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THE SCHOOL DISTRICT OF MANATEE COUNTY FEATURES A STUDENT AND A CAREER & TECHNICAL EDUCATION TEACHER

Newspaper in Education Presents  
**Inquizi**  
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SCHOOL Biz



**Snapshot of an Instructor: Inspiring!**

The Certified Medical Assistant (CMA) program at MTI is all about quality, commitment and patient care. At the head of the class is Jane Arnoldi, CMA instructor, along with assistant Mary Caranfa. As a member of the MTI nursing faculty, Jane brings 23 years of nursing experience, skill, and proficiency to the classroom. Students in Jane's class complete extensive courses in Anatomy & Physiology, Medical Terminology and the core curriculum, which is designed to encompass various public health issues and first aid. Presently her students are embracing their externship programs in several participating medical groups, private offices, and clinics. A nurse practitioner as well as an instructor, Jane keeps her nursing skills fresh and current by working in the home health field as well as instructing. The flexibility of being a home health care provider allows her to focus on her true passion—teaching! In fact, Jane wrote the curriculum and developed MTI's patient care assistant/ patient care technician (PCA/PCT) program. Responsibility, superior care and a sense of pride are the goals and values Jane Arnoldi embraces and strives to inspire in her students.



KIDZ Biz & Buzz



**Taking a Chance, Making a Change, and Starting a New Career**

Sheila Carter is delighted to find herself sitting in the front row of the Medical Terminology class at MTI-East. She has always loved helping people and enjoyed keeping busy while perfecting the art of multi-tasking. After working in a factory for over 17 years, she knew the time was right to take a chance and make a change. Starting her homework before she even started school, Sheila researched post-secondary programs available in the medical/professional field. She looked for a program that emphasized a well-rounded education with informed instructors, a professional environment, and flexibility. Three months into the Certified Medical Assistant (CMA) program at MTI-East, Mary is confident she chose a program that meets all of her objectives. The instructors are knowledgeable and always willing to help; the classes are small; and there is an amazing feeling of camaraderie—not just a sense of being a number. Next on the agenda for Sheila, she'll participate in the SkillsUSA National competition. Soon after, she'll start practicing hands-on patient care in a clinical setting. Sheila Carter, best wishes for a wonderful new chapter in your life!

**InnoVators**

**MEDICAL ASSISTING AND OTHER HEALTH CARE CAREERS**

When a student thinks of a career in the medical field, they often think of becoming a nurse or doctor. However, there are many other careers in health care that relate to patient care or core medical knowledge. These careers are often attainable by completing just one or two years of courses at a postsecondary (after high school) program. Some of these professions require state licensing, which may be obtained by successfully completing the coursework and then passing a Florida State licensing exam. Manatee Technical Institute offers several career programs in the health care field. Three of them are listed here along with the Department of Labor, Bureau of Labor Statistics job descriptions. To find out more, visit MTI's Health Occupations website at [www.ManateeTechnicalInstitute.org/east\\_camp](http://www.ManateeTechnicalInstitute.org/east_camp).

**Medical assistants** perform administrative and clinical tasks to keep the offices of physicians, and other health practitioners running smoothly. They should not be confused with physician assistants, who treat patients under the direct supervision of a physician. About 6 out of 10 medical assistants work in offices of physicians. The medical assistant is projected to be one of the fastest growing occupations over the 2004–14 period. *Source: <http://www.bls.gov/oco/ocos164.htm>*

**\*Job openings:**

There were 1046 jobs in Florida on Monster.com using the search term "medical assistant." 59 jobs were listed by narrowing the same search to Bradenton in a 20-mile radius.

**Dental assistants** perform a variety of patient care, office, and laboratory duties. They work chair side as dentists examine and treat patients. They make patients as comfortable as possible in the dental chair, prepare them for treatment, and obtain their dental records. Assistants hand instruments and materials to dentists and keep patients' mouths dry and clear by using suction or other devices. Assistants also sterilize and disinfect instruments and equipment, prepare trays of instruments for dental procedures, and instruct patients on postoperative and general oral health care. *Source: <http://www.bls.gov/oco/ocos163.htm>*

**\*Job openings:**

There were 704 job openings in Florida on Monster.com using the search term "dental assistant." 51 jobs were listed by narrowing the same search to Bradenton in a 20-mile radius.

**Medical coder/biller.** Every time a patient receives health care, a record is maintained of the observations, medical or surgical interventions, and treatment outcomes. Medical records and health information technicians organize and evaluate these records for completeness and accuracy. Some medical records and health information technicians specialize in coding patients' medical information for insurance purposes. Technicians who specialize in coding are called health information coders, medical record coders, coder/abstractors, or coding specialists. These technicians assign a code to each diagnosis and procedure. They consult classification manuals and also rely on their knowledge of disease processes. Technicians then use computer software to assign the patient to one of several hundred "diagnosis-related groups," or DRGs. The DRG determines the amount for which the hospital will be reimbursed if the patient is covered by Medicare or other insurance programs using the DRG system. *Source: <http://www.bls.gov/oco/ocos103.htm>*

**\*Job openings:**

There were 495 job openings in Florida on Monster.com using the search term "medical records." 20 jobs were listed by narrowing the same search to Bradenton in a 20-mile radius.

*\*Note: Florida and Bradenton job openings as listed on [www.Monster.com](http://www.Monster.com) were sampled on June 19, 2007. There may be many other openings listed on other job search websites and area classifieds.*

Explore IT

**Anatomy & Physiology Trivia Test**

Find out more about your own body by taking this mini Anatomy & Physiology Trivia Test.

1. How many bones are in your body?
2. What are the three categories of muscles?
3. Where are red blood cells created?
4. What is the name of the wall that separates the left and right sides of the heart?
5. What is the longest bone in the body?
6. Where are your rotator cuffs?
7. How many valves are in the heart?
8. What is the term for a deceased human body being studied for medical purposes?
9. What is the part of the outer ear outside the skull?
10. What do they call the graduate who ranks last in his class in medical school?



- ANSWERS:**
1. 206
  2. skeletal, smooth, and cardiac
  3. bone marrow
  4. septum
  5. femur—or thigh bone
  6. shoulder
  7. four
  8. cadaver
  9. auricle
  10. Doctor. It's a joke!

DISCOVER the Future

**Career Pathways in Manatee County**

**Today's Career Focus:** MTI-East prepares students for high wage, high skill careers in health care.

**Regional Careers:** Today's occupations focus on health care careers.

Occupational	Entry	Average
Medical Assistants	\$10.18	\$12.70
Healthcare Practitioners and Technical Occupations	\$15.15	\$31.14
Healthcare Support Occupations	\$9.65	\$12.50
Home Health Aides	\$9.81	\$11.16
Medical and Health Services Managers	\$27.71	\$40.98
Medical Equipment Preparers	\$10.09	\$11.76
Medical Records and Health Information Technicians	\$10.62	\$14.59
Medical Scientists	\$23.78	\$32.50
Medical Transcriptionists	\$10.16	\$17.85
Physician Assistants	\$13.15	\$46.65
Surgical Technologists	\$15.35	\$17.55
Dental Assistants	\$11.06	\$14.51
Dental Hygienists	\$20.81	\$29.48

Source: <http://fred.labormarketinfo.com> FL Labor Market Statistics, Occupational Employment Statistics & Wages Program

**Career Pathway:** Students desiring to further career skills in health care can find related programs at these area schools:

- Manatee High School
- Manatee Technical Institute
- Manatee Community College
- University of South Florida

WEB Wise

Check out the following websites:

- [www.skillsusa.org](http://www.skillsusa.org)
- [www.manateetechnicalinstitute.org/east\\_camp/nursing.html](http://www.manateetechnicalinstitute.org/east_camp/nursing.html)
- [www.mccfl.edu/pages/172.asp](http://www.mccfl.edu/pages/172.asp)
- <http://health.usf.edu/nocms/nursing>
- [www.free-ed.net/free-ed/HealthCare/MedTerm-v02.asp](http://www.free-ed.net/free-ed/HealthCare/MedTerm-v02.asp)



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