Arizona CTE

MEDICAL ASSISTING SERVICES 51.0800.60

PREPARE TREATMENT ROOM FOR EXAMINATION OF PATIENT MED.1.0	**1.3** Supply fresh linens and paper supplies MED.1.3
	1.4 Ensure functionality of all exam room equipment MED.1.4
	1.1 Clean and arrange patient care areas and check for safety hazards before rooming each patient and at end of day MED.1.1
	1.2 Stock instruments and replenish supplies MED.1.2
	1.5 Position instruments and equipment MED.1.5
	1.6 Check dated supplies for expiration; properly dispose of expired supplies MED.1.6
MANAGE FINANCIAL AND INSURANCE TRANSACTIONS MED.2.0	**2.1** Complete insurance claim forms correctly (appropriate terminology, insurance plans, current ICD/CPT codes and HIPAA regulations) MED.2.1
	2.2 Read, process, apply, and file the explanation of benefits (EOB) MED.2.2
	2.3 Enter procedure codes and charges accurately MED.2.3
DEMONSTRATE BASIC MEDICAL KNOWLEDGE AND COMMUNICATION SKILLS MED.3.0	**3.1** Identify and define commonly used root word, prefixes, and suffixes MED.3.1
	3.2 Identify and use commonly used medical abbreviations MED.3.2
	3.3 Demonstrate appropriate verbal and nonverbal communication skills MED.3.3
	3.4 Demonstrate coping skills (e.g., trauma, dying, death) MED.3.4
	3.5 Demonstrate telephone communication skills (e.g., answering, screening, documenting) MED.3.5
ASSIST WITH CHARTING PROCEDURES MED.4.0	**4.1** Complete patient registration forms MED.4.1
	4.2 Register patient on arrival and verify patient and chart using two patient identifiers MED.4.2
	Practice confidentiality of patient data following HIPAA regulations MED.4.3

Skip to main content

	4.4 Identify and use the correct chart forms (paper and electronic) MED.4.4
	4.5 Note date, time, and reason for visit MED.4.5
	4.6 Demonstrate knowledge of data collection formats for record keeping (e.g., SOAP, CHEDDAR, HPIP, POMR) MED.4.6
PERFORM SCHEDULING AND OTHER OFFICE FUNCTIONS MED.5.0	**5.1** Obtain and verify patient information for scheduling registration and check-in MED.5.1
	5.2 Schedule patient appointments (paper and electronic); provide patients with complete appointment information MED.5.2
	5.3 Sort and prioritize mail, email, and FAXES MED.5.3
	5.4 Prioritize and process telephone calls MED.5.4
	5.5 Obtain prior authorization from insurance companies MED.5.5
	5.6 Process referrals MED.5.6
	5.7 Process patient for checkout and provide any additional instructions MED.5.7
	5.8 Perform basic computer applications (word processing, spreadsheet, electronic health records, practice management software) MED.5.8
PREPARE PATIENT FOR PHYSICAL EXAMINATION MED.6.0	**6.1** Verify patient identification using two forms of identification MED.6.1
	6.2 Check vital signs (including manual blood pressure); obtain chief complaint, allergies, medication history, and pain level; and record findings MED.6.2
	6.3 Weigh and measure (standard and metric) height of patient MED.6.3
	6.4 Measure chest and head circumference of pediatric patient MED.6.4
	6.5 Recognize changes in patient condition and report changes to licensed health care provider MED.6.5
	6.6 Prepare patient for exam or procedure (gown/drape) MED.6.6
	6.7 Place patient in appropriate position for procedure (sitting, standing, supine, Sims, Fowler's, semi-Fowler, prone, Trendelenberg, lithotomy) MED.6.7
	6.8 Provide for patient comfort, safety, and privacy/modesty MED.6.8
	6.9 Instruct patients in preparation for examinations and procedures (e.g., routine physical exams and specialty exams) MED.6.9

Skip to main content

ASSIST IN THE ADMINISTRATION OF SELECTED TREATMENTS AND MEDICATIONS MED.7.0	**7.1**	**Change dressings or bandages** MED.7.1
	7.2	**Perform wound care (e.g., sterile technique, cultures)** MED.7.2
	7.3	**Recognize changes in wound and report to licensed health care provider** MED.7.3
	7.4	**Remove sutures and skin staples** MED.7.4
	7.5	**Assist with physical modalities (e.g., application of heat/cold, splints/slings, ACE bandages)** MED.7.5
	7.6	**Analyze medication to be administered for correct use, dosage range, side effects, contraindications, and patient education** MED.7.6
	7.7	**Identify apothecary measurements** MED.7.7
	7.8	**Perform dosage calculations** MED.7.8
	7.9	**Calculate amount and prepare medication to be administered to patient** MED.7.9
	7.10	**Administer provider-prescribed medication via specified routes applying the "eight rights"** MED.7.10
	7.11	**Re-evaluate patient for adverse reactions and report changes to licensed health care provider** MED.7.11
	7.12	**Perform prescription refills as directed by licensed health care provider** MED.7.12
	7.13	**Explain vaccinations (e.g., types/use, administration, record keeping)** MED.7.13
ASSIST PROVIDER WITH PATIENT EXAMINATION MED.8.0	**8.1**	**Provide instruments and materials as directed** MED.8.1
	8.2	**Assist physician in minor surgery** MED.8.2
	8.3	**Collect and process specimens** MED.8.3
	8.4	**Recognize a medical emergency and assist in providing aid** MED.8.4
	8.5	**Explain and demonstrate cardiopulmonary resuscitation** MED.8.5
	8.6	**Perform CLIA-waived point-of-care testing** MED.8.6
	8.7	**Employ principles of asepsis (e.g., sanitization, disinfection, sterilization)** MED.8.7
		Assist with patient education/instruction MED.8.8

Skip to main content

MANAGE MEDICAL RECORDS MED.9.0	**9.1** Identify components of the medical record MED.9.1
	9.2 Ensure completeness of the medical record MED.9.2
	9.3 Maintain integrity and security of the medical record MED.9.3
	9.4 Explain medical filing systems (e.g., numeric, alphabetical) MED.9.4
	9.5 Explain record retention practices MED.9.5
	9.6 Explain release of medical record and HIPAA requirements MED.9.6
APPLY STANDARD PRECAUTIONS AND SAFETY MEASURES MED.10.0	**10.1** Demonstrate knowledge of communicable diseases and bloodborne pathogens MED.10.1
	10.2 Use Universal Precautions according to OSHA (Occupational Safety and Health Administration) and use Transmission-based Precautions according to CDC (Center for Disease Control) MED.10.2
	10.3 Use proper hand hygiene according CDC (Center for Disease Control) MED.10.3
	10.4 Don, remove, and discard PPE (personal protective equipment such as gloves, gowns, masks, lab coats, goggles, and face shields) according to standard procedure MED.10.4
	10.5 Demonstrate knowledge of isolation and the use of isolation procedures MED.10.5
	10.6 Comply with hazardous labeling requirements according to OSHA (e.g., safety signs, symbols, and special instructions) MED.10.6
	10.7 Describe procedures for cleaning laboratory spills MED.10.7
	10.8 Handle and dispose of contaminated and hazardous items according to OSHA guidelines MED.10.8
	10.9 Use fire and chemical safety protocols (e.g., SDSs and the use of fire extinguishers) MED.10.9
	10.10 Describe evacuation plans used by various facilities and statewide alert codes MED.10.10
	10.11 Maintain a clean work area (e.g., cleaning agents, Clorox, and other disinfectants) MED.10.11
	10.12 Maintain a safe work environment (e.g., proper storage of equipment, materials, and chemicals; proper containment of food and personal items; hair tied back and minimal jewelry) MED.10.12

Skip to main content

	10.13 Use equipment, materials, and chemicals according to manufacturer guidelines MED.10.13
	10.14 Report unsafe conditions for self and others (e.g., frayed cords, spillages, puddles on floor, bed rails down) MED.10.14
	10.15 Demonstrate proper body mechanics and lifting techniques MED.10.15
	10.16 Demonstrate imaging safety MED.10.16
	10.17 Practice NPSG (National Patient Safety Goals) MED.10.17
	10.18 Demonstrate understanding of and maintain SDSs (Safety Data Sheets) MED.10.18
APPLY LEGAL AND ETHICAL PRACTICES MED.11.0	**11.1** Follow local, state, and federal laws and regulations for Medical Assistants MED.11.1
	11.2 Explain HIPAA regulations and requirements MED.11.2
	11.3 Adhere to organizational policy and procedures for Medical Assistants MED.11.3
	11.4 Maintain positive professional relationships in the workplace MED.11.4
	11.5 Understand and respect cultural differences MED.11.5
	11.6 Perform professional responsibilities with honesty, reliability, and integrity MED.11.6
	11.7 Perform only those tasks for which training has been received MED.11.7
PERFORM OTHER CLINICAL SKILLS MED.12.0	**12.1** Perform venipuncture MED.12.1
	12.2 Perform electrocardiograms MED.12.2
	12.3 Perform visual acuity and color vision testing MED.12.3
	12.4 Perform audiometry MED.12.4
	12.5 Perform basic spirometry and peak flow testing MED.12.5
	12.6 Administer SVN (small volume nebulizer) treatment MED.12.6
	12.7 Perform pulse oximetry MED.12.7
	12.8 Perform ear lavage MED.12.8

Skip to main content

IDENTIFY STRUCTURE AND FUNCTION OF BODY SYSTEMS MED.13.0

13.1 Identify structure and function of the Integumentary System MED.13.1

13.2 Identify structure and function of the Musculoskeletal System MED.13.2

13.3 Identify structure and function of the Circulatory System MED.13.3

13.4 Identify structure and function of the Respiratory System MED.13.4

13.5 Identify structure and function of the Gastrointestinal System MED.13.5

13.6 Identify structure and function of the Urinary System MED.13.6

13.7 Identify structure and function of the Nervous System MED.13.7

13.8 Identify structure and function of the Endocrine System MED.13.8

13.9 Identify structure and function of the Reproductive System MED.13.9

13.10 Identify structure and function of the Sensory System MED.13.10

13.11 Identify structure and function of the Lymphatic System MED.13.11