



EMPLOYABILITY PROFILE

Medical Assisting Program



Industry Based Skill Standards

Proficiency Definitions

NA = Not Applicable 1 = Introduced 2 = Trained 3 = Trained/Skilled 4 = Industry Level Certification/ Mastery

| | 9 | 10 | 11 | 12 |
|--|---|----|----|----|
| Fundamental Principles | | | | |
| Understand and comply with HIPAA regulations | | | | |
| Apply principles of aseptic techniques and infection control | | | | |
| Screen and follow-up patient test results | | | | |
| Adhere to safety practices | | | | |
| Understand medical terminology | | | | |
| Understand stages of human growth and development | | | | |
| Understand anatomy and physiology of the human body | | | | |
| Apply knowledge of nutrition and understand alternative nutrition | | | | |
| Patient Care | | | | |
| Adhere to established triage procedures, obtain patient history and vital signs | | | | |
| Assist with examinations, treatments, and procedures | | | | |
| Prepare and maintain examination/treatment areas | | | | |
| Understand pharmacology terminology, drug calculations, and classifications | | | | |
| Understand the 5 rights of medication administration, maintain medication and immunization records | | | | |
| Understand normal/abnormal lab, X-ray reports | | | | |
| Diagnostic Orders | | | | |
| Collect and process specimens | | | | |
| Perform diagnostic testing | | | | |
| Perform EKG/ECG | | | | |
| Demonstrate venipuncture | | | | |

| | 9 | 10 | 11 | 12 |
|---|---|----|----|----|
| Administrative | | | | |
| Perform basic clerical functions | | | | |
| Schedule, coordinate, and monitor appointments | | | | |
| Communicate clearly with staff and patients | | | | |
| Schedule in-patient, out-patient, admissions and procedures | | | | |
| Understand and apply third-party guidelines | | | | |
| Understand and maintain electronic patient records. | | | | |
| Obtain reimbursement through accurate claims submissions | | | | |
| Monitor third-party reimbursement | | | | |
| Perform medical transcription | | | | |
| Understand and adhere to managed care policies, procedures dealing with health care contracts | | | | |
| Finance and Accounting | | | | |
| Perform procedural and diagnostic coding | | | | |
| Apply bookkeeping principles | | | | |
| Document and maintain accounting and banking records | | | | |
| Manage accounts receivable and billing | | | | |
| Manage accounts payable | | | | |
| Perform payroll duties, reimbursement claims. Insurance billing and coding practices | | | | |

| Industry Certifications Attained | Yes |
|----------------------------------|-----|
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| Internships | Hours |
|-------------|-------|
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| | |
| | |

| College Credits Attained | |
|--------------------------|--|
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| | |
| | |
| Total | |