



Alaska Primary Care
ASSOCIATION

CONTACT US

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www.apcaapprentice.com

EQUAL OPPORTUNITY PROGRAM



APPRENTICESHIP PROGRAM

There are numerous benefits to being a part of the Alaska Primary Care Association's Healthcare Apprenticeship Program, including:

- All coursework is completed and delivered online allowing apprentices to live, work and learn in their communities.
- Mentor Training is available online.
- Participants will receive peer support and networking with other apprentices.
- All participants that successfully complete the apprenticeship program will receive a Certificate of Apprenticeship from the US Department of Labor.

Of these programs, the Medical Administrative Assistant, Billing & Coding Specialist, Clinical Medical Assistant and Electronic Health Records Specialist will be eligible to take certifying exams through the National Healthcareer Association (NHA). The Community Health Worker program will include a competency based certificate issued through the US Department of Labor. To learn more about our programs visit our website at:

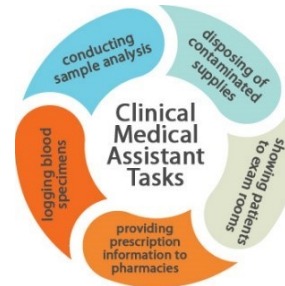
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COMMUNITY HEALTH WORKER



1. Introduction to CHW
2. Core Competencies for Providing Direct Services
3. Enhancing Professional Skills
4. Applying Core Competencies to Key Health Issues
5. Improving Health Outcomes

CLINICAL MEDICAL ASSISTANT



1. General Patient Care
2. Patient Care & Preparation
3. Communication
4. Office Administration
5. Medical Laws & Ethics
6. Phlebotomy
7. EKG Monitoring

ELECTRONIC HEALTH RECORD SPECIALIST



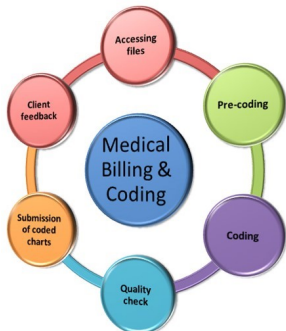
1. Software Applications & Equipment
2. Insurance & Billing
3. Charting
4. Regulatory Compliance
5. Reporting
6. Quality Improvement

MEDICAL ADMINISTRATIVE ASSISTANT



1. Scheduling
2. Patient Intake
3. Office Logistics
4. Compliance
5. Patient Education
6. General Office Policies & Procedures
7. Basic Medical Terminology

BILLING & CODING SPECIALIST



1. Regulatory Compliance
2. Claims Processing
3. Front-End Duties
4. Payment Adjudication
5. Apply Knowledge of Coding

SUPPLEMENTAL TRAININGS

1. Training on individual modules available for all occupations.
2. Hypertension Module for CHW
3. Diabetes Module for CHW