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I. Perform general office procedures to accreditation and certification standards recognized by the American Medical Association

Tasks Instructions:

Each number refers to a single candidate (1-10). Place check (//) in respective column for appropriate candidate if the behavior was observed as stated. Leave blank if not observed. If any of these are not observed, the candidate shall NOT receive credit for last line in section as well.  Place and receive telephone calls  Arrange for client admission to hospital  Arrange physician's travel accommodations  Schedule client appointments  Complete history and assessment for client  Explain doctor's fee and office policies  File letters, diagnostic reports and progress notes in client's records  Gather data for necessary reports regarding referrals to other doctors  Prepare medical file for a new client  Maintain appointment book and reminder system  Make referral appointments for client  Prepare release form and obtain the necessary signatures  Process mail  Prepare medical records for daily appointment schedule  Receive clients and visitors  Schedule patients for outpatient diagnostic tests  Transcribe letters from tape recorder or transcriber  Prepare correspondence from rough draft											
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Prepare medical records										
Demonstrate ICD-9CM coding										
Demonstrate CPT coding										
Apply computer concepts to office practices										
Plan and organize daily office activities										
Update the outside agency file										
Update inventory list of office supplies and equipment										
Prepare purchase requisitions										
Complete peg board										
Operate calculator										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (31)										
II. Perform general accounting procedures to accreditation and certification	sta	ndar	ds re	ecog	nize	d by	the			
American Medical Association										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
	•	_		ľ			,		•	
Collect and post payments										
Collect delinquent bills										
Maintain a file of unpaid accounts										
Maintain a file of unpaid accounts  Maintain a petty cash fund										
Maintain a petty cash fund										
Maintain a petty cash fund  Make financial arrangements with clients										
Maintain a petty cash fund  Make financial arrangements with clients  Prepare bank deposit slips										

Prepare payroll										
Reconcile bank statements										
Reconcile cash count and receipts										
Review invoices for validity and accuracy										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (14)										
	<b>,</b>					ı				
III. Complete government and insurance forms and other financial reports	to ac	cred	itati	on a	nd c	ertif	icati	on		
standards recognized by the American Medical Association										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
	'	_	3	_						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										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
	•	•	•	•	•	•	•	•		
IV. Perform general laboratory procedures to accreditation and certification	n star	ndar	ds r	ecog	jnize	d 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										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (19)										
V. Perform hematology procedures to accreditation and certification stands	ards	reco	gniz	ed b	y th	e An	nerio	can I	Medi	ical
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										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
				l		l		ı		
VI. Perform electrocardiogram (EKG) procedures to accreditation and certif	ficati	on s	tand	lards	s rec	ogn	ized	by t	he	
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										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (5)				l		l		I		L
VII. Demonstrate knowledge of pharmaceutical principles and provide med	icatio	on a	dmir	nistra	ation	to				

accreditation and certification standards recognized by the American Medi	cal As	ssoc	iatio	n						
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Monitor supply of controlled substances										
Identify commonly administered drugs, their uses and effects										
Use correct pharmaceutical abbreviations and terminology										
Identify various methods and routes of drug administration										
Explain the five rights of medication safety										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
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VIII. Perform clinical office procedures to accreditation and certification sta	andar	ds r	ecog	jnize	ed by	/ the	)			
American Medical Association										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Assist with minor surgery										
Assist with dressing change										
Create and maintain a sterile field										
Assist with physical examination										
Assist with biopsy procedure										
Perform visual and auditory acuity tests										
Position and drape patient										

Apply elastic bandage					
Apply roller bandage					
Apply triangular bandage					
Apply tubular bandage					
Demonstrate knowledge and use of pressure points to control bleeding					
Provide first aid for syncope					
Prepare for catheterization					
Prepare patient for minor surgery					
Prepare room and equipment for examination, procedures and minor surgery					
Measure and record oral, rectal, auxiliary and aural temperature					
Measure and record pulse					
Measure and record respiration					
Measure and record blood pressure					
Perform hot and cold therapies					
Perform basic adult, infant and child CPR					
Identify medical instruments and equipment					
Measure height and weight					
Chart pertinent observations/information					
Demonstrate emergency measures for choking					
Safety and infection control are adhered to during all aspects of this task.					
The student completed task within the time limited.					
Points earned					
Total possible points (28)					
Total points earned for all sections (A)					
Total possible points for all sections (B) 118					
Student/candidate score (divide A/B)					