

Job Ready Assessment Blueprint

Medical Assisting



Test Code: 4355 / Version: 01

## General Assessment Information

### Blueprint Contents

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**Test Type:** The Medical Assisting industry-based credential is included in NOCTI's Job ready assessment battery. Job Ready assessments measure technical skills at the occupational level and include items which gauge factual and theoretical knowledge. Job Ready assessments typically offer both a written and performance component and can be used at the secondary and post-secondary levels. Job Ready assessments can be delivered in an online or paper/pencil format.

**Revision Team:** The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Michigan, North Carolina, New Jersey, New York, Pennsylvania, and Texas.



51.0899- Allied Health and Medical Assisting Services, Other



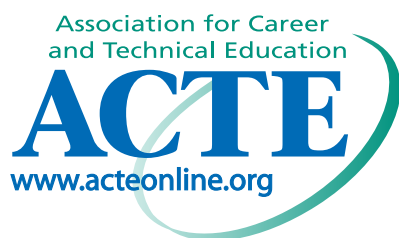
Career Cluster 8- Health Science



31-9092.00- Medical Assistants



The American Medical Certification Association (AMCA) offers 14 certification exams for the allied healthcare field. AMCA supports NOCTI's Health Science assessments which are aligned to industry standards. This assessment is an excellent training instrument, in both content and test-mode preparation. Students passing both the NOCTI assessment and AMCA's national certification exam are demonstrating superior knowledge in their field and are outstanding candidates for entry-level positions in the allied healthcare field.



The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!



In the lower division baccalaureate/associate degree category, 3 semester hours in Medical Assisting.

## Written Assessment

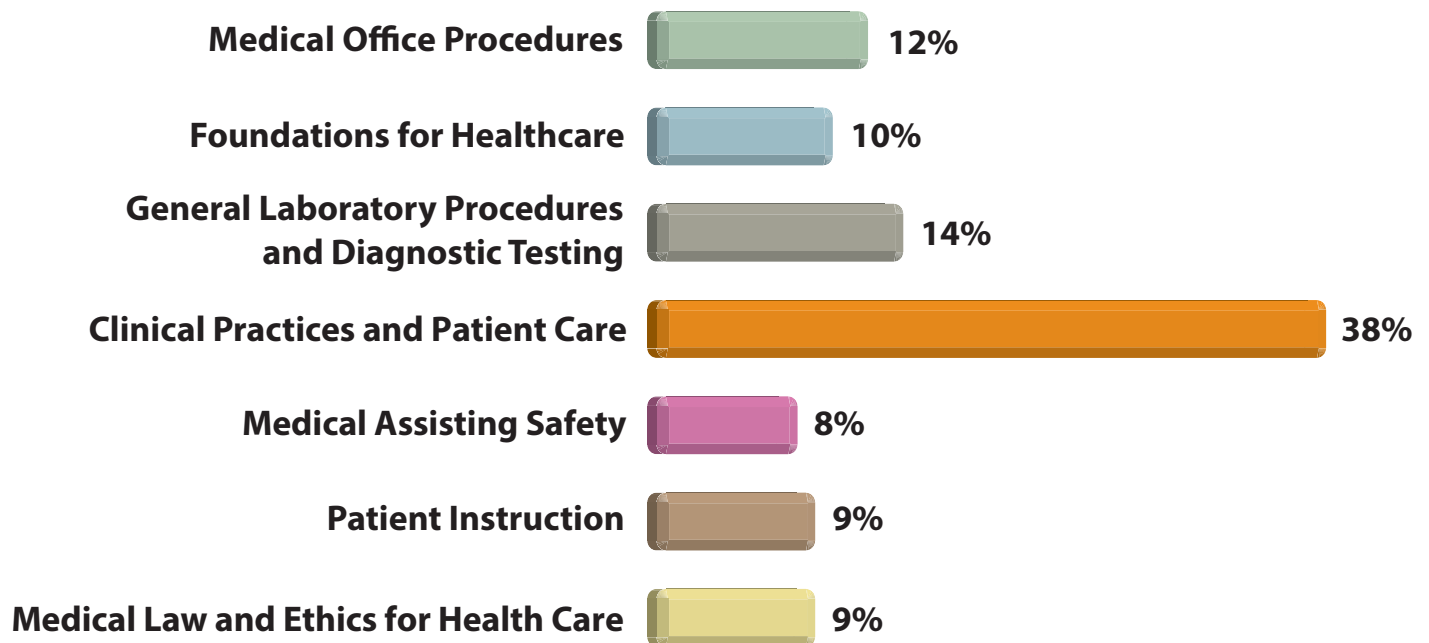
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

**Administration Time:** 3 hours

**Number of Questions:** 197

**Number of Sessions:** This assessment may be administered in one, two, or three sessions.

### Areas Covered



## Specific Standards and Competencies Included in this Assessment

### Medical Office Procedures

- Greet, receive, and direct patients and visitors
- Prepare and manage patient medical records, including obtaining and recording patient's demographic data and insurance information
- Schedule and maintain patient appointment logs, including no-shows, call-backs, reschedules, and cancellations
- Demonstrate knowledge about types of insurance (e.g., PPOs, HMOs, managed care and referrals including prescriptions)
- Demonstrate knowledge of billing practices, including insurance forms, terminology, procedure, and diagnosis coding
- Demonstrate job-related computer skills (including word processing, terminology, presentation software)

### Foundations of Health Care

- Identify and use medical terminology, approved abbreviations, and symbols
- Identify the relationship between anatomy, physiology, and pathology
- Demonstrate proficiency in basic medical math (conversions)

### General Laboratory Procedures and Diagnostic Testing

- Demonstrate proper ECG procedures and other cardiovascular testing
- Demonstrate proficiency with laboratory procedures, collecting and preparing specimens, and point of care testing 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



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## Specific Standards and Competencies (continued)

### Clinical Practices and Patient Care

- Prepare examination room and organize equipment for patient procedures
- Assist with patient examinations, transfers, treatments, and minor surgeries
- Perform aseptic techniques (e.g., sterilization, sanitation, disinfection), and set up and maintain a sterile field
- Take vital signs, patient's height and weight, record data and report abnormalities
- Identify various documentation formats including paperless charting
- Position and drape patient for examination and/or treatment
- Identify basic medical instruments and equipment
- Calculate medication dosages and administration routes
- Demonstrate knowledge of intradermal testing (e.g., Mantoux, allergy)
- Identify various drugs, drug classifications, and clinical indications
- Perform irrigation and/or lavage (ear and eye)
- Perform suture or staple removal
- Perform dressing changes and related first aid
- Demonstrate knowledge of nebulizer treatments/procedures
- Perform basic first aid and identify CPR/AED basic principles
- Demonstrate knowledge of nutrition principles, therapeutic diets, and health and wellness practices
- Demonstrate knowledge of cultural diversity awareness and holistic modalities
- Identify the stages of growth and development
- Demonstrate knowledge of urinary catheterization procedures
- Demonstrate knowledge of assistive devices
- Demonstrate knowledge of cast care principles



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## Specific Standards and Competencies (continued)

### Medical Assisting Safety

- Demonstrate understanding of standard precaution practices
- Demonstrate knowledge of Safety Data Sheets (SDS)
- Demonstrate knowledge of handling and disposal of contaminated materials or spills
- Demonstrate proper handwashing techniques

### Patient Instruction

- Instruct patients in techniques for collection of specimens
- Instruct patients regarding preparations for diagnostic tests
- Communicate discharge instructions
- Identify subjective/objective assessment and plan for each patient
- Identify special considerations for pediatric, disability, disease progression, geriatric patients

### Medical Law and Ethics for Health Care

- Identify and adhere to legal documents, standards, statutes, and regulations (advanced directives, DNR, healthcare proxy)
- Identify and adhere to work ethics and professional standards
- Identify and apply principles related to patient rights, HIPAA (including confidentiality, privacy, and security), and protected health information regulations (electronic and written)
- Identify members of an interdisciplinary healthcare team and know scope of practice for each



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**Sample Questions (continued)****A patient has had a change of address. The medical assistant should**

- A. take a new photo of the patient for the medical record
- B. create a new patient medical record
- C. write a memo of the change and place it in the medical record
- D. update the new address in the medical record as soon as possible

**A patient with a diagnosis of hyperopia**

- A. is farsighted
- B. is nearsighted
- C. has a dry eye
- D. has a blocked tear duct

**A/An \_\_\_\_\_ microscope typically has a two-lens system.**

- A. electron
- B. phase contrast
- C. compound
- D. fluorescence

**Instructing a patient following a minor surgical procedure should include which of the following?**

- A. signs of infection
- B. insurance reimbursement
- C. informed consent
- D. surgical consent

**A patient should have an allergy injection site checked after**

- A. 5 minutes
- B. 30 minutes
- C. 45 minutes
- D. 60 minutes

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## Sample Questions (continued)

**If a glove tears during a procedure involving body fluids, the medical assistant should**

- A. take the gloves off and finish the procedure
- B. finish the procedure, then wash his/her hands
- C. stop immediately, remove gloves, wash hands, and reapply gloves
- D. place a second pair of gloves over the torn ones

**The correct procedure to obtain a clean-catch urine sample is to collect**

- A. the last urine specimen before bed
- B. the urine specimen after eating breakfast
- C. as soon as the urine stream begins
- D. the specimen in midstream

**If a mistake occurs when documenting a medical record entry, the documenter must**

- A. start another progress note
- B. use a marker to black out the error and initial
- C. place one line through the error, date, and initial
- D. erase completely and make appropriate corrections

**When applying electrocardiograph leads,**

- A. remove lotion or oil with alcohol swabs
- B. remove lotion or oil with hydrocortisone cream
- C. apply lead V4 at the fourth intercostal space (ICS), right sternal border
- D. apply lead V1 at the fourth intercostal space (ICS), left sternal border

**When calling a prescription in to a pharmacy,**

- A. inform the pharmacist of the patient's diagnosis
- B. ask the pharmacist what prescription insurance coverage the patient carries
- C. call the pharmacy closest to the doctor's office
- D. gather all pertinent patient information and have it available before making the call



## Performance Assessment

NOCTI performance assessments allow individuals to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines, and equipment related to the technical area.

**Administration Time:** 1 hours and 30 minutes

**Number of Jobs:** 5

### Areas Covered:

#### 26% Infant Length, Weight, and Head Circumference

Participant will prepare for and measure infant's length, weight, and head circumference, record pertinent information, give record to evaluator, clean work area.

#### 13% Apply and Remove Sterile Gloves

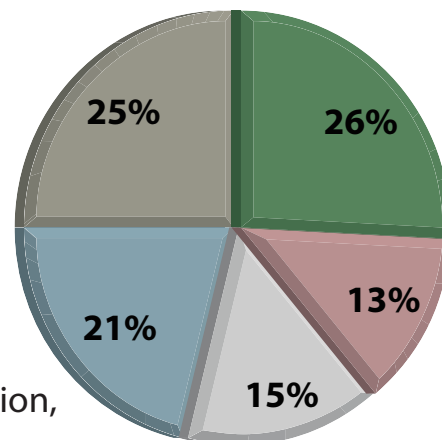
Participant will gather equipment, simulate hand washing, apply gloves, remove gloves, properly dispose of gloves, and clean work area.

#### 15% Capillary Puncture (Simulation)

Participant will prepare for and simulate capillary puncture, prepare the specimen, determine results, hand results to evaluator, and clean work area.

#### 21% Electrocardiogram

Participant will gather equipment, identify the patient, explain the procedure to the patient, position the patient, properly drape patient maintaining privacy, place electrodes correctly, perform ECG, maintain safety, document procedure, and clean work area.



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## Areas Covered (continued)

### **25% Blood Pressure and Pulse Measurement**

Participant will gather equipment, identify the patient, check for contraindications, explain the procedure to the patient, locate and count the radial pulse, place the cuff and stethoscope at the correct location, take radial pulse, take blood pressure, ensure comfort and safety, and clean work area.

## Sample Job

### Applying and Remove Sterile Gloves

**Maximum Time:** 10 minutes

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

