





Prepare payroll											
Reconcile bank statements											
Reconcile cash count and receipts											
Review invoices for validity and accuracy											
<i>Safety and infection control are adhered to during all aspects of this task.</i>											
<i>The student completed task within the time limited.</i>											
<b>Points earned</b>											
<b>Total possible points (14)</b>											

**III. Complete government and insurance forms and other financial reports to accreditation and certification standards recognized by the American Medical Association**

Tasks Instructions:

	1	2	3	4	5	6	7	8	9	10
Complete insurance forms for filing assigned insurance claims										
Complete insurance forms for client reimbursement										
Complete Medicare forms										
Complete worker's compensation forms										
Complete Medicaid forms										
<i>Safety and infection control are adhered to during all aspects of this task.</i>										
<i>The student completed task within the time limited.</i>										
<b>Points earned</b>										
<b>Total possible points (7)</b>										

**IV. Perform general laboratory procedures to accreditation and certification standards recognized by the American Medical Association.**

Tasks Instructions:

	1	2	3	4	5	6	7	8	9	10
Assist with the collection of clean catch or sterile urine specimens										
Assist with the collection of microorganism smear										
Assist with the collection of Pap smear										
Prepare urine specimen for microscopic examination										
Collect eye, nose and throat specimens for culture and sensitivity										
Assist with the collection of a random voided urine specimen										
Assess and record color, gross appearance, and odor of urine specimen										
Perform cholesterol tests										
Perform blood sugar screening test										
Perform mono screening tests										
Perform routine biochemical urine tests										
Conduct urine pregnancy test										
Perform urine specific gravity tests										
Prepare requisitions for test outside of office										
Prepare specimens for shipping										
Test stool specimens for occult blood										
Test stool specimens for occult blood using the bensidine filter paper test										
<i>Safety and infection control are adhered to during all aspects of this task.</i>										
<i>The student completed task within the time limited.</i>										
<b>Points earned</b>										
<b>Total possible points (19)</b>										

**V. Perform hematology procedures to accreditation and certification standards recognized by the American Medical Association**

Tasks Instructions:

	1	2	3	4	5	6	7	8	9	10
Obtain a capillary blood specimen										
Perform hematocrit test										
Perform hemoglobin test										
Perform venipuncture using vacuum setup (high school contestants will not participate in the venipuncture skills, but may be required to identify equipment and supplies used in this procedure).										
Separate plasma or serum from cells										
<i>Safety and infection control are adhered to during all aspects of this task.</i>										
<i>The student completed task within the time limited.</i>										
<b>Points earned</b>										
<b>Total possible points (7)</b>										

**VI. Perform electrocardiogram (EKG) procedures to accreditation and certification standards recognized by the American Medical Association**

Tasks Instructions:

	1	2	3	4	5	6	7	8	9	10
Perform EKG test										
Mount EKG graphs										
Clean EKG equipment after use										
<i>Safety and infection control are adhered to during all aspects of this task.</i>										
<i>The student completed task within the time limited.</i>										
<b>Points earned</b>										
<b>Total possible points (5)</b>										

**VII. Demonstrate knowledge of pharmaceutical principles and provide medication administration to**



