ophthalmologist with important information to help diagnose and treat patients.

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Front Office Programs

If you still want the stability that the medical field offers but don’t necessarily want to work directly with patients, you can work in the front office, as a medical coder or healthcare reimbursement specialist.

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Healthcare Reimbursement Specialist

Healthcare Reimbursement Specialists unscramble complex medical records, assign codes, and obtain accurate reimbursements for medical services. They also combat fraudulent claims, and play a role in improving patient care through reduction of unnecessary procedures. Healthcare reimbursement specialists review rejected insurance claims and resubmit them after editing and preparation.

Health Unit Coordinator

Health Unit Coordinators perform a variety of tasks supporting the medical staff at a healthcare facility. Some may work in reception, greeting and checking in patients, scheduling appointments and procedures and performing clerical duties. Others compile patients’ charts, transcribe physicians’ orders and prepare birth or death certificates. Health Unit Coordinators usually work under the supervision of registered physicians or nurses. They serve as liaisons between patients and medical staff. Other duties may include:

- Receiving new patients and collecting patient records
- Ordering supplies
- Coordinating patient schedules
- Graphing temperatures
- Completing the admission and discharge forms

Medical Transcriptionist

Medical Transcriptionists may work for doctors’ offices, insurance companies, individual doctors, or for hospitals. Their primary job is to transcribe dictated material into clear and understandable text, generally for the purpose of charting information on patients. In order to do this, the Medical Transcriptionist must be able to interpret what he or she hears or reads, since not all doctors or medical workers create clear transcriptions.

Student Life

Spencerian College is committed to making a difference in our community. We encourage our students to volunteer with civic-minded organizations, and the school is involved in many programs like Big Brothers and Big Sisters, Diabetes Foundation, Cornerstone Men’s Transitional Care and much more.

We also provide opportunities for fun. Each year, we host a Luau, attend College Night at Louisville’s Slugger Field, and participate in Kentucky Derby Festival events.

Plus, there are many groups and events within each department. Because Spencerian offers a more personal learning environment, there are plenty of opportunities to develop long-lasting friendships with your fellow classmates.
Student Housing

This residence hall is self-contained to provide a safe, modern home away from home with all the amenities of a resort.

Gardiner Point Residence Hall has:
• A dining room that serves three meals a day
• An on-site convenience store
• Electronic keycard room entry
• Security cameras throughout the hall
• A large heated swimming pool
• A fully equipped fitness center with lots of equipment and free weights which is open 24 hours a day.
• A large training room where classes will be held, from yoga, to stretching, and many others
• A large student lounge with comfortable chairs, tables, and TV’s where students can gather to visit or study 24 hours a day
• A fully equipped student laundromat
• A game center and “Wii” room with a flat screen TV and sofa.
• A theater room