

MEDICAL ASSISTING BLUEPRINT

This Blueprint contains the subject matter content of this Skill Connect Assessment. This Blueprint does **NOT** contain the information one would need to fully prepare for a SkillsUSA Championships contest. Please refer to the *SkillsUSA Championships Technical Standards* CD-ROM for the current year or purchase and download the relevant "Contest Singles." Both are available through www.skillsusa.org > Shop > Educational Materials Catalog.

Standards and Competencies

Perform general office procedures

- Manage office appointments
 - Place and receive telephone calls
 - Schedule client appointments, including explanation of fees and policies
 - Maintain appointment book and reminder system
 - Prepare medical records for daily appointment schedule
 - Make referral appointments for client
 - Arrange for client admission to hospital
 - Schedule patients for outpatient diagnostic tests
- Prepare and manage client medical records
 - Prepare medical file for a new client
 - Prepare medical records
 - Complete history and assessment for client
 - Gather data for necessary reports regarding referrals to other doctors
 - File letters, diagnostic reports, and progress notes in client's records
- Prepare and manage office correspondences
 - Process mail
 - Prepare correspondence from rough draft
 - Prepare release form and obtain the necessary signatures
- Demonstrate proper use of medical coding
 - Demonstrate ICD-9CM coding
 - Demonstrate CPT coding
- Manage office inventory and activities
 - Update inventory list of office supplies and equipment
 - Prepare purchase requisitions
- Manage office finances
 - Manage and collect payments and unpaid accounts, including making financial arrangements with clients as necessary
 - Prepare statements for mailing
 - Maintain a petty cash fund
 - Prepare bank deposit slips
 - Process charge slips
 - Prepare checks for doctor's signature
 - Prepare payroll
 - Reconcile bank statements, cash count and receipts
 - Review invoices for validity and accuracy
- Complete government and insurance forms and other financial reports
 - Complete insurance forms for filing assigned insurance claims

- Complete insurance forms for client reimbursement
- Complete Medicare forms
- Complete worker's compensation forms
- Complete Medicaid forms

Display knowledge of human anatomy and physiology

- Identify body parts on a mannequin
- Demonstrate knowledge of the function of basic body parts

Employ knowledge of medical mathematical operations

- Perform basic mathematical operations, including computations and weights and measures

Demonstrate proper infection control and use of universal precautions

- Define infection control
- Discuss appropriate hand hygiene principles
- Demonstrate correct hand-washing techniques
- Select and demonstrate use of appropriate personal protective equipment (i.e. gloves, masks, gowns)

Perform general laboratory procedures

- Assist with the collection of urine specimens
 - Clean catch
 - Random voided urine specimen
- Perform urine tests
 - Assess and record color, gross appearance, and odor of urine specimen
 - Prepare urine specimen for microscopic examination
 - Perform routine biochemical urine tests
 - Conduct urine pregnancy test
 - Perform urine specific gravity tests
- Assist with the collection of a microorganism smear
 - Assist with the collection of Pap smear
 - Perform mono screening tests
 - Collect eye, nose and throat specimens for culture and sensitivity
- Test stool specimens for occult blood
- Prepare requisitions for test outside of office
- Prepare specimens for shipping

Perform hematology procedures

- Obtain a capillary blood specimen
- Perform common blood tests
 - Perform infant heel stick
 - Perform hematocrit and hemoglobin test
 - Perform cholesterol tests
 - Perform blood sugar screening test
- Perform venipuncture using vacuum setup
- Separate plasma or serum from cells

Perform electrocardiogram (EKG) procedures

- Perform and interpret EKG test
- File EKG graphs
- Maintain EKG equipment

Demonstrate knowledge of pharmaceutical principles and provide medication administration

- Monitor supply of controlled substances
- Identify commonly administered drugs, their uses and effects
- Use correct pharmaceutical abbreviations and terminology
- Identify various methods and routes of drug administration
- Explain the five rights of medication safety

Perform clinical office procedures

- Identify medical instruments and equipment
- Assist with physical examination
 - Position and drape patient
 - Perform visual and auditory acuity tests
 - Prepare for catheterization
- Measure, record and chart vital signs.
 - Measure and record oral, rectal, auxiliary and aural temperature
 - Measure and record pulse
 - Measure and record respiration
 - Measure and record blood pressure
 - Measure height and weight
 - Chart pertinent observations/information
- Assist with minor surgery
 - Prepare patient for minor surgery
 - Prepare room and equipment for examination, procedures and minor surgery
 - Create and maintain a sterile field
 - Assist with dressing change
 - Assist with biopsy procedure
- Demonstrate emergency measures and first aid procedures
 - Perform basic adult, infant, and child CPR
 - Demonstrate emergency measures for choking
 - Demonstrate knowledge and use of pressure points to control bleeding
- Provide basic treatment for musculoskeletal disorders
 - Apply bandages, including elastic, roller, triangular and tubular
 - Perform hot and cold therapies
- Use medical terms and abbreviations correctly

Exhibit basic employability skills and professional demeanor in the workplace

- Communicate professionally with both co-workers, supervisors and patients
 - Demonstrate ability to modify communication to meet patient needs
 - Display sensitivity to multicultural and multilingual needs
- Demonstrate computer skills as required by office practices
- Complete an error-free job application and résumé
- Demonstrate personal interview skills
- Exhibit professionalism in appearance
- Demonstrate an understanding of the importance of ethical behavior in the workplace

Manage patient care to prevent legal issues

- Observe all aspects of patient confidentiality
- Identify patient prior to providing care
- Observe, report and document pertinent patient data
- Describe malpractice, negligence and liability issues

Committee Identified Academic Skills

The SkillsUSA national technical committee has identified that the following academic skills are embedded in the medical assisting training program and assessment:

Math Skills

- Use fractions to solve practical problems
- Use proportions and ratios to solve practical problems
- Solve practical problems involving percents
- Make comparisons, predictions and inferences using graphs and charts
- Organize and describe data using matrixes
- Use basic mathematical functions (addition, subtraction, division and multiplication)

Science Skills

- Plan and conduct a scientific investigation
- Use knowledge of cell theory
- Use knowledge of patterns of cellular organization (cells, tissues, organs, systems)
- Describe basic needs of organisms
- Classify living organisms
- Use knowledge of reproduction and transmission of genetic information
- Describe and recognize elements, compounds, mixtures, acids, bases and salts
- Describe and recognize solids, liquids and gases
- Use knowledge of chemical properties (acidity, basicity, combustibility, reactivity)
- Predict chemical changes to matter (types of reactions, reactants and products, and balanced equations)

Language Arts Skills

- Provide information in conversations and in group discussions
- Demonstrate use of verbal communication skills, such as word choice, pitch, feeling, tone, and voice
- Demonstrate use of nonverbal communication skills, such as eye contact, posture, and gestures using interviewing techniques to gain information
- Demonstrate comprehension of a variety of informational texts
- Understand source, viewpoint and purpose of texts
- Organize and synthesize information for use in written and oral presentations
- Demonstrate knowledge of appropriate reference materials
- Use print, electronic databases and online resources to access information in books and articles
- Demonstrate narrative writing
- Demonstrate informational writing
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing

Connections to National Standards

State-level academic curriculum specialists identified the following connections to national academic standards.

Math Standards

- Numbers and operations
- Geometry
- Measurement
- Data analysis and probability
- Problem solving
- Communication
- Connections

- Representation

Source: NCTM Principles and Standards for School Mathematics. To view high school standards, visit: standards.nctm.org/document/chapter7/index.htm. Select “Standards” from menu.

Science Standards

- Understands the principles of heredity and related concepts
- Understands the structure and function of cells and organisms
- Understands biological evolution and the diversity of life
- Understands the structure and properties of matter
- Understands the nature of scientific knowledge
- Understands the nature of scientific inquiry
- Understands the scientific enterprise

Source: McREL compendium of national science standards. To view and search the compendium, visit: www.mcrel.org/standards-benchmarks/.

Language Arts Standards

- Students read a wide range of print and nonprint texts to build an understanding of texts, of themselves and of the cultures of the United States and the world; to acquire new information; to respond to the needs and demands of society and the workplace; and for personal fulfillment. Among these texts are fiction and nonfiction, classic and contemporary works
- Students apply a wide range of strategies to comprehend, interpret, evaluate and appreciate texts. They draw on their prior experience, their interactions with other readers and writers, their knowledge of word meaning and of other texts, their word identification strategies, and their understanding of textual features (e.g., sound-letter correspondence, sentence structure, context, graphics)
- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts
- Students conduct research on issues and interests by generating ideas and questions, and by posing problems. They gather, evaluate and synthesize data from a variety of sources (e.g., print and nonprint texts, artifacts, people) to communicate their discoveries in ways that suit their purpose and audience
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge
- Students develop an understanding of and respect for diversity in language use, patterns, and dialects across cultures, ethnic groups, geographic regions and social roles
- Students participate as knowledgeable, reflective, creative and critical members of a variety of literacy communities
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information)

Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.readwritethink.org/standards/index.html.