

## Specific Competencies and Skills Tested in this Assessment:

### Medical Office Procedures

- Greet, receive, and direct patients and visitors
- Place, receive, and properly document and disseminate office telecommunications
- Obtain and record patient's demographic data and insurance information
- Schedule and maintain patient appointment log, including no-shows, call-backs, reschedules, and cancellations
- Demonstrate knowledge about managed care and referrals
- Prepare and manage medical records
- Demonstrate knowledge of billing practices, including insurance forms and terminology
- Identify and apply procedure and diagnosis coding
- Demonstrate job-related computer applications (including word processing, database, presentation software)



### General Laboratory Procedures and Diagnostic Testing

- Demonstrate proper ECG procedures and other cardiovascular testing
- Collect and prepare specimens
- Demonstrate proficiency with laboratory procedures, 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

***Specific Competencies and Skills continued:*****Clinical Practices**

- Prepare examination room and gather appropriate equipment for patient procedures
- Assist with patient examinations, transfers, treatments, and minor surgeries
- Set up and maintain a sterile field
- Sanitize, disinfect and/or sterilize instruments and supplies
- Demonstrate knowledge of appropriate handling and disposal of contaminated materials or spills
- Obtain and record patient's height and weight
- Measure and record vital signs and report abnormalities
- Identify various documentation formats and procedures, including subjective/objective data
- Position and drape patient for examination and/or treatment
- Demonstrate proper handwashing techniques
- Measure and record an infant's height, weight, and head circumference
- Identify basic medical instruments
- Calculate medication dosages
- Demonstrate knowledge of intradermal testing (e.g., Mantoux, allergy, Tine tests)
- Demonstrate knowledge of medication administration routes
- Identify various drugs, drug classifications, and clinical indications
- Perform ear irrigation and/or lavage
- Perform suture or staple removal
- Perform dressing changes
- Demonstrate knowledge of nebulizer treatment/procedures
- Perform basic first aid and identify CPR/AED basic principles
- Demonstrate knowledge of nutrition principles, therapeutic diets, and health and wellness practices
- Acknowledge and demonstrate cultural awareness and holistic approaches
- Identify the stages of growth and development
- Demonstrate knowledge of urinary catheterization procedures
- Demonstrate knowledge of assistive devices
- Demonstrate knowledge of cast care principles
- Follow appropriate standard (universal) precautions



***Specific Competencies and Skills continued:***

**Patient Instruction**

- Instruct patients in techniques for collection of specimens
- Instruct patients regarding preparations for diagnostic tests
- Communicate discharge instructions

**Foundations for Healthcare**

- Identify and adhere to legal documents, standards, statutes, and regulations
- Identify and adhere to work ethics and professional standards
- Identify and apply principles related to patient rights, including confidentiality, privacy, and security
- Identify and use medical terminology and approved abbreviations
- Identify the relationship between anatomy, physiology, and pathology
- Display teamwork skills necessary for the medical field
- Identify members of an interdisciplinary healthcare team

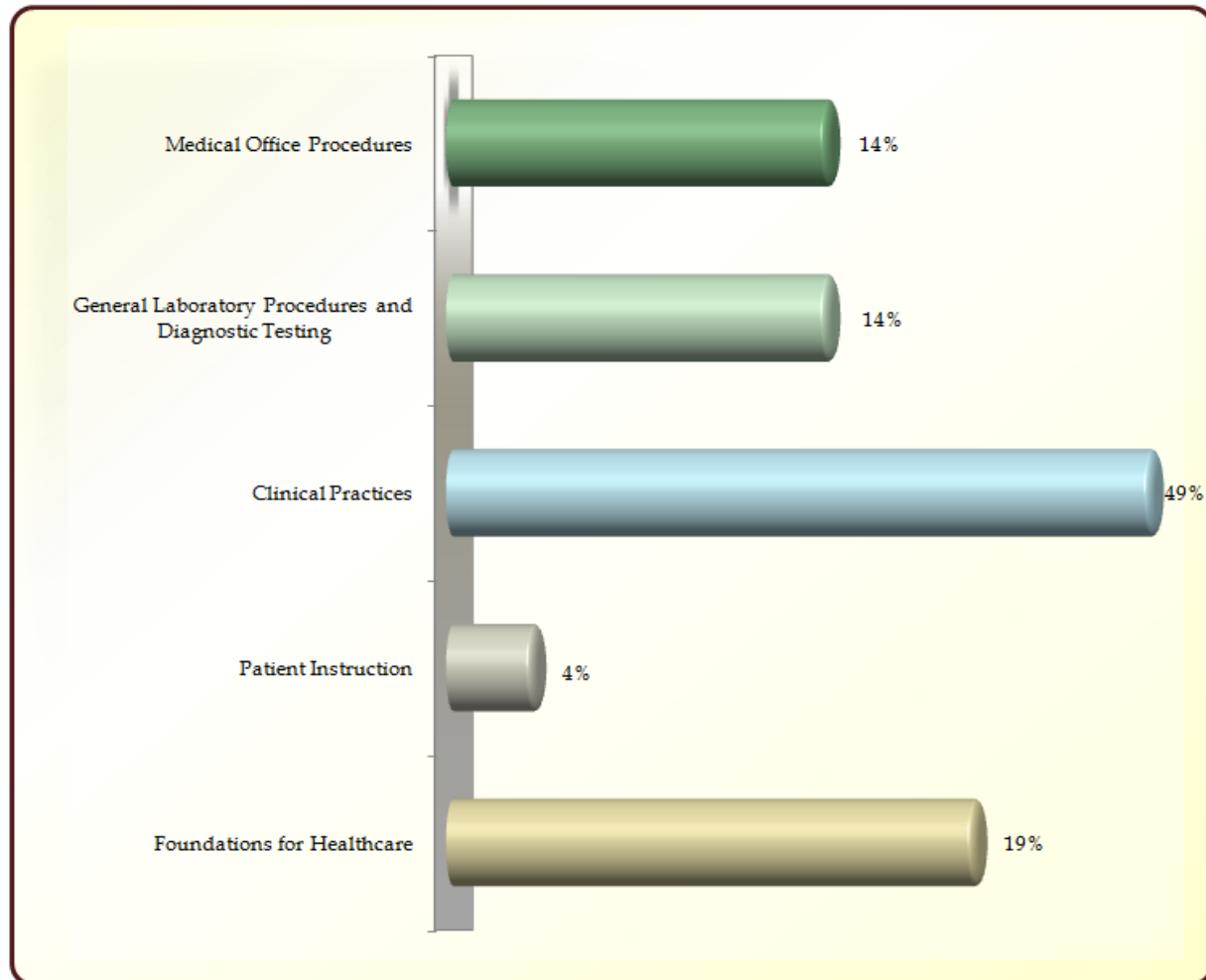


## Written Assessment:

**Administration Time:** 3 hours

**Number of Questions:** 203

### Areas Covered:



## Sample Questions:

It is best to obtain preliminary insurance information when the patient

- A. is actually seeing the physician
- B. calls in to schedule an appointment
- C. is given the HIPAA form to sign
- D. is charged for the initial visit

Test for myopia by using the

- A. Snellen Chart
- B. Ishihara test
- C. Schiottz test
- D. Pelli-Robson Chart

Gloves, lab coats, gowns, and masks are all examples of

- A. ergonomic equipment
- B. biohazard controls
- C. universal precautions
- D. personal protective equipment

A large "C" listed beside a drug name in the Physician's Desk Reference (PDR) indicates it is a/an

- A. over-the-counter drug
- B. controlled substance
- C. cardiac drug
- D. classified substance

Increased urination at night is known as

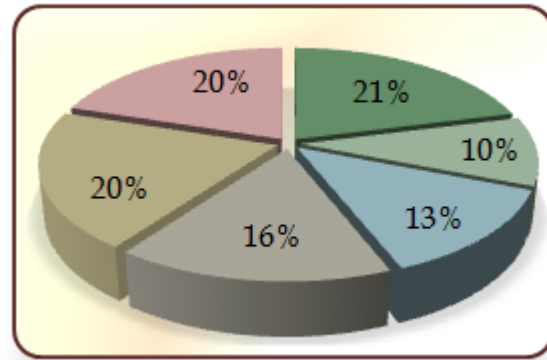
- A. oliguria
- B. nocturia
- C. polyuria
- D. anuria

## Performance Assessment:

**Administration Time:** 2 hours

**Number of Procedures:** 6

### Areas Covered:



#### 21% **Infant Length, Weight, and Head Circumference**

Gather materials, handle infant appropriately, measure infant, weigh infant, measure head circumference, chart measurements, clean up, and time to complete Procedure 1.

#### 10% **Applying and Removing Sterile Gloves**

Gather equipment, handwashing simulation, proper techniques used while applying and removing gloves, proper disposal of gloves in biohazard bag, handwashing after glove disposal, clean up, and time to complete Procedure 2.

#### 13% **Capillary Puncture (Simulation)**

Gather materials, identify patient, explain procedure to patient, demonstrate simulation, technique, standard precautions, documentation, clean up, and time to complete Procedure 3.

#### 16% **Electrocardiogram**

Gather equipment, identify patient, explain procedure to patient, patient positioning, properly drape patient and maintain privacy, electrode placement, ECG, maintain safety, documentation, clean up, and time to complete Procedure 4.

#### 20% **Blood Pressure and Pulse Measurement**

Gather equipment, identify patient, explain procedure to patient, locate radial pulse, count radial pulse, cuff placement and location of brachial pulse, stethoscope location, radial pulse, blood pressure, comfort and safety, clean up, and time to complete Procedure 5.

#### 20% **Appointment scheduling**

Prepare an appointment sheet with heading date, opening and closing times, lunch, morning emergency buffer, recording of appointments, and time to complete Procedure 6.

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

**Maximum Time:** 10 minutes

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

