



## Entry Level Assessment Blueprint

## Medical Assisting



*Test Code: 4455 / Version: 01*

## Specific Competencies and Skills Tested in this Assessment:

### Medical Office Procedures

- Greet, receive, and direct patients and visitors
- Prepare and manage patient medical records (e.g., obtaining and recording patient's demographic data and insurance information)
- Schedule and maintain patient appointment logs (e.g., including no-shows, call-backs, reschedules, and cancellations)
- Demonstrate knowledge about types of insurance (e.g., PPOs, HMOs, managed care and referrals including prescriptions)
- Demonstrate knowledge of billing practices (e.g., including insurance forms, terminology, procedure, and diagnosis coding)
- Demonstrate job-related computer skills (e.g., including word processing, terminology, presentation software)



### Foundations of Health Care

- Identify and use medical terminology, approved abbreviations, and symbols
- Identify the relationship between anatomy, physiology, and pathology
- Demonstrate proficiency in basic medical math (e.g., conversions)

### General Laboratory Procedures and Diagnostic Testing

- Demonstrate proper ECG procedures and other cardiovascular testing
- Demonstrate proficiency with laboratory procedures, collecting and preparing specimens, and point-of-care testing such as urinalysis, (limited) blood tests, and cultures
- Perform and properly document vision and hearing tests
- Demonstrate understanding of biomedical equipment usage and maintenance
- Complete ancillary medical services requisitions and logs
- Demonstrate knowledge of venipuncture procedures
- Demonstrate knowledge of pulmonary function testing/procedures

**Medical Assisting (continued)**

**Clinical Practices and Patient Care**

- Prepare examination room and organize equipment for patient procedures
- Assist with patient examinations, transfers, treatments, and minor surgeries
- Perform aseptic techniques (e.g., sterilization, sanitation, disinfection), and set up and maintain a sterile field
- Take vital signs, patient's height and weight, record data and report abnormalities
- Identify various documentation formats including paperless charting
- Position and drape patient for examination and/or treatment
- Identify basic medical instruments and equipment
- Calculate medication dosages and administration routes
- Demonstrate knowledge of intradermal testing (e.g., Mantoux, allergy)
- Identify various drugs, drug classifications, and clinical indications
- Perform irrigation and/or lavage (e.g., ear and eye)
- Perform suture or staple removal
- Perform dressing changes and related first aid
- Demonstrate knowledge of nebulizer treatments/procedures
- Perform basic first aid and identify CPR/AED basic principles
- Demonstrate knowledge of nutrition principles, therapeutic diets, and health and wellness practices
- Demonstrate knowledge of cultural diversity awareness and holistic modalities
- Identify the stages of growth and development
- Demonstrate knowledge of urinary catheterization procedures
- Demonstrate knowledge of assistive devices
- Demonstrate knowledge of cast care principles



***Medical Assisting (continued)***

**Medical Assisting Safety**

- Demonstrate understanding of standard precaution practices
- Demonstrate knowledge of Safety Data Sheets (SDS)
- Demonstrate knowledge of handling and disposal of contaminated materials or spills
- Demonstrate proper handwashing techniques

**Patient Instruction**

- Instruct patients in techniques for collection of specimens
- Instruct patients regarding preparations for diagnostic tests
- Communicate discharge instructions
- Identify subjective/objective assessment and plan for each patient
- Identify special considerations for pediatric, disability, disease progression, geriatric patients

**Medical Law and Ethics for Health Care**

- Identify and adhere to legal documents, standards, statutes, and regulations (e.g., advanced directives, DNR, healthcare proxy)
- Identify and adhere to work ethics and professional standards
- Identify and apply principles related to patient rights, HIPAA (e.g., confidentiality, privacy, and security), and protected health information regulations (electronic and written)
- Identify members of an interdisciplinary healthcare team and know scope of practice for each

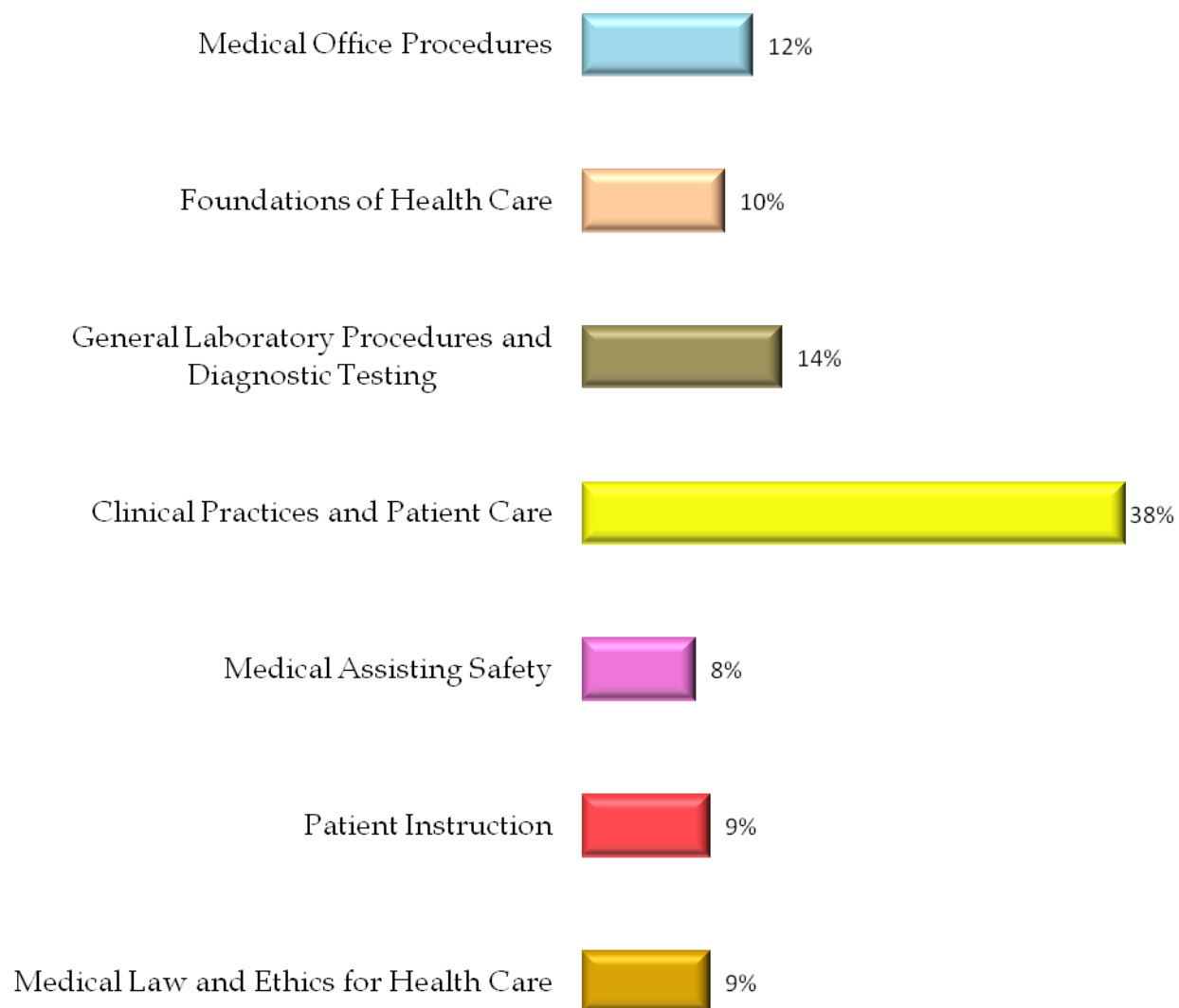


## Written Assessment:

**Administration Time:** 3 hours

**Number of Questions:** 197

### Areas Covered:



## Sample Questions:

A patient has had a change of address. The medical assistant should

- A. take a new photo of the patient for the medical record
- B. create a new patient medical record
- C. write a memo of the change and place it in the medical record
- D. update the new address in the medical record as soon as possible

A patient with a diagnosis of hyperopia

- A. is farsighted
- B. is nearsighted
- C. has a dry eye
- D. has a blocked tear duct

A/An \_\_\_\_\_ microscope typically has a two-lens system.

- A. electron
- B. phase contrast
- C. compound
- D. fluorescence

Instructing a patient following a minor surgical procedure should include which of the following?

- A. signs of infection
- B. insurance reimbursement
- C. informed consent
- D. surgical consent

A drug that quickly relaxes respiratory tract muscles is called a/an

- A. vasodilator
- B. antihistamine
- C. bronchodilator
- D. anti-inflammatory



**Medical Assisting (continued)**

If a glove tears during a procedure involving body fluids, the medical assistant should

- A. take the gloves off and finish the procedure
- B. finish the procedure, then wash his/her hands
- C. stop immediately, remove gloves, wash hands, and reapply gloves
- D. place a second pair of gloves over the torn ones

The correct procedure to obtain a clean-catch urine sample is to collect

- A. the last urine specimen before bed
- B. the urine specimen after eating breakfast
- C. as soon as the urine stream begins
- D. the specimen in midstream

What type of illness must be reported to the local board of health?

- A. chronic
- B. communicable
- C. only those related to hepatic issues
- D. only sexually transmitted diseases

When applying electrocardiograph leads,

- A. remove lotion or oil with alcohol swabs
- B. remove lotion or oil with hydrocortisone cream
- C. apply lead V4 at the fourth intercostal space (ICS), right sternal border
- D. apply lead V1 at the fourth intercostal space (ICS), left sternal border

When calling a prescription in to a pharmacy,

- A. inform the pharmacist of the patient's diagnosis
- B. ask the pharmacist what prescription insurance coverage the patient carries
- C. call the pharmacy closest to the doctor's office
- D. gather all pertinent patient information and have it available before making the call

**Performance Assessment:****Administration Time:** 1 hour and 15 minutes**Number of Procedures:** 6**Areas Covered:**

9%

**Positioning**

Participant will introduce self, identify the patient, explain the need to reposition, and assist patient into place on exam table or bed and position properly.

23%

**Blood Pressure and Pulse Measurement**

Participant will gather equipment, identify the patient, explain the procedure to the patient, check for contraindications, locate and count the radial pulse, place the cuff and stethoscope at the correct location, take blood pressure, ensure comfort and safety, and clean work area.

18%

**Electrocardiogram**

Participant will gather equipment, identify the patient, explain the procedure to the patient, position the patient, properly drape patient maintaining privacy, place electrodes correctly, perform ECG, maintain safety, document procedure, and clean work area.

21%

**Visual Acuity Screening**

Participant will identify patient and introduce self, explain the procedure, and have the patient read the chart using both eyes, just the left eye, and just the right eye, and record all of the observations, while following proper hygiene procedures and clean work area.

18%

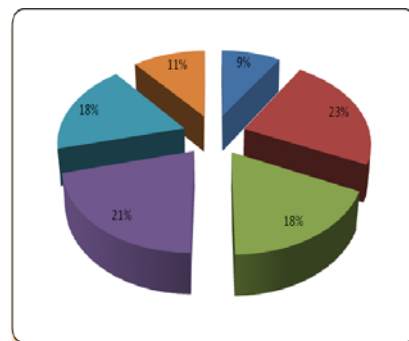
**Lab Requisition Form**

Participant will complete specimen label and lab service requisition form neatly and legibly, properly placing specimen in receptacle with requisition form for the lab, while following proper hygiene procedures, and clean work area.

11%

**Applying and Removing Sterile Gloves**

Participant will gather equipment, simulate hand washing, apply gloves, remove gloves, properly dispose of gloves simulate hand washing, and clean work area.





**Sample Procedure:** Apply and Removing Sterile Gloves

**Maximum Time:** 10 minutes

**Participant Activity:** The participant will prepare for sterile gloving by simulating hand washing technique. Apply and remove sterile gloves, maintaining the sterility of gloves and avoiding contamination of self. Appropriately dispose of gloves and simulate hand washing technique after disposal. When finished, the participant will clean area and return to pretest conditions.

