

Program Specifications – MEDICAL ASSISTANT

Function Number	Essential Functions	MEDICAL ASSISTANT
101	Measure and record the oral temperature of a classmate.	
102	Clean, inspect, disinfect, and store the thermometer.	
103	List steps involved in recording a rectal thermometer.	
104	Take and record an oral digital temperature.	
105	Take and record a tympanic temperature.	
106	Take and record a temporal temperature.	
107	Measure and record a radial pulse.	
108	Assess and record the quality and rate of respiration.	
109	Measure auscultatory blood pressure.	
110	Perform a medical aseptic handwash.	
111	Utilize sterile transfer forceps.	
112	Sanitize a designated article.	
113	Wrap the medical instrument/equipment.	
114	Create and organize a sterile field.	
115	Identify 30 instruments by name.	
116	Demonstrate the correct method of putting on sterile gloves.	
117	Scrub/cleanse the site/wound for minor surgery.	
118	Set up for minor surgery	
119	Assist the physician with minor surgery.	
120	Position and drape an adult patient.	
121	Measure and record a height.	
122	Measure and record weight.	
123	Obtain and record a medical history.	
124	Set up for a routine physical examination.	

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Function Number	Essential Functions	MEDICAL ASSISTANT
125	Assist with a GYN examination with Pap test.	
126	Measure and record the head circumference of an infant.	
127	Measure and record visual acuity.	
128	Determine and record color vision acuity.	
129	Measure and record the rate of the patient's apical pulse.	
130	Demonstrate knowledge in radiology.	
131	Demonstrate knowledge of physical therapy.	
132	Demonstrate knowledge of basic nutritional concepts.	
133	Demonstrate basic principles of CPR and First Aid.	
134	Locate the drug classification of the 50 drugs.	
135	Display knowledge and application of principles of preparing medications.	
136	Administer a simulated oral medication.	
137	Administer a subcutaneous medication to a student partner/model.	
138	Administer an intramuscular injection to a student partner/model.	
139	Administer an intradermal injection to a student partner/model.	
140	Prepare and administer a simulated topical medication to a student partner/model.	
141	In the clinical facility: Perform a medical aseptic handwash.	
142	Use sterile transfer forceps.	
143	Sanitize a designated article.	
144	Wrap the medical instrument/equipment.	
145	Steam autoclave a designated item.	
146	Create and organize a sterile field.	
147	Take and record an oral, tympanic, and/or a temporal temperature.	

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Function Number	Essential Functions	MEDICAL ASSISTANT
148	Measure and record the rate of a patient's radial pulse.	
149	Assess and record the quality and rate of an adult patient's respiration.	
150	Locate the apex of the heart, measure and record the rate of the patient's apical pulse.	
151	Measure auscultatory blood pressure.	
152	Position and drape and adult patient.	
153	Measure and record a patient's height.	
154	Measure and record the patient's weight.	
155	Set up an examination room for a routine physical examination.	
156	Demonstrate each of the steps required in assisting with a GYN examination with Pap test.	
157	Prepare the patient and assist the physician as required for patient exams.	
158	Measure and record the visual acuity of the adult patient.	
159	Measure the recumbent length of an infant.	
160	Measure and record the weight of the infant.	
161	Measure and record the head circumference.	
162	Demonstrate the correct method of putting on sterile gloves.	
163	Scrub and cleanse the site/wound for minor surgery.	
164	Set up for minor surgery.	
165	Assist the physician with minor surgery.	
166	Administer a 12-lead electrocardiogram (ECG).	
167	Administer an oral medication to a patient.	
168	Administer a subcutaneous, intramuscular, or intradermal injection to a patient.	
169	Demonstrate knowledge and application of local, state, and federal health care legislation and regulation and ethical principles.	
170	Interact with the client/patient; use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations.	
171	Maintain a professional appearance.	
172	Demonstrate awareness of the consequences of not working within the legal scope of practice for a medical assistant.	

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Function Number	Essential Functions	MEDICAL ASSISTANT
173	Demonstrate dependability.	
174	Follow oral/written instructions.	
175	Accept evaluation/criticism.	
176	Display organization/initiative.	
177	Demonstrate safe practice.	
178	Maintain professional demeanor.	
179	Interact with clients/patients with professionalism and empathy.	
201	Business Procedure Prepare a patient information sheet.	
202	Transfer telephone information to the message forms.	
203	Take a call from the "patient" and make the appointment or transfer the call appropriately.	
204	Record patient appointments correctly.	
205	Correctly alphabetize 45 names.	
206	Calculate the cost of an order.	
207	Prioritize situations.	
208	Write common English translations for prescriptions.	
209	Accurately record prescription refill information.	
210	Compose a letter to be mailed.	
211	Address an envelope for processing.	
212	Fold the letter and insert it into the envelope.	
213	Complete an estimate of hospital and surgical costs.	
214	Post entries to patients' ledger cards by hand.	
215	Reconcile a bank statement.	
216	Write checks for disbursement, complete the check register, and enter deposits.	

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Function Number	Essential Functions	MEDICAL ASSISTANT
217	Access computer program, enter provider information and print out information.	
218	Enter ICD-9 codes into the computer.	
219	Enter CPT codes and fees into the computer.	
220	Enter insurance plans and patient account information into the computer.	
221	Complete a Medicare CMS 1500 Claim Form and post information from a visit to the patient account information screen.	
222	Answer the telephone.	
223	Receive, evaluate, and record a telephone message.	
224	Schedule appointments.	
225	Attain preliminary patient information and prepare a new patient chart.	
226	File using terminal digits.	
227	Demonstrate the ability to use the CPT coding book.	
228	Demonstrate the ability to use the ICD-9 coding book.	
229	Complete insurance forms.	
230	Activate computer, select correct program, follow prompts, type in required information, proof, and make necessary corrections.	
301	Medical Laboratory Exhibit Universal Precautions/safety precautions.	
302	Complete laboratory request forms.	
303	Instruct a male and female patient in clean-catch, midstream urine specimen collection.	
304	Read the specific gravity of a urine specimen using a refractometer.	
305	Determine the color and transparency of a urine specimen.	
306	Determine the chemistry results of a urine specimen.	
307	Confirm the results of all urine specimens positive by reagent strip for glucose and protein.	

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Function Number	Essential Functions	MEDICAL ASSISTANT
308	Prepare a urine specimen for microscopic analysis.	
309	Run controls.	
310	Perform a capillary puncture.	
311	Perform a venipuncture with a syringe.	
312	Perform a venipuncture with a Vacutainer® holder.	
313	Perform a venipuncture with a butterfly device.	
314	Perform a microhematocrit.	
315	Perform a hemoglobin.	
316	Prepare a microorganism slide.	
317	Prepare and stain blood smears for differential counts.	
318	Perform a pregnancy test.	
319	Perform a mono test.	
320	Perform a rapid group A strep test.	
321	Perform a Hemocult test on a stool specimen.	
322	Obtain a specimen for a throat culture.	
323	Inoculate media for urine, throat and/or other culture.	
324	Perform glucose test on a blood specimen.	
325	Perform a cholesterol screening test.	
326	Use the microscope to look at microscopic specimens.	

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The list of Program Specifications that follows can be referenced to the Function Numbers on the previous pages. The ability to perform these actions or activities is necessary to complete program lab and clinical functions as well as to work in this field.

Program Specifications – MEDICAL ASSISTANT

Physical Factors	YES	NO	Essential Function/s Numbers
Standing	◆		102-3,107,110-11,113, 117-20, 121-22, 142-44, 146-48,151-55,156, 157, 159 166, 168, 301-25
Walking	◆		301-325
Sitting (Prolonged 4hr. min.)	◆		108, 301-325
Lifting			
10 lbs.	◆		133
20 lbs.	◆		
50 lbs.	◆		
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		133
20 lbs.	◆		
50 lbs.	◆		
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.	◆		
20 lbs.	◆		
100 lbs. +		◆	

Physical Factors	YES	NO	Essential Function/s Number
Climbing		◆	
Balancing	◆		
Bending	◆		102-07, 133, 166, 310-16
Stooping	◆		102-07, 133
Crouching	◆		
Kneeling	◆		133
Reaching	◆		
Crawling		◆	
Running		◆	
Twisting	◆		152, 166
Turning	◆		166-168
Jumping		◆	
Grasping-Firm/Strong	◆		101-03, 110, 115, 142, 166, 301-27
Grasping-Light	◆		106-115,119,149,301-28
Finger Dexterity	◆		108-09, 111-12, 115, 117-19, 123-25, 136-40, 166, 201, 210-22, 301-26
Tactile function in fingers	◆		107, 109, 310-313
Reaching Forward	◆		141-49, 166, 304-26
Reaching Overhead	◆		121, 153
Pinching	◆		101,103,137-140,306-26,
Simultaneous use of hand, wrist, fingers (e.g. typing, data entry)	◆		160-68, 201, 210-22, 224-26, 230-32, 306-25

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Physical Factors	YES	NO	Essential Function/s Numbers
Coordination Eye-hand	◆		109, 201, 230, 301-26
Eye-hand-foot		◆	
Driving		◆	
Vision Acuity, Near	◆		101, 103, 106-07, 201, 301-26
Acuity, Far	◆		155
Depth perception	◆		301-26
Accommodation	◆		301-26
Color vision	◆		304-326
Field of vision	◆		301-26
Face-to-face conversation	◆		101, 103-08, 119-22, 126-28, 136, 147-55, 159, 164, 167-68, 170, 303, 310-16
Verbal conversation with others	◆		101, 103-08, 122, 126-28, 136, 147-55, 159, 164, 167-68, 170, 303, 310-16
Public speaking	◆		153, 158-59, 170, 179, 309, 310-16
Hear normal conversation	◆		153, 157, 165, 170, 173, 223,-26, 303, 310-16
Hear telephone conversation	◆		170, 223-26

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Program Specifications – MEDICAL ASSISTANT

Environmental Factors	YES	NO	Essential Function/s Number
Works indoors	◆		ALL
Works outdoors		◆	
Exposure to extreme hot or cold temp		◆	
Working at unprotected heights		◆	
Being around moving machinery	◆		308, 314
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles <i>(specify) powdered latex gloves, aerosols, odors</i>	◆		301, 304-26
Exposure to toxic or caustic chemicals	◆		304-26
Exposure to excessive noises	◆		308, 314
Exposure to radiation or electrical energy	◆		
Exposure to solvents, grease, or oils	◆		
Exposure to slippery or uneven walking surfaces	◆		
Working in confined spaces	◆		166
Using computer monitor	◆		201-230
Working with explosives		◆	
Exposure to vibration	◆		308, 314
Exposure to flames or heating elements	◆		323
Works around others	◆		ALL
Works alone	◆		ALL

Environmental Factors	YES	NO	Essential Function/s Number
Works with others	◆		ALL
Safety Equipment <i>(Required to wear)</i>			
Safety glasses	◆		301-26
Face mask/face shield	◆		301-26
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing	◆		301-26

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Program Specifications – MEDICAL ASSISTANT

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Reasoning Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	◆		169-70, 174-76, 207, 225-226, 301-26
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		170, 174, 208, 301-26
Deal with problems from standard situations	◆		177-78, 208-09
Carry out detailed but uninvolved written or oral instructions	◆		172, 174, 201, 207-09, 301-27
Carry out one or two step instructions	◆		172, 208, 301-26 <i>(more than two step)</i>
Mathematics Complex skills –Business math, algebra, geometry or statistics	◆		135, 309
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	◆		174, 206, 213-17, 309, 314-15
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		166, 174, 207, 230, 301-26

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Simple skills - Comprehend simple instructions or notations from a log book	◆		174, 207, 230, 301-27
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	◆		170, 201, 210
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	◆		174, 177, 202, 204, 210, 224-26, 229-30
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms	◆		176, 308
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line	◆		303-26

Program Specifications – MEDICAL ASSISTANT

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Clerical – ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	◆		174, 227-229, 302, 304-26
Data Synthesizing	◆		230
Coordinating	◆		207
Analyzing	◆		304-26
Compiling	◆		304-26
Computing	◆		167-68, 213-17, 304-26
Copying	◆		208-09, 214, 216-17, 230, 304-26
Comparing	◆		208-09, 214, 216, 230, 304-26
Personal traits Ability to comprehend and follow instructions	◆		174, 223-25, 230, 301-26
Ability to perform simple and repetitive tasks	◆		174, 230

Cognitive/Mental Factors	YES	NO	Essential Function/s Number
Ability to maintain a work pace appropriate to a given work load	◆		174, 230, 301-26
Ability to relate to other people beyond giving and receiving instructions	◆		170, 173-75, 176-78, 301-26
Ability to influence people	◆		169, 178
Ability to perform complex or varied tasks	◆		174, 175-76, 207, 210, 301-26
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		174, 175-76, 230
Ability to accept and carry out responsibility for direction, control and planning	◆		174, 175-76, 230

A change in your ability to perform any of the Essential Functions must be reported to Joan Miksis, Associate Dean of the Medical Assistant program at (608) 785-9275 or to your instructor immediately.