Competency Task List – Secondary Component
Medical/Clinical Assistant CIP 51.0801
High School Graduation Years 2025, 2026, 2027

100 Introduction to Health Care

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
101	Investigate the roles and educational/credentialing requirements of various health care practitioners.		
102	Describe the professional qualities of a Medical/Clinical Assistant.		
	RESERVED (103-104)		
105	Discuss health care law and ethics including HIPAA and Act 13 of 2012.		
	RESERVED (106-114)		
115	Research alternative/complementary health care practices.		
116	Discuss how psychosocial and socioeconomic factors can impact a client's health.		

200 Medical Assistant Administrative Skills

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
201	Complete administrative responsibilities of the medical assistant, including client scheduling.		
	RESERVED (202)		
203	Compose and format all forms of written correspondence, e.g., emails, letters, memos.		
204	Establish and maintain and electronic medical records (EMR) for a client.		
205	Complete a registration process form for a client.		
206	Perform basic office accounting procedures.		
	RESERVED (207)		

208	Complete appropriate medical office forms, including Notice of Privacy Practices (NPP), medical release, and others.		
	RESERVED (209)		
210	Demonstrate telephone techniques used in a healthcare facility.		
211	Perform computer applications, including spreadsheet, PowerPoint, and publishing.		

300 Pharmacology

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
	RESERVED (301)		
302	Explain the process to administer medications using prescribed route to the client e.g., vaginal, rectal, transdermal, inhalation.		
	RESERVED (303)		
304	Utilize online or electronic drug reference resources.		
	RESERVED (305-306)		
307	Perform education to a client on prescribed medications and document in patient EMR record.		
	RESERVED (308)		
309	Interpret and use electronic or written medication orders and abbreviations.		
	RESERVED (310-311)		
312	Identify the major drug classifications.		
313	Utilize dosage forms, doses, and dosing calculations.		
	RESERVED (314)		
315	Simulate the administration of oral medications.		
316	Simulate the administration of eye medications.		
317	Simulate the administration of ear medications.		
318	Simulate the administration of intradermal injections.		
319	Simulate the administration of subcutaneous injections.		
320	Simulate the administration of intramuscular injections.		
321	Discuss the usage of an aerosol treatment.		

400 Infection Control

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
401	Complete a unit of instruction on blood borne pathogens and list the standard precautions that meet the current requirements of the OSHA Bloodborne Pathogens Standard.		
402	Identify the chain of infection.		
403	Perform a sterile dressing change on a wound.		
404	Perform medical asepsis and hand hygiene techniques.		
405	Perform universal precautions.		
406	Apply and remove sterile gloves.		
407	Demonstrate the required procedures for applying and removing personal protective equipment when working with patients in isolation.		
	RESERVED (408)		
409	Demonstrate techniques in sanitizing, and disinfecting. equipment.		
410	Prepare instruments to sterilize using the autoclave.		
411	Prepare a sterile field.		
412	Describe the inflammation process and signs and symptoms of infection.		

500 Laboratory Procedures

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
501	Apply principles of quality assurance and laboratory safety in all aspects of laboratory testing.		
	RESERVED (502-503)		
504	Obtain a routine urine specimen and perform a urinalysis using a reagent strip.		
505	Perform education to a client on a clean catch urine.		
506	Perform a capillary puncture for testing.		
	RESERVED (507)		
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	Discuss a fecal occult blood specimen, educate the client, and process.		
513	Complete a laboratory requisition form.		

600 Reserved

700 Healthcare Law and Ethics

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
701	Identify how the Americans with Disabilities Act (ADA) applies to the medical assisting profession.		
	RESERVED (702-703)		
704	Discuss HIPAA and client confidentiality.		
705	Identify where and how to report illegal and unsafe activities and behaviors that affect health, safety, and welfare of others.		
	RESERVED (706-707)		

708	Discuss major legal principles and practices that apply to health care situations.		
	RESERVED (709)		
710	Discuss client rights and advance directives.		
	RESERVED (711)		
712	Discuss the appropriate scope of practice for a medical assistant.		

800 Introduction to Medical Insurance and Managed Care

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
	RESERVED (801-803)	-	-
804	Identify state and federal mandates of insurance programs.		
805	Define basic and specific terminologies common to all insurance programs.		
	RESERVED (806)		
807	Identify various types of insurance plans.		
	RESERVED (808-811)		
812	Discuss referral process for clients.		
813	Discuss an insurance claim.		
	RESERVED (814-815)		
816	Discuss medical codes in the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT).		

900 Concepts of Effective Communication

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
	RESERVED (901-902)		
903	Use therapeutic communication techniques.		
904	Combine prefixes, suffixes, and word roots to form and define complex medical terms.		
905	Identify global standard medical, diagnostic, and laboratory abbreviations.		
	RESERVED (906)		
907	Demonstrate education to a patient and their family for a specific condition or health concern.		
908	Produce a patient education tool.		
909	Discuss communication alternatives for patients with various communication barriers.		
910	Demonstrate cultural diversity when communicating with clients and families.		

1000 Introduction to Basic Anatomy and Physiology

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
1001	Identify body planes and cavities and directional terms of the human body.		
	RESERVED (1002)		
1003	Describe the structural parts and 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.		
	RESERVED (1007)		
1008	Describe how the aging process physically effects the client over their lifespan.		
1009	Identify nutritional needs of patients with various diseases and conditions.		

1100 Reserved

1200 Medical Assistant Clinical Laboratory Procedures

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
1201	Follow procedures that prepare a client for examinations and treatments.		
1202	Perform an electrocardiogram.		
1203	Document a client's condition, including the chief complaint.		
1204	Perform a vision screening test using a Snellen chart.		
1205	Obtain a client's medical history.		
	RESERVED (1206-1207)		
1208	Perform pulse oximeter readings on a client.		
	RESERVED (1209)		
1210	Perform a peak flow measurement on a client.		
	RESERVED (1211-1217)		
1218	Discuss a vision screening test using Ishihara test.		
1219	Discuss 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.		
1226	Perform and record measurements on a client for respirations.		
1227	Perform and record measurements on a client for temperature using an oral thermometer.		
1228	Perform and record measurements on a client for temperature using a tympanic.		
1229	Perform and record measurements on a client for temperature using a 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	Perform draping for medical examinations.		
1236	Perform wheelchair transfer using proper body mechanics.		
1237	Discuss usage of assistive devices such as canes, crutches, and walkers.		
1238	Perform suture and/or staple removal.		

1300 Safety and Emergency Practices

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
	RESERVED (1301-1305)		
1306	Obtain principles of basic first aid.		
1307	Simulate evacuation of a health care center.		
1308	Discuss fire safety issues and prevention methods in a health care facility.		
	RESERVED (1309-1311)		
1312	Identify emergency preparedness plans in your community and research available resources.		
	RESERVED (1313)		
1314	Identify safety signs, symbols and labels used 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.		
	RESERVED (1317-1318)		
1319	Develop an evacuation plan for a physician's office.		
	RESERVED (1320)		
1321	Obtain and maintain CPR and AED certification.		
	RESERVED (1322-1326)		
1327	Recognize allergic reactions and signs and symptoms of anaphylaxis.		
1328	Discuss the proper response to a fire, including the use of a fire extinguisher.		

1400 Psychology

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
1401	Discuss the developmental stages of the life span.		
1402	Discuss effective strategies for dealing with stress in the workplace and emergency situations.		

	RESERVED (1403)		
1404	Discuss the dying process and stages of grief.		
1405	Use defense mechanisms and conflict resolution methods.		

1500 Complete a Medical Assistant Externship

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
1500	Complete a medical assistant externship prior to taking and passing the examination to receive a medical assistant credential.		

[1] Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature _____ Date _____

Student Signature _____ Date _____