

ARIZONA CTE CAREER PREPARATION STANDARDS & MEASUREMENT CRITERIA

MEDICAL ASSISTING SERVICES, 51.0800.6	
STANDARD 1.0 -- PREPARE TREATMENT ROOM FOR EXAMINATION OF PATIENT	
1.1	Check to see that room is clean and properly arranged and check for safety hazards
1.2	Provide instruments and consumables
1.3	Supply fresh linens and paper supplies
1.4	Position instruments and equipment and ensure functionality
1.5	Insure inventory
1.6	Replenish supplies
1.7	Store dated supplies properly
STANDARD 2.0 -- MANAGE FINANCIAL/INSURANCE TRANSACTIONS	
2.1	Complete insurance forms using appropriate terminology, insurance plans/claim/forms, ICD-9/CPT coding applications, HIPAA mandated coding systems, and financial applications of medical insurance
2.2	Maintain financial records
STANDARD 3.0 -- APPLY TECHNICAL KNOWLEDGE AND COMMUNICATION SKILLS	
3.1	Use medical terminology as appropriate
3.2	Apply medical ethics
3.3	Demonstrate appropriate verbal and nonverbal communication skills
3.4	Maintain positive professional relationship with patient
3.5	Knowledge of structure and function of body systems
3.6	Knowledge of causes and effects of common disease disorders for each body system
3.7	Knowledge of patient diversity
3.8	Perform basic computer applications
3.9	Apply HIPAA (Health Insurance Portability and Accountability Act) regulations
STANDARD 4.0 – ASSIST WITH CHARTING PROCEDURES	
4.1	Identify and use the correct chart forms (paper and electronic)

These technical knowledge and skill standards were validated by a Skill Standards Validation Committee on August 14, 2007, and used in the adaptation, adoption, and development of test items for pilot testing in Spring 2008.

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4.2	Note date, time, and treatment at each visit
4.3	Practice confidentiality of patient data following HIPAA regulations
4.4	Register patient on arrival, procuring patient chart
4.5	Complete patient registration forms
STANDARD 5.0 -- PERFORM SCHEDULING AND OTHER OFFICE FUNCTIONS	
5.1	Obtain information needed to make patient appointments
5.2	Schedule patient appointments
5.3	Provide patients with complete appointment information
5.4	Sort and prioritize mail
5.5	Manage telephone calls
5.6	Assist with patient education/instruction
5.7	Obtain prior authorization from insurance companies
5.8	Process referrals
5.9	Direct patient to site of any further testing
STANDARD 6.0 -- PREPARE PATIENT FOR PHYSICAL EXAMINATION	
6.1	Check vital signs, obtain chief complaint, and record findings
6.2	Weigh and measure height of patient
6.3	Drape patient
6.4	Place patient in prescribed position
6.5	Provide pillows for patient comfort
6.6	Securely position small children as required
6.7	Apply principles of body mechanics
6.8	Instruct patients in preparation for examinations and procedures (such as routine physical exams and specialty exams)
STANDARD 7.0 -- ASSIST IN THE ADMINISTRATION OF SELECTED TREATMENTS AND MEDICATIONS	
7.1	Change dressings or bandages

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7.2	Assist with physical modalities
7.3	Administer provider-prescribed medication via specified routes applying the "six medication rights"
STANDARD 8.0 – ASSIST PROVIDER WITH PATIENT EXAMINATION	
8.1	Hand instruments and materials to provider as directed
8.2	Assist physician in minor surgery
8.3	Collect and process specimens
8.4	Recognize a medical emergency and assist in providing aid
8.5	Administer cardiopulmonary resuscitation
8.6	Perform CLIA-waived point-of-care testing
8.7	Apply principles of medical asepsis
8.8	Follow OSHA guidelines
STANDARD 9.0 -- MANAGE MEDICAL RECORDS	
9.1	Identify components of the medical record
9.2	Insure completeness of the medical record
9.3	Maintain integrity and security of the medical record
9.4	Knowledge of record retention and purging
STANDARD 10.0 -- DEMONSTRATE KNOWLEDGE AND USE OF SAFETY PRACTICES	
10.1	Practice fire safety
10.2	Avoid environmental hazards
10.3	Apply principles of body mechanics
10.4	Understand imaging safety
10.5	Practice NPSG (National Patient Safety Goals)
10.6	Know and maintain MSDS (Material Safety Data Sheet)
STANDARD 11.0 --MAINTAIN EQUIPMENT, INSTRUMENTS, AND SUPPLIES	
11.1	Dispose of biohazardous waste

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11.2	Appropriate application of sanitization, disinfection, and sterilization
11.3	Maintain aseptic integrity
STANDARD 12.0 — PERFORM OTHER CLINICAL SKILLS	
12.1	Perform venipuncture
12.2	Perform electrocardiograms
12.3	Perform visual acuity
12.4	Perform audiometry
12.5	Perform basic spirometry
12.6	Perform pulse oximetry
12.7	Perform ear lavage