

Unit/Standard Number	<b>Medical/Clinical Assistant CIP 51.0801 Task Grid</b>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
	<b>Secondary Competency Task List</b>	
<b>100</b>	<b>INTRODUCTION TO HEALTH CARE</b>	
101	Identify the roles and educational/credentialing requirements of various health care practitioners.	
102	Describe the Medical/Clinical Assistant's job description, personal characteristics, professionalism, job skills, and workplace environment.	
103	RESERVED	
104	RESERVED	
105	Follow health care law and ethics including HIPAA and Act 13 of 2012.	
106	RESERVED	
107	RESERVED	
108	RESERVED	
109	RESERVED	
110	RESERVED	
111	Recognize issues of cultural diversity in the health care setting.	
112	RESERVED	
113	Identify issues of cost containment in health care.	
114	Discuss methods of quality assurance.	
115	Identify alternative/complementary health care.	
116	Discuss how psychosocial and socioeconomic factors can impact a client's health.	
<b>200</b>	<b>MEDICAL ASSISTANT ADMINISTRATIVE SKILLS</b>	
201	Complete administrative responsibilities of the medical assistant, including client scheduling.	
202	RESERVED	
203	Compose and format all forms of written correspondence. (emails, letters, memos, etc.)	
204	Establish and maintain patient records, both hard copy and electronic medical records (EMR).	
205	Complete a demographic form for a client.	
206	Perform basic office accounting procedures.	
207	RESERVED	
208	Complete appropriate medical office forms including NPP, medical release and others.	
209	Process incoming and outgoing mail.	
210	Demonstrate effective telephone techniques used in the healthcare facility.	
211	Perform basic computer applications including spreadsheets, PowerPoints and publishing.	
<b>300</b>	<b>PHARMACOLOGY</b>	
301	RESERVED	
302	Verbalize correct technique to administer medications using the prescribed route, including vaginal, rectal, transdermal and inhalation routes.	
303	RESERVED	

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304	Describe the purpose, and major side effects of commonly prescribed drugs using a PDR and online resources.	
305	RESERVED	
306	RESERVED	
307	Perform patient education about prescribed medications and document in patient record.	
308	RESERVED	
309	Correctly interpret and use written medication orders and abbreviations.	
310	RESERVED	
311	RESERVED	
312	Identify the major drug classifications.	
313	Utilize dosage forms, doses, and dosing calculations.	
314	RESERVED	
315	Utilize measurements and precautions to administer oral medications, liquid and solid.	
316	Utilize measurements and precautions to administer eye medications.	
317	Utilize measurements and precautions to administer ear medications.	
318	Utilize measurements and precautions to administer intradermal injections.	
319	Utilize measurements and precautions to administer subcutaneous injections.	
320	Utilize measurements and precautions to administer intramuscular injections using ampules and vials.	
321	Discuss the usage of an aerosol treatment.	
<b>400</b>	<b>INFECTION CONTROL</b>	
401	Complete a unit of instruction on blood borne pathogens and list the standard precautions that meet the current requirements of the OSHA Blood borne Pathogens Standard.	
402	Identify the chain of infection.	
403	Perform a sterile dressing on a wound.	
404	Demonstrate medical asepsis and perform proper hand hygiene techniques.	
405	Demonstrate universal precautions.	
406	Demonstrate donning sterile gloves.	
407	Demonstrate the correct techniques in dealing with patients requiring isolation when donning PPE.	
408	RESERVED	
409	Demonstrate techniques in sanitizing, disinfecting and sterilizing instruments.	
410	Prepare instruments for the autoclave and operate appropriately.	
411	Prepare a sterile field.	
412	Describe the inflammation process and signs and symptoms of infection.	
<b>500</b>	<b>LABORATORY PROCEDURES</b>	
501	Apply the basic principles of quality assurance and laboratory safety in all aspects of laboratory testing.	
502	RESERVED	
503	RESERVED	

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504	Obtain a routine urine specimen perform a urinalysis using a reagent strip.	
505	Obtain a clean catch urine and process for lab analysis.	
506	Perform a capillary puncture for blood glucose analysis.	
507	Perform a capillary puncture for hemoglobin and/or hematocrit.	
508	Utilize and describe the standard blood collection tube order of draw and additives.	
509	Perform venipuncture using a straight needle and process.	
510	Perform venipuncture using a butterfly needle and process.	
511	Collect a throat culture using sterile supplies and process.	
512	Perform a fecal occult blood specimen, educate the client and process.	
513	Complete a laboratory requisition form.	
<b>600</b>	<b>RESERVED</b>	
601	RESERVED	
602	RESERVED	
603	RESERVED	
604	RESERVED	
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606	RESERVED	
607	RESERVED	
608	RESERVED	
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610	RESERVED	
611	RESERVED	
<b>700</b>	<b>HEALTHCARE LAW AND ETHICS</b>	
701	Identify how the Americans with Disabilities Act (ADA) applies to the medical assisting profession.	
702	RESERVED	
703	RESERVED	
704	Describe the implications of HIPAA and client confidentiality in various health settings.	
705	Identify where to report illegal and/or unsafe activities and behaviors that affect health, safety, and welfare of others.	
706	Describe the relationship of legal and ethical behaviors of a health care worker to the health care environment.	
707	RESERVED	
708	Discuss major ethical principles that apply to health care situations.	
709	Describe legal and ethical responsibilities of the health care professional to patient/clients.	
710	Discuss client rights, including the patient's bill of rights, power of attorney, advance directives and a living will.	
711	Apply legal and ethical principles to the management of medical information.	
712	Discuss the appropriate scope of practice for a medical assistant.	

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<b>800</b>	<b>INTRODUCTION TO MEDICAL INSURANCE AND MANAGED CARE</b>	
801	Explain a third-party reimbursement system, including deductibles and copayments.	
802	RESERVED	
803	RESERVED	
804	Demonstrate awareness of state and federal mandates of insurance programs.	
805	Define basic and specific terminologies common to all insurance programs.	
806	RESERVED	
807	Identify various types of insurance plans.	
808	RESERVED	
809	Discuss workers' compensation.	
810	RESERVED	
811	Discuss utilization review principles as it pertains to insurance fraud.	
812	Discuss referral process for clients in a managed care program.	
813	Process an insurance claim.	
814	RESERVED	
815	RESERVED	
816	Use of the most recent medical codes (ICD/CPT).	
<b>900</b>	<b>CONCEPTS OF EFFECTIVE COMMUNICATION</b>	
901	RESERVED	
902	RESERVED	
903	Use effective means of therapeutic communication.	
904	Combine prefixes, suffixes, and word roots to form and define complex medical terms.	
905	Identify global standard medical, diagnostic, and laboratory abbreviations.	
906	RESERVED	
907	Demonstrate education to a patient and/or their family for a specific condition or health concern.	
908	Produce a patient education tool.	
909	Discuss communication alternatives for patient's with various communication barriers.	
<b>1000</b>	<b>INTRODUCTION TO BASIC ANATOMY AND PHYSIOLOGY</b>	
1001	Identify body planes cavities and directional terms of the human body.	
1002	RESERVED	
1003	Describe the structural parts of, and describe the basic chemistry of the cell.	
1004	Describe how heredity and genetics influence a client's medical condition.	
1005	List the basic structure and functions of the body systems.	
1006	Explain the anatomy and physiology of specific disorders of the body.	

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1007	RESERVED	
1008	Describe how the aging process physically effects the client over their lifespan.	
1009	Identify nutritional needs of patients with various diseases and conditions.	
<b>1100</b>	<b>RESERVED</b>	
1101	RESERVED	
1102	RESERVED	
1103	RESERVED	
1104	RESERVED	
1105	RESERVED	
<b>1200</b>	<b>MEDICAL ASSISTANT CLINICAL LABORATORY PROCEDURES</b>	
1201	Follow procedures that prepare a client for examinations and or treatments.	
1202	Perform electrocardiograms using an electrocardiograph (ECG/EKG) and abnormal tracing.	
1203	Document a client's condition, along with the chief complaint and progress note.	
1204	Perform a vision screening test using a Snellen chart.	
1205	Obtain a client's medical history.	
1206	RESERVED	
1207	RESERVED	
1208	Perform pulse oximeter readings on a client.	
1209	RESERVED	
1210	Perform a peak flow measurement on a client.	
1211	RESERVED	
1212	RESERVED	
1213	RESERVED	
1214	RESERVED	
1215	RESERVED	
1216	RESERVED	
1217	RESERVED	
1218	Perform a vision screening test using Ishihara test.	
1219	Perform a vision screening test using a near vision screening.	
1220	Perform an auditory screening test.	
1221	Perform and record measurements on a client for height.	
1222	Perform and record measurements on a client for weight.	
1223	Perform and record measurements on a client for blood pressure.	
1224	Perform and record measurements on a client for pulse using radial pulse.	
1225	Perform and record measurements on a client for pulse using apical pulse.	

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1226	Perform and record measurements on a client for respirations.	
1227	Perform and record measurements on a client for temperature using oral.	
1228	Perform and record measurements on a client for temperature using tympanic.	
1229	Perform and record measurements on a client for temperature using temporal.	
1230	Perform and record measurements on an infant for weight.	
1231	Perform and record measurements on an infant for length.	
1232	Perform and record measurements on an infant for head circumference.	
1233	Discuss eye irrigation.	
1234	Discuss ear irrigation.	
1235	Demonstrate correct positions and draping for medical examinations.	
1236	Demonstrate correct wheelchair transfer using proper body mechanics.	
1237	Discuss usage of assistive devices such as canes, crutches and walker.	
1238	Perform suture and/or staple removal.	
<b>1300</b>	<b>SAFETY AND EMERGENCY PRACTICES</b>	
1301	RESERVED	
1302	Identify safety techniques that can be used to prevent accidents and maintain a safe work environment.	
1303	RESERVED	
1304	Interpret chemical/safety information on a label.	
1305	RESERVED	
1306	Obtain basic principles of basic first aid.	
1307	Simulate evacuation of a health care center.	
1308	Discuss fire safety issues in a health care facility.	
1309	Discuss disposal requirements for hazardous material.	
1310	RESERVED	
1311	RESERVED	
1312	Identify emergency preparedness plans in your community and research available resources.	
1313	RESERVED	
1314	Comply with safety signs, symbols and labels seen in a health care facility.	
1315	Evaluate the work environment and distinguish between safe versus unsafe working conditions.	
1316	Develop a personal safety plan to follow in case of various emergencies.	
1317	RESERVED	
1318	RESERVED	
1319	Develop an evacuation plan for a physician's office.	
1320	Discuss methods of fire prevention in a health care setting, utilizing acronyms RACE and PASS.	
1321	Obtain and Maintain CPR and AED certification.	
1322	RESERVED	

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1323	RESERVED	
1324	RESERVED	
1325	RESERVED	
1326	RESERVED	
1327	Recognize allergic reactions and signs and symptoms of anaphylaxis.	
<b>1400</b>	<b>PSYCHOLOGY</b>	
1401	Discuss the physical and psychological growth and development of an individual.	
1402	Discuss effective strategies for dealing with stress in the workplace and emergency situations.	
1403	Respond to an emergency situation.	
1404	Discuss the dying process and stages of grief.	
1405	Use defense mechanisms and conflict resolution.	
<b>1500</b>	<b>COMPLETE A MEDICAL ASSISTING EXTERNSHIP PRIOR TO TAKING AND PASSING THE EXAMINATION TO RECEIVE A MEDICAL ASSISTANT CREDENTIAL.</b>	