



Medical Assistant

Available Certifications:

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|------------------------------------|---|
| Certified EKG/ECG Technician (CET) | AHA Heartsaver First Aid |
| Heartsaver CPR/AED | Certified Clinical Medical Assistant (CCMA) |
| BLS Healthcare Provider | Infant and Child CPR |
| Community First Aid and Safety | Bloodborne and Airborne Pathogens |
| OSHA Certification | |

Complete Task List:

Task Number	Description	Hours	Level
<i>*State Approved Program of Study</i>			
100	Introduction to Health Care		
101	Identify the roles and educational/credentialing requirements of various health care practitioners.		
102	Describe the professional qualities of a Medical/Clinical Assistant.		
103	RESERVED		
104	RESERVED		
105	Discuss health care law and ethics including HIPAA and Act 13 of 2012.		
106	RESERVED		
107	RESERVED		
108	RESERVED		
109	RESERVED		
110	RESERVED		
111	RESERVED		
112	RESERVED		
113	Identify cost containment and perform an inventory of supplies.		
114	RESERVED		
115	List alternative/complementary health care practices.		
116	Discuss how psychosocial and socioeconomic factors can impact a client's health.		
200	Medical Assistant Administrative Skills		
201	Complete administrative responsibilities of the medical assistant, including client scheduling.		
202	RESERVED		
203	Compose and format all forms of written correspondence, e.g., emails, letters, memos.		
204	Establish and maintain hard copy and electronic medical records (EMR) for a client.		
205	Complete a demographic form for a client.		
206	Perform basic office accounting procedures.		
207	RESERVED		
208	Complete appropriate medical office forms, including Notice of Privacy Practices (NPP), medical release and others.		
209	RESERVED		
210	Demonstrate effective telephone techniques used in a healthcare facility.		
211	Perform basic computer applications, including spreadsheet, PowerPoint, and publishing.		
300	Pharmacology		
301	RESERVED		

Task Number	Description	Hours	Level
302	Verbalize correct technique to administer medications using the prescribed route, e.g., vaginal, rectal, transdermal, inhalation.		
303	RESERVED		
304	Utilize a Physician's Desk Reference (PDR) and online resources.		
305	RESERVED		
306	RESERVED		
307	Perform patient education on prescribed medications and document in patient record.		
308	RESERVED		
309	Interpret and use written medication orders and abbreviations.		
310	RESERVED		
311	RESERVED		
312	Identify the major drug classifications.		
313	Utilize dosage forms, doses, and dosing calculations.		
314	RESERVED		
315	Simulate the administration of oral medications.		
316	Simulate the administration of eye medications.		
317	Simulate the administration of ear medications.		
318	Simulate the administration of intradermal injections.		
319	Simulate the administration of subcutaneous injections.		
320	Simulate the administration of intramuscular injections using ampules and vials.		
321	Discuss the usage of an aerosol treatment.		
400	Infection Control		
401	Complete a unit of instruction on blood borne pathogens and list the standard precautions that meet the current requirements of the OSHA Bloodborne Pathogens Standard.		
402	Identify the chain of infection.		
403	Perform a sterile dressing on a wound.		
404	Perform medical asepsis and hand hygiene techniques.		
405	Perform universal precautions.		
406	Apply and remove sterile gloves.		
407	Utilize the correct techniques in dealing with patients requiring isolation when applying and removing personal protective equipment (PPE).		
408	RESERVED		
409	Demonstrate techniques in sanitizing, disinfecting and sterilizing instruments.		
410	Prepare instruments for the autoclave and operate appropriately.		
411	Prepare a sterile field.		
412	Describe the inflammation process and signs and symptoms of infection.		
500	Laboratory Procedures		
501	Apply principles of quality assurance and laboratory safety in all aspects of laboratory testing.		
502	RESERVED		

Task Number	Description	Hours	Level
503	RESERVED		
504	Obtain a routine urine specimen and perform a urinalysis using a reagent strip.		
505	Obtain a clean catch urine and process for lab analysis.		
506	Perform a capillary puncture for testing.		
507	RESERVED		
508	Utilize and describe the standard blood collection tube order of draw and additives.		
509	Perform venipuncture using a straight needle and process.		
510	Perform venipuncture using a butterfly needle and process.		
511	Collect a throat culture using sterile supplies and process.		
512	Perform a fecal occult blood specimen, educate the client, and process.		
513	Complete a laboratory requisition form.		
600	Reserved		
601	RESERVED		
602	RESERVED		
603	RESERVED		
604	RESERVED		
605	RESERVED		
606	RESERVED		
607	RESERVED		
608	RESERVED		
609	RESERVED		
610	RESERVED		
611	RESERVED		
700	Healthcare Law and Ethics		
701	Identify how the Americans with Disabilities Act (ADA) applies to the medical assisting profession.		
702	RESERVED		
703	RESERVED		
704	Describe the implications of HIPAA and client confidentiality in various health settings.		
705	Identify where and how to report illegal and unsafe activities and behaviors that affect health, safety, and welfare of others.		
706	RESERVED		
707	RESERVED		
708	Discuss major legal principles and practices that apply to health care situations.		
709	RESERVED		
710	Discuss client rights and advance directives.		
711	RESERVED		
712	Discuss the appropriate scope of practice for a medical assistant.		
800	Introduction to Medical Insurance and Managed Care		

Task Number	Description	Hours	Level
801	Explain a third-party reimbursement system, including deductibles and co-payments.		
802	RESERVED		
803	RESERVED		
804	Identify state and federal mandates of insurance programs.		
805	Define basic and specific terminologies common to all insurance programs.		
806	RESERVED		
807	Identify various types of insurance plans.		
808	RESERVED		
809	RESERVED		
810	RESERVED		
811	Discuss utilization review principles.		
812	Discuss referral process for clients.		
813	Process an insurance claim.		
814	RESERVED		
815	RESERVED		
816	Use the most recent medical codes in the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT).		
900	Concepts of Effective Communication		
901	RESERVED		
902	RESERVED		
903	Use effective means of therapeutic communication.		
904	Combine prefixes, suffixes, and word roots to form and define complex medical terms.		
905	Identify global standard medical, diagnostic, and laboratory abbreviations.		
906	RESERVED		
907	Demonstrate education to a patient and their family for a specific condition or health concern.		
908	Produce a patient education tool.		
909	Discuss communication alternatives for patients with various communication barriers.		
910	Demonstrate cultural diversity when communicating with clients and families.		
1000	Introduction to Basic Anatomy and Physiology		
1001	Identify body planes and cavities and directional terms of the human body.		
1002	RESERVED		
1003	Describe the structural parts and the basic chemistry of the cell.		
1004	Describe how heredity and genetics influence a client's medical condition.		
1005	List the basic structure and functions of the body systems.		
1006	Explain the anatomy and physiology of specific disorders of the body.		
1007	RESERVED		
1008	Describe how the aging process physically effects the client over their lifespan.		
1009	Identify nutritional needs of patients with various diseases and conditions.		

Task Number	Description	Hours	Level
1100	Reserved		
1101	RESERVED		
1102	RESERVED		
1103	RESERVED		
1104	RESERVED		
1105	RESERVED		
1200	Medical Assistant Clinical Laboratory Procedures		
1201	Follow procedures that prepare a client for examinations and treatments.		
1202	Perform electrocardiograms (ECG) using an electrocardiograph (EKG) and abnormal tracing.		
1203	Document a client's condition, along with the chief complaint and progress note.		
1204	Perform a vision screening test using a Snellen chart.		
1205	Obtain a client's medical history.		
1206	RESERVED		
1207	RESERVED		
1208	Perform pulse oximeter readings on a client.		
1209	RESERVED		
1210	Perform a peak flow measurement on a client.		
1211	RESERVED		
1212	RESERVED		
1213	RESERVED		
1214	RESERVED		
1215	RESERVED		
1216	RESERVED		
1217	RESERVED		
1218	Perform a vision screening test using Ishihara test.		
1219	Perform a vision screening test using a near vision screening.		
1220	Perform an auditory screening test.		
1221	Perform and record measurements on a client for height.		
1222	Perform and record measurements on a client for weight.		
1223	Perform and record measurements on a client for blood pressure.		
1224	Perform and record measurements on a client for pulse using radial pulse.		
1225	Perform and record measurements on a client for pulse using apical pulse.		
1226	Perform and record measurements on a client for respirations.		
1227	Perform and record measurements on a client for temperature using oral.		
1228	Perform and record measurements on a client for temperature using tympanic.		
1229	Perform and record measurements on a client for temperature using temporal.		
1230	Perform and record measurements on an infant for weight.		
1231	Perform and record measurements on an infant for length.		
1232	Perform and record measurements on an infant for head circumference.		

Task Number	Description	Hours	Level
1233	Discuss eye irrigation.		
1234	Discuss ear irrigation.		
1235	Perform positions and draping for medical examinations.		
1236	Perform wheelchair transfer using proper body mechanics.		
1237	Discuss usage of assistive devices such as canes, crutches, and walkers.		
1238	Perform suture and/or staple removal.		
1300	Safety and Emergency Practices		
1301	RESERVED		
1302	RESERVED		
1303	RESERVED		
1304	RESERVED		
1305	RESERVED		
1306	Obtain basic principles of basic first aid.		
1307	Simulate evacuation of a health care center.		
1308	Discuss fire safety issues and prevention methods in a health care facility.		
1309	RESERVED		
1310	RESERVED		
1311	RESERVED		
1312	Identify emergency preparedness plans in your community and research available resources.		
1313	RESERVED		
1314	Identify safety signs, symbols and labels used in a health care facility.		
1315	Evaluate the work environment and distinguish between safe versus unsafe working conditions.		
1316	Develop a personal safety plan to follow in case of various emergencies.		
1317	RESERVED		
1318	RESERVED		
1319	Develop an evacuation plan for a physician's office.		
1320	RESERVED		
1321	Obtain and maintain CPR and AED certification.		
1322	RESERVED		
1323	RESERVED		
1324	RESERVED		
1325	RESERVED		
1326	RESERVED		
1327	Recognize allergic reactions and signs and symptoms of anaphylaxis.		
1328	Discuss the proper response to a fire, including the use of a fire extinguisher.		
1400	Psychology		
1401	Discuss the developmental stages of the life span.		
1402	Discuss effective strategies for dealing with stress in the workplace and emergency situations.		
1403	RESERVED		

Task Number	Description	Hours	Level
1404	Discuss the dying process and stages of grief.		
1405	Use defense mechanisms and conflict resolution methods.		
1500	Complete a Medical Assistant Externship		
1501	Complete a medical assistant externship prior to taking and passing the examination to receive a medical assistant credential.		
<i>*Local Task List</i>			
VA451	Demonstrate standard precautions to removal of contaminated gloves.		
VA452	Demonstrate skin prep procedures.		
VA453	Describe surgical handwashing.		
VA454	Demonstrate opening sterile dressings.		
VA455	Demonstrate pouring sterile solutions.		
VA456	Demonstrate sterile transfer using sterile forceps.		
VA457	Demonstrate cleaning minor wounds.		
VA458	Demonstrate collecting a wound specimen.		
VA552	Apply a urinary collection device on an infant.		
VA553	Analyze the process of urine collection for drug testing.		
VA554	Instruct patients of collection of fecal O/P specimen's.		
VA1250	Demonstrate spirometry testing.		
VA1251	Demonstrate and record measurements on a client for a axillary temperature.		
VA1252	Describe and record measurements on a client for a rectal temperature.		
VA1253	Educate the patient on Self Breast examination.		
VA1254	Educate the patient on Self Testicular examination.		
VA1255	Demonstrate assisting with a pap smear.		
VA1256	Demonstrate applying and removing adhesive strips.		
VA1257	Demonstrate applying a ace bandage.		
VA1258	Demonstrate applying a sling.		
VA1259	Demonstrate applying a tubular gauze.		
VA1261	Demonstrate application of hot/cold therapy.		
VA350	Maintain immunization records.		
VA3513	13.2.11.A- Apply effective speaking and listening skills used in a job interview.		
VA3514	13.2.11.B- Apply research skills in searching for a job. (CareerLink, O-NET, Networking, Newspapers, Professional Associations, Reource Books (OOH), etc.		
VA3515	13.2.11.C-Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation, Cover Letter, Resume, Post-Secondary Application, etc.		
VA3516	13.2.11.E- Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Communication, Health and Safety, Resilience, Integrity, Problem Solving, Teamwork and Communication.		
VA3517	13.3.11.A- Evaluate personal attitudes and work habits that support career retention and advancement, with focus on Resilience, Integrity, Problem Solving, Communication, Teamwork.		

Task Number	Description	Hours	Level
VA3518	13.3.11.B-Evaluate team member roles and describe and illustrate active listening techniques: clarifying, encouraging, reflecting, restating, and summarizing.		
VA3519	13.3.11.C- Evaluate conflict resolution skills as they related to the workplace.: constructive criticism, group dynamics, managing leaderships, mediation, negotiation, problem solving.		
VA3520	13.3.11.D- Develop a personal budget based on career choice, such as but not limited to : fixed/variable expenses, gross pay, net pay, saving, taxes.		
VA1260	Demonstrate monofilament testing.		