



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

	9th	10th	11th	12th
Administrative				
Perform basic clerical functions				
Schedule, coordinate, and monitor appointments				
Schedule in-patient, out- patient , admissions and procedures				
Understand and apply 3rd-party guidelines				
Obtain reimbursement through accurate claims submissions				
Monitor 3rd- party reimbursement				
Perform medical transcription				
Understand, 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

Internships	Hours

	9th	10th	11th	12th
Fundamental Principles				
Apply principles of Aseptic techniques and Infection Control				
Comply with Quality Assurance Practices				
Screen and follow-up patient test results				
Adheres to safety practices				
Understands Medical Terminology				
Understand stages of human growth and development				
Understands Anatomy and Physiology of the Human Body				
Applies knowledge of nutrition and understands alternative nutrition				

Dianostic Orders				
Collect and process specimens				
Perform dianostic testing				
Performs EKG/ECG				
Demonstrates venipuncture				

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				
Understands pharmacology terminology, drug calculations, and classifications				
Understands the 5 Rights of medication administration, maintain medication and immunization records, Understands normal/abnormal lab reports. X-ray reports				

College Credits Attained	
Total	