Idaho CTE

Medical Assisting (2019)

THE MEDICAL ASSISTING PROFESSION 1

1 Roles and Responsibilities 1.1

1. Describe the duties and responsibilities of a medical assistant. 1.1.1
2. Explain the personal and professional attributes of a medical assistant. 1.1.2
3. Discuss the role of a medical assistant as a liaison between the health care team and the patient. 1.1.3
4. Discuss the role of a medical assistant as a patient navigator. 1.1.4
5. Determine available community resources. 1.1.5

2 Health Care Team 1.2

1. Explain the professional organizations associated with medical assisting. 1.2.1
2. Analyze employment opportunities for medical assistant. 1.2.2
3. Define the health care team. 1.2.3
4. Identify the members of the health care team. 1.2.4
5. Summarize the duties and responsibilities of the health care team. 1.2.5
6. Describe the medical assistant role within the health care team. 1.2.6

3 Credentialing 1.3

1. Describe the educational processes for becoming a medical assistant. 1.3.1
2. Describe the requirements for certification and registration. 1.3.2
3. Describe the requirements for licensure. 1.3.3

FOUNDATIONS OF MEDICAL ASSISTING 2

1 Medical Terminology 2.1

1. Interpret the word elements used in medical terms. 2.1.1
2. Define vocabulary for body systems. 2.1.2
3. Define vocabulary for medical procedures. 2.1.3
4. Describe accepted abbreviations used in health care. 2.1.4
5. Use correct medical terminology and abbreviations. 2.1.5

2 The Human Body 2.2

1. Describe major body systems. 2.2.1
2. Explain the structures and functions of body systems. 2.2.2

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3 Identify common disorders of body systems. 2.2.3

3 Law and Ethics 2.3

1 Identify federal and state laws governing health care as it pertains to the scope of practice of a medical assistant. 2.3.1

2 Explain standards for Health Insurance Portability and Accountability Act (HIPAA) regulations. 2.3.2

3 Describe industry standards in written and electronic communication and documentation. 2.3.3

4 Differentiate between ethics and morals. 2.3.4

5 Differentiate between personal and professional ethics. 2.3.5

6 Outline standards for harassment, labor, and employment laws. 2.3.6

ADMINISTRATIVE PROCEDURES 3

1 Technology 3.1

1 Operate basic medical office equipment. 3.1.1

2 Discuss file storage, communication, and file security measures as pertains to Health Insurance Portability and Accountability Act (HIPAA). 3.1.2

3 Demonstrate appropriate use of social media in the medical field. 3.1.3

4 Discuss workplace safety and security. 3.1.4

2 Clerical Functions 3.2

1 Demonstrate professional telephone techniques and interpersonal skills. 3.2.1

2 Use appointment scheduling matrix system. 3.2.2

3 Complete a patient registration. 3.2.3

4 Identify the components of a patient health record. 3.2.4

5 Identify different types of health care insurance coverage. 3.2.5

6 Define basic insurance terminology. 3.2.6

7 Describe ways to promote appropriate transmission of data. 3.2.7

3 Bookkeeping 3.3

1 Summarize billing, claims, processing, and fee schedules. 3.3.1

2 Prepare patient charges, super bill, route slip, encounter form, and claim form. 3.3.2

3 Describe collection laws. 3.3.3

4 Calculate and process balance sheets, day sheets, and ledger sheets. 3.3.4

5 Calculate and process deposits, payroll, accounts receivable, accounts payable and adjustments. 3.3.5

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CLINICAL PROCEDURES 4

1 Patient Documentation 4.1

1. Identify components of a comprehensive medical history. 4.1.1
2. Identify differences between charting methods. 4.1.2
3. Demonstrate accurate documentation in medical records. 4.1.3
4. Recognize legal documentation guidelines for medical records. 4.1.4

2 Patient Care 4.2

1. Identify vital signs. 4.2.1
2. Summarize the characteristics and normal range of each vital sign. 4.2.2
3. Obtain and document vital signs. 4.2.3
4. Identify the purpose and components of a physical exam. 4.2.4
5. Describe the role of the medical assistant during examinations. 4.2.5
6. Describe the role of the medical assistant in specialty examinations. 4.2.6
7. Define complementary and alternative medicine. 4.2.7
8. Instruct patient and/or support system according to specific needs. 4.2.8

PROFESSIONALISM FOR MEDICAL ASSISTING 5

1 Communication 5.1

1. Describe types of communication. 5.1.1
2. Define effective communication. 5.1.2
3. Analyze elements in the communication process. 5.1.3
4. Identify barriers and solutions to effective communication. 5.1.4

2 Diverse Patient Populations and Sensitivity 5.2

1. Identify physical, mental, cognitive, and social or other needs of patients as they impact the delivery of health care. 5.2.1
2. Define diverse patient populations. 5.2.2
3. Identify special needs of diverse patient populations. 5.2.3
4. Describe how to recognize and respect diverse patient populations. 5.2.4
5. Integrate cultural diversity and sensitivity amongst the health care system. 5.2.5
6. Describe safety issues and accommodations for patients with special needs. 5.2.6
7. Describe issues relating to health literacy. 5.2.7

EMERGENCY AND SAFETY PROTOCOLS 6

1 CPR and First Aid 6.1

1. Apply the concept of Universal Precautions to the practice of first aid and CPR. 6.1.1

Explain the importance of cardiopulmonary resuscitation (CPR). 6.1.2

Demonstrate how to manage an obstructed airway 6.1.3

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4 Demonstrate the proper technique for performing Basic Life Support for the Health Care Provider CPR/AED and basic first aid on an adult, child, and infant. 6.1.4

2 Medical Office Safety and Compliance 6.2

1 Identify Center for Disease Control (CDC) regulations including Bloodborne Pathogen standards. 6.2.1

2 Describe Occupational Safety and Health Administration (OSHA) regulations as they apply to health care. 6.2.2

3 Describe quality assurance. 6.2.3

4 Identify federal, state, and local laboratory regulations and safety procedures. 6.2.4

3 Infection Control 6.3

1 Describe the chain of infection. 6.3.1

2 Identify aseptic and infection control measures. 6.3.2

3 Differentiate between surgical and medical aseptic procedures. 6.3.3

4 Define standard precautions. 6.3.4

5 Demonstrate proper use of standard precautions. 6.3.5

6 Outline procedures for biohazard and waste disposal. 6.3.6

4 Patient Emergencies 6.4

1 Identify patient physical emergencies. 6.4.1

2 Identify patient psychological and behavioral emergencies. 6.4.2

3 Describe what to do in the event of a patient emergency. 6.4.3