

# MEDICAL ASSISTING TASK LIST

The various tasks that medical assistants perform include, but are not necessarily limited to, those on the following list. The tasks presented 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 evolving role with respect to contemporary health care. Therefore, tasks may be added, removed, or modified on an on-going basis.

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

## I. GENERAL MEDICAL ASSISTING KNOWLEDGE

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| <p><b>A. Anatomy and Physiology</b></p> <ol style="list-style-type: none"><li>1. Body systems</li><li>2. Disorders and diseases of the body</li></ol> <p><b>B. Medical Terminology</b></p> <ol style="list-style-type: none"><li>1. Word parts</li><li>2. Medical terms</li><li>3. Common abbreviations and symbols</li><li>4. Spelling</li></ol> <p><b>C. Medical Law</b></p> <ol style="list-style-type: none"><li>1. Medical law</li><li>2. Licensure, certification, and registration</li></ol> | <p><b>D. Medical Ethics</b></p> <ol style="list-style-type: none"><li>1. Principles of medical ethics</li><li>2. Ethical conduct</li><li>3. Professional development</li></ol> <p><b>E. Human Relations</b></p> <ol style="list-style-type: none"><li>1. Patient relations</li><li>2. Interpersonal skills</li><li>3. Cultural diversity</li></ol> <p><b>F. Patient Education</b></p> <ol style="list-style-type: none"><li>1. Identify and apply proper communication methods in patient instruction</li><li>2. Develop, assemble, and maintain patient resource materials</li></ol> |
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## II. ADMINISTRATIVE MEDICAL ASSISTING

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| <p><b>A. Insurance</b></p> <ol style="list-style-type: none"><li>1. Medical insurance terminology</li><li>2. Various insurance plans</li><li>3. Claim forms</li><li>4. Electronic insurance claims</li><li>5. ICD-9/CPT Coding applications</li><li>6. HIPAA mandated coding systems</li><li>7. Financial applications of medical insurance</li></ol> <p><b>B. Financial Bookkeeping</b></p> <ol style="list-style-type: none"><li>1. Medical finance terminology</li><li>2. Patient billing procedures</li><li>3. Collection procedures</li><li>4. Fundamental medical office accounting procedures</li><li>5. Office banking procedures</li><li>6. Employee payroll</li><li>7. Financial calculations and accounting procedures</li></ol> | <p><b>C. Medical Secretarial – Receptionist</b></p> <ol style="list-style-type: none"><li>1. Medical terminology associated with receptionist duties</li><li>2. General reception of patients and visitors</li><li>3. Appointment scheduling systems</li><li>4. Oral and written communications</li><li>5. Medical records management</li><li>6. Charting guidelines and regulations</li><li>7. Protect, store and retain medical records according to HIPAA regulations</li><li>8. Release of protected health information adhering to HIPAA regulations</li><li>9. Transcription of dictation</li><li>10. Supplies and equipment management</li><li>11. Medical office computer applications</li><li>12. Compliance with OSHA guidelines and regulations of office safety</li></ol> |
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### III. CLINICAL MEDICAL ASSISTING

- A. Asepsis**
1. Medical terminology
  2. State/Federal universal blood borne pathogen/body fluid precautions
  3. Medical/Surgical asepsis procedure
- B. Sterilization**
1. Medical terminology associated with sterilization
  2. Sanitization, disinfection, and sterilization procedures
  3. Record keeping procedures
- C. Instruments**
1. Specialty instruments and parts
  2. Usage of common instruments
  3. Care and handling of disposable and re-usable instruments.
- D. Vital Signs / Mensurations**
1. Blood pressure, pulse, respiration measurements
  2. Height, weight, circumference measurements
  3. Various temperature measurements
  4. Recognize normal and abnormal measurement results
- E. Physical Examinations**
1. Patient history information
  2. Proper charting procedures
  3. Patient positions for examinations
  4. Methods of examinations
  5. Specialty examinations
  6. Visual acuity / Ishihara (color blindness) measurements
  7. Allergy testing procedures
  8. Normal / abnormal results
- F. Clinical Pharmacology**
1. Medical terminology associated with pharmacology
  2. Commonly used drugs and their categories
  3. Various routes of medication administration
  4. Parenteral administration of medications (Subcutaneous, Intramuscular, Intradermal, Z-Tract)
  5. Classes or drug schedules and legal prescriptions requirements for each
  6. Drug Enforcement Agency regulations for ordering, dispensing, storage, and documentation of medication use
  7. Drug Reference books (PDR, Pharmacopeia, Facts and Comparisons, Nurses Handbook)
- G. Minor Surgery**
1. Surgical supplies and instruments
  2. Asepsis in surgical procedures
  3. Surgical tray preparation and sterile field respect
  4. Prevention of pathogen transmission
  5. Patient surgical preparation procedures
  6. Assisting physician with minor surgery including set-up
  7. Dressing and bandaging techniques
  8. Suture and staple removal
  9. Biohazard waste disposal procedures
  10. Instruct patient in pre- and post-surgical care
- H. Therapeutic Modalities**
1. Various standard therapeutic modalities
  2. Alternative/complementary therapies
  3. Instruct patient in assistive devices, body mechanics and home care
- I. Laboratory Procedures**
1. Medical laboratory terminology
  2. OSHA safety guidelines
  3. Quality control and assessment regulations
  4. Operate and maintain laboratory equipment
  5. CLIA waived laboratory testing procedures
  6. Capillary, dermal and venipuncture procedures
  7. Office specimen collection such as: Urine, throat, vaginal, wound cultures – stool, sputum, etc
  8. Specimen handling and preparation
  9. Laboratory recording according to state and federal guidelines
  10. Adhere to the M A Scope of Practice in the laboratory
- J. Electrocardiography**
1. Standard, 12 Lead ECG Testing
  2. Mounting techniques for permanent record
  3. Rhythm strip ECG monitoring on Lead II
- K. First Aid**
1. Emergencies and first aid procedures
  2. Emergency crash cart supplies
  3. Legal responsibilities as a first responder



**AMT**

American Medical Technologists

Certifying Excellence in Allied Health

10700 W. Higgins Road Suite 150  
Rosemont, Illinois 60018  
Phone: (847) 823-5169  
Fax: (847) 823-0458  
www.amt1.com