

## MEDICAL ASSISTING TASK LIST

The tasks included in this inventory are considered by American Medical Technologists to be representative of the medical assisting job role. This document should be considered dynamic, to reflect the medical assistant's current role with respect to contemporary health care. Therefore, tasks may be added, removed, or modified on an ongoing basis.

Medical Assistants that meet AMT qualifications and pass a certification examination are **certified** as a Registered Medical Assistant (RMA).

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### I. GENERAL MEDICAL ASSISTING KNOWLEDGE

#### A. Anatomy and Physiology

1. Body Systems
2. Disorders and diseases
3. Wellness and nutrition

#### B. Medical Terminology

1. Word parts
2. Definitions
3. Common abbreviations and symbols
4. Spelling

#### C. Medical Law

1. Medical law
2. Licensure, certification, and registration
3. Terminology

#### D. Medical Ethics

1. Principles of medical ethics and ethical conduct

#### E. Human Relations

1. Patient relations
2. Interpersonal relations

#### F. Patient Education

1. Patient instruction
2. Patient resource materials
3. Documentation

### II. ADMINISTRATIVE MEDICAL ASSISTING

#### A. Insurance

1. Terminology
2. Plans
3. Claims
4. Coding
5. Insurance finance applications

#### B. Financial Bookkeeping

1. Terminology
2. Patient billing
3. Collections
4. Fundamental medical office accounting procedures
5. Banking procedures
6. Employee payroll
7. Financial mathematics

#### C. Medical Receptionist / Secretarial / Clerical

1. Terminology
2. Reception
3. Scheduling
4. Oral and written communication
5. Records and chart management
6. Transcription and dictation
7. Supplies and equipment management
8. Computer applications
9. Office safety

### **III. CLINICAL MEDICAL ASSISTING**

#### **A. Asepsis**

1. Terminology
2. Bloodborne pathogens and Universal Precautions
3. Medical asepsis
4. Surgical asepsis

#### **B. Sterilization**

1. Terminology
2. Sanitization
3. Disinfection
4. Sterilization
5. Record keeping

#### **C. Instruments**

1. Identification
2. Instrument use
3. Care and handling

#### **D. Vital signs and Mensurations**

1. Terminology
2. Blood pressure
3. Pulse
4. Respiration
5. Temperature
6. Mensurations

#### **E. Physical Examinations**

1. Medical history
2. Patient positions
3. Methods of examination
4. Specialty examinations
5. Visual acuity
6. Allergy
7. Terminology

#### **F. Clinical Pharmacology**

1. Terminology
2. Parenteral medications
3. Prescriptions
4. Drugs

#### **G. Minor Surgery**

1. Surgical supplies
2. Surgical procedures

#### **H. Therapeutic Modalities**

1. Modalities
2. Alternative therapies
3. Patient instruction

#### **I. Laboratory Procedures**

1. Safety
2. Clinical Laboratory Improvement Amendments of 1988 (CLIA '88)
3. Quality control program
4. Laboratory equipment
5. Laboratory testing and specimen collection
6. Terminology

#### **J. Electrocardiography (ECG)**

1. Standard, 12-lead electrocardiogram
2. Mounting techniques
3. Other electrocardiographic procedures

#### **K. First Aid and Emergency Response**

1. First Aid procedures
2. Legal responsibilities

*Updated 5/2015*