

TECHNICAL STANDARDS FOR ARTICULATING

		Course Sequence				
ALLIED HEALTH SERVICES - OPTION E Medical Assisting Services - CIP No. 51.0800.3						
STANDARD 1.0	PREPARE TREATMENT ROOM FOR EXAMINATION OF PATIENT					
	1.1 - Check to see that room is clean and properly arranged and check for safety hazards					
	1.2 - Provide instruments and consumables					
	1.3 - Supply fresh linens and paper supplies					
	1.4 - Position instruments and equipment and ensure functionality					
	1.5 - Insure inventory					
	1.6 - Replenish supplies					
	1.7 - Store dated supplies properly					
STANDARD 2.0	MANAGE FINANCIAL/INSURANCE TRANSACTIONS					
	2.1 - Complete insurance forms using appropriate terminology, insurance plans/claim/forms, ICD-9/CPT coding applications, HIPAA mandated coding systems and financial applications of medical insurance					
	2.2 - Maintain financial records					
STANDARD 3.0	APPLY TECHNICAL KNOWLEDGE AND COMMUNICATION SKILLS					
	3.1 - Use medical terminology as appropriate					
	3.2 - Apply medical ethics					
	3.3 - Demonstrate appropriate verbal and nonverbal communication skills					
	3.4 - Maintain positive professional relationship with patient					
	3.5 - Knowledge of structure and function of body systems					
	3.6 - Knowledge of causes and effects of common disease disorders for each body system					
	3.7 - Knowledge of patient diversity					
	3.8 - Perform basic computer applications					
	3.9 - Apply HIPAA (Health Insurance Portability and Accountability Act) regulations					

TECHNICAL STANDARDS FOR ARTICULATING

		Course Sequence				
ALLIED HEALTH SERVICES - OPTION E Medical Assisting Services - CIP No. 51.0800.3						
STANDARD 4.0	ASSIST WITH CHARTING PROCEDURES					
	4.1 - Identify and use the correct chart forms (paper and electronic)					
	4.2 - Note date, time and treatment at each visit					
	4.3 - Practice confidentiality of patient data following HIPAA regulations					
	4.4 - Register patient on arrival, procuring patient chart					
	4.5 - Complete patient registration forms					
STANDARD 5.0	PERFORM SCHEDULING AND OTHER OFFICE FUNCTIONS					
	5.1 - Obtain information needed to make patient appointments					
	5.2 - Schedule patient appointments					
	5.3 - Provide patients with complete appointment information					
	5.4 - Sort and prioritize mail					
	5.5 - Manage telephone calls					
	5.6 - Assist with patient education/instruction					
	5.7 - Obtain prior authorization from insurance companies					
	5.8 - Process referrals					
	5.9 - Direct patient to site of any further testing					
STANDARD 6.0	PREPARE PATIENT FOR PHYSICAL EXAMINATION					
	6.1 - Check vital signs, obtain chief complaint, and record findings					
	6.2 - Weigh and measure height of patient					
	6.3 - Drape patient					
	6.4 - Place patient in prescribed position					

TECHNICAL STANDARDS FOR ARTICULATING

		Course Sequence				
ALLIED HEALTH SERVICES - OPTION E Medical Assisting Services - CIP No. 51.0800.3						
	6.5 - Provide pillows for patient comfort					
	6.6 - Securely position small children as required					
	6.7 - Apply principles of body mechanics					
	6.8 - Instruct patients in preparation for examinations and procedures (such as routine physical exams and specialty exams)					
STANDARD 7.0	ASSIST IN THE ADMINISTRATION OF SELECTED TREATMENTS AND MEDICATIONS					
	7.1 - Change dressings or bandages					
	7.2 - Assist with physical modalities					
	7.3 - Administer provider-prescribed medication via specified routes applying the "six medication rights"					
STANDARD 8.0	ASSIST PROVIDER WITH PATIENT EXAMINATION					
	8.1 - Hand instruments and materials to provider as directed					
	8.2 - Assist physician in minor surgery					
	8.3 - Collect and process specimens					
	8.4 - Recognize a medical emergency and assist in providing aid					
	8.5 - Administer cardiopulmonary resuscitation					
	8.6 - Perform CLIA-waived point-of-care testing					
	8.7 - Apply principles of medical asepsis					
	8.8 - Follow OSHA guidelines					
STANDARD 9.0	MANAGE MEDICAL RECORDS					
	9.1 - Identify components of the medical record					
	9.2 - Insure completeness of the medical record					
	9.3 - Maintain integrity and security of the medical record					

TECHNICAL STANDARDS FOR ARTICULATING

ALLIED HEALTH SERVICES - OPTION E Medical Assisting Services - CIP No. 51.0800.3		Course Sequence				
	9.4 - Knowledge of record retention and purging					
STANDARD 10.0	DEMONSTRATE KNOWLEDGE AND USE OF SAFETY PRACTICES					
	10.1 - Practice fire safety					
	10.2 - Avoid environmental hazards					
	10.3 - Apply principles of body mechanics					
	10.4 - Understand imaging safety					
	10.5 - Practice NPSG (National Patient Safety Goals)					
	10.6 - Know and maintain MSDS (Material Safety Data Sheet)					
STANDARD 11.0	MAINTAIN EQUIPMENT, INSTRUMENTS, AND SUPPLIES					
	11.1 - Dispose of biohazardous waste					
	11.2 - Appropriate application of sanitization, disinfection, and sterilization					
	11.3 - Maintain aseptic integrity					
STANDARD 12.0	PERFORM OTHER CLINICAL SKILLS					
	12.1 - Perform venipuncture					
	12.2 - Perform electrocardiograms					
	12.3 - Perform visual acuity					
	12.4 - Perform audiometry					
	12.5 - Perform basic spirometry					
	12.6 - Perform pulse oximetry					
	12.7 - Perform ear lavage					