

NORTHWOOD TECHNICAL COLLEGE  
 MEDICAL ASSISTANT  
 STUDENT POLICIES

**Institution Name:**

**Student Name:**

**Date of Graduation:**

**Master Competency Checklist**  
**2022 MAERB Core Curriculum**

**Psychomotor Competencies**

I. Anatomy, Physiology, and Pharmacology		Grade	Pass	Date	Int.
I.P.1	Accurately measure and record:				
	a. blood pressure				
	b. temperature				
	c. pulse				
	d. respirations				
	e. height				
	f. weight (adult and infant)				
	g. length (infant)				
	h. head circumference (infant)				
	i. oxygen saturation				
I.P.2	Perform the following procedures:				
	a. electrocardiography				
	b. venipuncture				
	c. capillary puncture				
	d. pulmonary function testing				
I.P.3	Perform patient screening following established protocols				
I.P.4	Verify the rules of medication administration:				
	a. right patient				
	b. right medication				
	c. right dose				
	d. right route				
	e. right time				
	f. right documentation				
I.P.5	Select proper sites for administering parenteral medication				
I.P.6	Administer oral medications				

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I.P.7	Administer parenteral (excluding IV) medications				
I.P.8	Instruct and prepare a patient for a procedure or a treatment				
I.P.9	Assist provider with a patient exam				
I.P.10	Perform a quality control measure				
I.P.11	Collect specimens and perform:				
	a. CLIA waived hematology test				
	b. CLIA waived chemistry test				
	c. CLIA waived urinalysis				
	d. CLIA waived immunology test				
I.P.11	e. CLIA waived microbiology test				
I.P.12	Provide up-to-date documentation of provider/professional-level CPR				
I.P.13	Perform first aid procedures				
	a. bleeding				
	b. diabetic coma or insulin shock				
	c. stroke				
	d. seizures				
	e. environmental emergency				
I.P.13	f. syncope				
<b>II. Applied Mathematics</b>					
II.P.1	Calculate proper dosages of medication for administration				
II.P.2	Record laboratory test results into the patient's record				
II.P.3	Document on a growth chart				
II.P.4	Apply mathematical computations to solve equations				
II.P.5	Convert among measurement systems				
<b>III. Infection Control</b>					
III.P.1	Participate in bloodborne pathogen training				
III.P.2	Select appropriate barrier/personal protective equipment (PPE)				
III.P.3	Perform handwashing				
III.P.4	Prepare items for autoclaving				
III.P.5	Perform sterilization procedures				
III.P.6	Prepare a sterile field				
III.P.7	Perform within a sterile field				
III.P.8	Perform wound care				
III.P.9	Perform dressing change				
III.P.10	Demonstrate proper disposal of biohazardous material				
	a. sharps				

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	b. regulated waste				
<b>IV. Nutrition</b>					
IV.P.1	Instruct a patient regarding a dietary change related to a patient's special dietary needs				
<b>V. Concepts of Effective Communication</b>					
V.P.1	Respond to nonverbal communication				
V.P.2	Correctly use and pronounce medical terminology in health care interactions				
V.P.3	Coach patients regarding:				
	a. office policies				
	b. medical encounters				
V.P.4	Demonstrate professional telephone techniques				
V.P.5	Document telephone messages accurately				
V.P.6	Using technology, compose clear and correct correspondence				
V.P.7	Use a list of community resources to facilitate referrals				
V.P.8	Participate in a telehealth interaction with a patient				
<b>VI. Administrative Functions</b>					
VI.P.1	Manage appointment schedule, using established priorities				
VI.P.2	Schedule a patient procedure				
VI.P.3	Input patient data using an electronic system				
VI.P.4	Perform an inventory of supplies				
<b>VII. Basic Practice Finances</b>					
VII.P.1	Perform accounts receivable procedures to patient accounts including posting:				
	a. charges				
	b. payments				
	c. adjustments				
VII.P.2	Input accurate billing information in an electronic system				
VII.P.3	Inform a patient of financial obligations for services rendered				
<b>VIII. Third-Party Reimbursement</b>					
VIII.P.1	Interpret information on an insurance card				
VIII.P.2	Verify eligibility for services				
VIII.P.3	Obtain precertification or preauthorization with documentation				
VIII.P.4	Complete an insurance claim form				
VIII.P.5	Assist a patient in understanding an Explanation of Benefits (EOB)				

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<b>IX. Procedural and Diagnostic Coding</b>					
IX.P.1	Perform procedural coding				
IX.P.2	Perform diagnostic coding				
IX.P.3	Utilize medical necessity guidelines				
<b>X. Legal Implications</b>					
X.P.1	Locate a state's legal scope of practice for medical assistants				
X.P.2	Apply HIPAA rules in regard to:				
	a. privacy				
	b. release of information				
X.P.3	Document patient care accurately in the medical record				
X.P.4	Complete compliance reporting based on public health statutes				
X.P.5	Report an illegal activity following the protocol established by the healthcare setting				
X.P.6	Complete an incident report related to an error in patient care				
<b>XI. Ethical and Professional Considerations</b>					
XI.P.1	Demonstrate professional response(s) to ethical issues				
<b>XII. Protective Practices</b>					
XII.P.1	Comply with safety practices				
XII.P.2	Demonstrate proper use of:				
	a. eyewash equipment				
	b. fire extinguishers				
XII.P.3	Use proper body mechanics				
XII.P.4	Evaluate an environment to identify unsafe conditions				

**Affective Competencies**

A.1	Demonstrate critical thinking skills	<b>Grade</b>	<b>Pass</b>	<b>Date</b>	<b>Int.</b>
A.2	Reassure patients				

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A.3	Demonstrate empathy for patients' concerns				
A.4	Demonstrate active listening				
A.5	Respect diversity				
A.6	Recognize personal boundaries				
A.7	Demonstrate tactfulness				
A.8	Demonstrate self-awareness				