

MEDICAL ASSISTING

The various tasks that medical assistants perform include, but are not necessarily limited to, those on the following list. The tasks presented in this inventory are considered by American Medical Technologists to be representative of the medical assisting job role. This document should be considered dynamic, to reflect the medical assistant's evolving role with respect to contemporary health care. Therefore, tasks may be added, removed, or modified on an on-going basis.

I. GENERAL MEDICAL ASSISTING KNOWLEDGE

A. Anatomy and Physiology

1. Identify structure and function of body systems
2. Identify and define disorders and diseases of the body

B. Medical Terminology

1. Identify word parts
2. Define medical terms
3. Identify common abbreviations and symbols
4. Accurately spell medical terms

C. Medical Law

1. Identify and understand the application of medical law
2. Identify licensure, certification, and registration regulations

D. Medical Ethics

1. Identify and employ principles of medical ethics
2. Recognize and apply ethical conduct
3. Recognize and apply professional development

E. Human Relations

1. Understand and employ group specific responses in patient relations
2. Employ appropriate interpersonal skills
3. Observe and respect cultural diversity

F. Patient Education

1. Identify and apply proper communication methods in patient instruction
2. Develop, assemble, and maintain patient resource materials

II. ADMINISTRATIVE MEDICAL ASSISTING

A. Insurance

1. Identify and apply insurance related terminology
2. Identify and understand application of various insurance plans
3. Complete and file claim forms
4. Understand and perform electronic insurance claims
5. ICD-9/CPT Coding applications
6. Identify and apply HIPAA mandated coding systems
7. Understand proper financial applications of medical insurance

B. Financial Bookkeeping

1. Understand terminology associated with medical financial book keeping
2. Maintain and employ proper patient billing procedures
3. Understand and perform proper collection procedures
4. Perform appropriate fundamental medical office accounting procedures
5. Understand and perform office banking duties
6. Understand and prepare employee payroll
7. Apply appropriate financial calculations and accounting procedures

C. Medical Secretarial - Receptionist

1. Understand and correctly apply terminology associated with receptionist duties
2. Understand and perform general reception of patients and visitors
3. Employ appointment scheduling system
4. Understand and employ appropriate oral and written communication
5. Understand and perform appropriate medical records management
6. Understand and apply appropriate charting guidelines and regulations
7. Protect, store and retain medical records according to HIPAA regulations
8. Understand and perform electronic insurance claims
9. Understand preparation and release of protected health information adhering to HIPAA regulations
10. Perform accurate transcription of dictation
11. Employ supplies and equipment management
12. Identify and understand medical office computer applications
13. Employ procedures in compliance with OSHA guidelines and regulations of office safety

III. CLINICAL MEDICAL ASSISTING

A. Asepsis

1. Understand and apply appropriate medical terminology
2. Identify and understand state and federal universal blood borne pathogen and body fluid precautions
3. Identify and employ proper medical/surgical asepsis procedure

B. Sterilization

1. Understand and employ appropriate terminology associated with sterilization
2. Identify procedures for sanitization
3. Identify procedures for disinfection
4. Identify procedures for sterilization
5. Identify and employ proper record keeping procedures

C. Instruments

1. Identify common and specialty instrument parts
2. Define the use of common instruments
3. Understand procedures in the care and handling of disposable and re-usable instruments.

D. Vital Signs / Mensurations

1. Identify and perform blood pressure measurement
2. Identify and perform pulse measurement
3. Identify and perform respiration measurement
4. Identify and perform height, weight and circumference measurements
5. Identify and perform temperature measurement
6. Recognize normal and abnormal measurement results

E. Physical Examinations

1. Obtain patient history information, employing proper charting procedures
2. Identify patient positions for examination
3. Define and understand methods of examination
4. Identify procedures in specialty examinations
5. Identify and perform visual acuity measurements
6. Identify and perform allergy testing procedure
7. Identify normal and deviations from normal results

F. Clinical Pharmacology

1. Define and apply terminology associated with pharmacology
2. Identify and define commonly used drugs and their categories
3. Identify and describe routes of medication administration
4. Identify and properly perform parenteral administration medications (Subcutaneous, Intramuscular, Intradermal, Z-Tract)
5. Identify and understand drug schedules and legal prescriptions requirements for each
6. Understand Drug Enforcement Agency regulations for ordering, dispensing, storage, and documentation of medication use
7. Understand use of drug reference books

G. Minor Surgery

1. Identify commonly used surgical supplies and instruments
2. Identify and employ asepsis in surgical procedures
3. Identify surgical tray preparation and sterile field respect
4. Identify procedures which prevent transmission of pathogens
5. Perform patient preparation procedures
6. Understand surgical assistant and circulating duties in minor surgery
7. Perform dressing and bandaging techniques
8. Perform suture and staple removal
9. Identify biohazard waste disposal procedures
10. Understand and instruct patient in pre- and post-surgical care

H. Therapeutic Modalities

1. Identify various standard therapeutic modalities
2. Identify and define alternative/complementary therapies
3. Instruct patient in assistive devices, body mechanics and home care

I. Laboratory Procedures

1. Identify and comply with OSHA safety guidelines in the laboratory
2. Understand and employ quality control and assessment regulations
3. Identify and properly operate laboratory equipment
4. Perform CLIA waived laboratory testing procedures
5. Perform proper capillary, dermal and venipuncture procedures
6. Identify and perform proper procedures for all specimen collection such as: (urine, throat, vaginal, wound cultures - stool, sputum)
7. Understand proper specimen handling and preparation
8. Maintain laboratory records according to state and federal guidelines
9. Know and adhere to the M A Scope of Practice in the laboratory

J. Electrocardiography

1. Identify and perform Standard, 12 Lead ECG Testing
2. Understand and perform mounting techniques for permanent record
3. Identify rhythm strip ECG monitoring on Lead II

K. First Aid

1. Recognize emergencies and employ proper First Aid procedures
2. Maintain emergency crash cart supplies
3. Understand legal responsibilities as a first responder



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American Medical Technologists is a national certification organization that has been certifying medical assistants since 1972. AMT's certifications include: medical and dental assisting, medical administrative specialist, phlebotomy technician, office laboratory technician, medical laboratory technician and medical technologist.