

To open the horizon of allied healthcare courses to people in Jamaica and provide education. AAIMS-AHD believes that every Jamaican should have the chance to be educated and to take with them the ability to utilize their newfound talents for the purpose of uplifting themselves and community.





# AAIMS Alliance Health Division Ltd



## VISION

AAIMS-AHD will become the leading educational provider of allied healthcare courses in Jamaica.



Come In or Call us Today! We have a program ready just for you!

**Contact Information** 

AAIMS Alliance Health Division Ltd 107 Constant Spring Road Kingston 10, St. Andrew Jamaica West Indies Phone: (876) 924 - 0952 Fax: (876) 924 - 0957 E-mail: aaims.ahd@gmail.com Website: www.ahdjamaica.com Paramedical Institution of Choice!

Career-oriented courses tailored made for YOU!!!





## **Medical Assistant**

Medical assistants are valuable members of the healthcare team. Medical assistants perform daily administrative tasks as well as assisting in minor clinical procedures to keep doctor's offices, hospitals and other healthcare facilities running smoothly.

#### The tasks include the following:

Answering telephones, greeting patients. updating and filing patients' medical records, filling out insurance forms. handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, handling billing and bookkeeping, collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, sterilize medical instruments, instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures and change dressings.

#### Duration: 7 months (incl. 1 mth internship)

Fee in JMD: \$133,000 (optional payment plan)

Entry Requirements: CXC- English, Biology, IT

## **Phlebotomy Technician**

The Phlebotomist is a valuable member of the healthcare team responsible for the collection, processing and transport of blood specimen to the laboratory. Phlebotomy is the collection of blood in treatment and prevention of disease.

This program will prepare individuals to do venipuncture and collect blood specimens for lab analysis. It focuses on the techniques for collecting blood samples. This course also helps the student perform administration of some testing such as glucose testing, specimen collection and bleeding times. Upon completion of this program, the successful student will have the basic knowledge and practical skills necessary to become an entrylevel Phlebotomy Technician. This program meets the needs of students with no prior knowledge or experience in phlebotomy. It also provides training consisting of hands-on lab opportunities.

### Phlebotomy Technician/Medical Assistant

Medical assistants are valuable members of the healthcare team. Medical assistants perform daily administrative tasks as well as assisting in minor clinical procedures to keep doctor's offices, hospitals and other healthcare facilities running smoothly.

The Phlebotomist is a valuable member of the healthcare team responsible for the collection, processing and transport of blood specimen to the laboratory. Phlebotomy is the collection of blood in treatment and prevention of disease.

We have merged the two programmes so that students can do both areas which will allow them to be more valuable to any organization they join. It also makes them more marketable.

Duration: 10 months (incl. 1 mth internship)

Fee in JMD: \$180,500 (optional payment plan)

Duration: 8 months (incl. 1 mth internship)

Fee in JMD: \$142,500 (optional payment plan)

Entry Requirements: CXC- English, Biology, IT



CXC- English, Biology, IT

