



## Medical Assistant

Education: High School Diploma or GED

Experience: Six (6) months in the field or one (1) or more years of recent verifiable related experience and/or training.

### Responsibilities:

1. May answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.
2. Draws and collects blood samples from patients, verifies records, prepares specimens for laboratory analysis, dispose of contaminated supplies, and sterilize medical instruments. May prick finger to draw blood.
3. May take medical history and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during examination.
4. May instruct patients about medication and special diets, prepare and administer medications as directed by physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.
5. Has knowledge of commonly used concepts, practices and procedures within healthcare field.
6. Relies on instructions and pre-established guidelines to perform the functions of the job.
7. Works under immediate supervision and typically reports to a supervisor or manager.

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Signature

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Date

January, 2006



## Certified Medical Assistant

Education: High School Diploma or GED and Medical Assistant Certification

Experience: Six (6) months in the field with new certification or one (1) or more years of recent verifiable related experience and/or training.

### Responsibilities:

1. May answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.
2. Draws and collects blood samples from patients, verifies records, prepares specimens for laboratory analysis, dispose of contaminated supplies, and sterilize medical instruments. May prick finger to draw blood.
3. May take medical history and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during examination.
4. May instruct patients about medication and special diets, prepare and administer medications as directed by physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.
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Signature

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Date

January, 2006

## CMA/MA Skills Checklist

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*Please note years of experience (1 year required).**

SKILLS	Years Exp	SKILLS	Years Exp
<b>Lab Tests</b>		<b>Body systems</b>	
Vision testing		Nervous systems	
Pregnancy testing		Urinary systems	
Urinalysis		Respiratory systems	
Hearing screening		Digestive systems	
Throat swabs		Reproductive systems	
Vaginal swabs		Endocrine systems	
Stool swabs		<b>Office Duties</b>	
Venipuncture		Scheduling patient appointments	
Capillary blood collection		Ordering supplies	
Stool collection		Invoices	
Wound swabs		Answering phones	
Sputum collection		Filing	
Labeling		Organizing medical records	
Specimen preservation		Internet/computer skills/email	
Other (list):		Coding	
<b>Emergencies</b>		Third party billing	
Fracture		Spreadsheets	
Bleeding		Transcribing	
Burns		<b>Population-Specific</b>	
Cardiac/Respiratory arrest		Neo-natal	
Choking		Pediatrics	
Poisoning		Adolescents	
Other (list):		Adults	
		Geriatric	
<b>General</b>			
Vital signs			
Stethoscope		<b>Number of years as MA</b>	
Cast supplies		<b>Number of years as CMA</b>	
ECG machine			
Scale			
Nebulizers			
Wheelchairs			
Stretchers			
Exam table			
Oxygen			
Aseptic technique			
Other (list):			

\_\_\_\_\_  
SHA Representative Signature

\_\_\_\_\_  
Date

## Certified Medical Assistant/Medical Assistant Exam

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Please circle the correct answer.*

1. Proper hand washing is the single most important technique to prevent the spread of germs and microorganisms.
  - a. True
  - b. False
  
2. You observe someone having a convulsion. You should:
  - a. restrain the movements
  - b. force something between the teeth to prevent injury to the tongue
  - c. move articles away that the patient might strike and injure him/herself
  - d. encourage the patient to be active following the attack.
  
3. A patient who is choking begins to cough. You should:
  - a. administer chest thrusts
  - b. sweep/his/her mouth
  - c. encourage him/her to continue coughing
  - d. encourage him/her to drink water
  
4. The person you are eating with suddenly begins to choke and grasps his/her throat. You should:
  - a. run for help
  - b. start CPR
  - c. use the Heimlich Maneuver
  - d. ignore him/her
  
5. The Medical Assistant will turn patients frequently when they are unable to change their position:
  - a. to prevent contractures
  - b. to improve circulation
  - c. to prevent decubitus ulcers
  - d. all of the above
  
6. You are assigned to give postmortem care. You assemble equipment to:
  - a. give a bed bath
  - b. give afternoon (PM) care
  - c. determine vital signs
  - d. care for the body after death
  
7. A blood pressure of 70/30 should be reported to the nurse in charge since:
  - a. this blood pressure is low
  - b. this person is hypotensive
  - c. this could become an emergency
  - d. all of the above
  
8. A blood pressure of 180/108 should be reported to the nurse since:
  - a. this person is hypertensive
  - b. this person could have a stroke
  - c. this blood pressure is not within normal limits
  - d. all of the above
  
9. When caring for a disoriented patient, the CMA/MA should:
  - a. speak slowly and clearly and repeat things if necessary
  - b. give two instructions at the same time.
  - c. use negative comments to change the behavior
  - d. use physical restraints
  
10. Alzheimer's disease is:
  - a. the least common form of dementia
  - b. a condition which affects only people who are age 1 – 5
  - c. progressive and cannot be cured
  - d. all of the above