



## MEDICAL ASSISTING



### PURPOSE

To evaluate each competitor's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of medical assisting.

### ELIGIBILITY

Open to active SkillsUSA members enrolled in programs with medical assisting as the occupational objective. Each state may send one high school competitor.

### CLOTHING REQUIREMENTS

#### **NYS Health Care Attire:**

- Official school clinical scrubs uniform with identification removed/concealed. Only plain white, collarless T-shirts may be worn under neath the scrub top is not visible from either the sleeve or the hem areas
- Health professional's white leather work shoes, white socks, or skin-tone seamless hose. Shoes must be "all-white" leather (no canvas), completely enclosed (no open toe or open heel). Athletic style shoes that meet the criteria are acceptable.
- Hair must be pinned up and off the collar. Away from the face and neck.
- Nails should be cleaned, short and without nail polish., No artificial nails (which can harbor bacteria) no heavy makeup, no heavy body scents
- Jewelry: Only one stud or small hoop earring in each ear is allowed. No facial piercings are allowed. All visible tattoos (including those on hands, arms and the neck or chest must be covered). No facial or tongue rings allowed. A watch with a second hand is allowed.
- Competitors should exhibit professional appearance and conduct during the contest.

**Note: Contestants must wear their contest clothing to the contest orientation meeting.  
Also bring #2 pencil, resume, and safety assurance form.**

## EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
  - a. All instruments, equipment and materials required for the competition, not on the competitor's list below
2. Supplied by the competitor:
  - a. Watch with second hand; no electronic watches
  - b. Pen (black ink)
  - c. Stethoscope
  - d. Sterile gloves - Latex-free
  - e. I recommend you bring a snack and a warm coat regardless of the weather. Sometimes our area takes some time to warm up.
  - f. All competitors must create a one-page resume. See “Resume Requirement” below for guidelines.

### RESUME REQUIREMENT

Competitors must create a one-page resume to submit at orientation.

### DEVICES

Cell phones or other electronic devices will be collected by the contest chair during the competition. No electronics are permitted in the contest area. Advisors should allow the competitors to take their phones to the contest areas.

If the competitor uses their device in a manner which compromises the integrity of the competition, the competitor’s score may be penalized.

Your competition will conclude at the end of the allotted time scheduled.

Note: Plan to remain in the competition area during the scheduled time. Students can bring pre-approved non-competition related material books, magazines, etc. To help occupy idle time.

## SCOPE OF THE COMPETITION

The competition assesses the ability to perform skills needed as a medical assistant. The competition uses *Health Occupations: Core Knowledge and Skills* and the American Medical Association accreditation and certification standards.

### KNOWLEDGE PERFORMANCE

The competition includes a written knowledge test including topics identified in *Health Occupations: Core Knowledge and Skills*. Competitors will also be expected to demonstrate knowledge and skills ability in the performance portion of the competition. Competitors are required to take the NYS SkillsUSA professional development test online.

## **SKILLS PERFORMANCE**

The competition will consist of simulated office situations and demonstrations.

## **COMPETITION GUIDELINES**

1. Competitors will demonstrate their ability to perform procedures or skills selected from the list of competencies below as determined by the SkillsUSA Championships health occupations technical committee.
2. Competitors, as part of the demonstration, should voluntarily express pertinent information.

## **STANDARDS AND COMPETENCIES**

### **MA 1.0 — Perform general office procedures to accreditation and certification standards recognized by the American Medical Association**

- 1.1. Greet patients professionally.
- 1.2. Place and receive telephone calls.
- 1.3. Arrange for client admission to hospital.
- 1.4. Schedule client appointments.
- 1.5. Complete history and assessment for client.
- 1.6. Explain doctor's fee and office policies.
- 1.7. Gather data for necessary reports regarding referrals to other doctors.
- 1.8. Prepare medical file for a new client.
- 1.9. Maintain appointment book and reminder system.
- 1.10. Make referral appointments for clients.
- 1.11. Prepare release form and obtain the necessary signatures.
- 1.12. Process mail.
- 1.13. Prepare medical records for daily appointment schedule.
- 1.14. Receive clients and visitors.
- 1.15. Schedule patients for outpatient diagnostic tests.
- 1.16. Prepare statements for mailing.
- 1.17. Prepare correspondence from rough draft.
- 1.18. Prepare medical records.
- 1.19. Demonstrate ICD-10 coding.
- 1.20. Demonstrate CPT coding.
- 1.21. Apply computer concepts to office practices.
- 1.22. Plan and organize daily office activities.
- 1.23. Update inventory list of office supplies and equipment.
- 1.24. Prepare purchase requisitions.
- 1.25. Complete peg board.
- 1.26. Operate calculator.
- 1.27. Communicate professionally with clients, families, and visitors.

**MA 2.0 — Perform general accounting procedures to accreditation and certification standards recognized by the American Medical Association**

- 2.1. Collect and post payments.
- 2.2. Collect delinquent bills.
- 2.3. Maintain a file of unpaid accounts.
- 2.4. Maintain a petty cash fund.
- 2.5. Make financial arrangements with clients.
- 2.6. Prepare bank deposit slips.
- 2.7. Process charge slips.
- 2.8. Prepare checks for doctor's signature.
- 2.9. Prepare payroll.
- 2.10. Reconcile bank statements.
- 2.11. Reconcile cash count and receipts.
- 2.12. Review invoices for validity and accuracy.

**MA 3.0 — Complete government and third-party insurance forms and other financial reports to accreditation and certification standards recognized by the American Medical Association**

- 3.1. Complete insurance forms for filing assigned insurance claims.
- 3.2. Complete insurance forms for client reimbursement.
- 3.3. Complete Medicare forms.
- 3.4. Complete worker's compensation forms.
- 3.5. Complete Medicaid forms.

**MA 4.0 — Perform general laboratory procedures to accreditation and certification standards recognized by the American Medical Association**

- 4.1. Instruct on collection of clean catch or sterile urine specimens.
- 4.2. Assist with the collection of microorganism smear.
- 4.3. Assist with the collection of Pap smear.
- 4.4. Prepare urine specimen for microscopic examination.
- 4.5. Collect eye, nose and throat specimens for culture and sensitivity.
- 4.6. Assist with the collection of a random voided urine specimen.
- 4.7. Perform urinalysis testing.
- 4.8. Perform cholesterol tests.
- 4.9. Perform blood sugar screening test.
- 4.10. Perform mono screening tests.
- 4.11. Conduct urine pregnancy test.
- 4.12. Perform urine specific gravity tests.
- 4.13. Prepare requisitions for test outside of office.
- 4.14. Prepare specimens for shipping.
- 4.15. Test stool specimens for occult blood.
- 4.16. Demonstrate patient education regarding lab tests and specimen collection.

**MA 5.0 — Perform hematology procedures to accreditation and certification standards recognized by the American Medical Association**

- 5.1. Obtain a capillary blood specimen.
- 5.2. Perform hematocrit test.
- 5.3. Perform hemoglobin test.
- 5.4. Perform venipuncture using vacuum system (high school competitors will not participate in the venipuncture skills, however, may be required to identify or explain procedure, equipment and supplies used in this procedure).
- 5.5. Separate plasma or serum from cells.
- 5.6. Perform variety of testing using blood from vacuum tube(s).
- 5.7. Perform venipuncture demonstrating proper Order of Draw.
- 5.8. Identify additives in vacuum tubes (secondary competitors should be able to identify).
- 5.9. Collect correct specimen per order using proper tubes (Secondary competitors should be able to explain).
- 5.10. Communicate professionally.

**MA 6.0 — Perform electrocardiogram (EKG) procedures to accreditation and certification standards recognized by the American Medical Association**

- 6.1. Perform EKG test.
- 6.2. Clean EKG equipment after use.
- 6.3. Communicate procedure to client.
- 6.4. Establish rapport.

**MA 7.0 — Demonstrate knowledge of pharmaceutical principles and provide medication administration to accreditation and certification standards recognized by the American Medical Association**

- 7.1. Monitor supply of controlled substances.
- 7.2. Identify commonly administered drugs, their uses, and effects.
- 7.3. Use correct pharmaceutical abbreviations and terminology.
- 7.4. Identify various methods and routes of drug administration.
- 7.5. Perform medication administration: oral, ID, SC, IM, topical or transdermal  
*Note:* High school competitors will not participate in the parenteral medication administration. However, they may participate in non-parenteral medication administration and/or identify supplies and equipment.
- 7.6. Explain the six rights of medication safety.
- 7.7. Communicate order to client, explaining medication and use.

**MA 8.0 — Perform clinical office procedures to accreditation and certification standards recognized by the American Medical Association**

- 8.1. Assist with minor surgery.
- 8.2. Assist with dressing change.
- 8.3. Create and maintain a sterile field.
  - 8.3.1. Pour Betadine into sterile bowl on sterile field.
  - 8.3.2. Add sterile instruments or gauze.
  - 8.3.3. Cover sterile fields and maintain field integrity.

- 8.4. Assist with physical examination.
- 8.5. Assist with biopsy procedure.
- 8.6. Perform visual and auditory acuity tests.
- 8.7. Position and drape patient.
- 8.8. Apply elastic bandage.
- 8.9. Apply roller bandage.
- 8.10. Apply triangular bandage.
- 8.11. Apply tubular bandage.
- 8.12. Demonstrate knowledge and use of pressure points to control bleeding.
- 8.13. Provide first aid for syncope.
- 8.14. Prepare patient for minor surgery.
- 8.15. Prepare room and equipment for examination, procedures, and minor surgery.
- 8.16. Measure and record temperature using oral, rectal, auxiliary, temporal or aural equipment.
- 8.17. Measure and record pulse, describe characteristics.
- 8.18. Measure and record respiration, describe characteristics.
- 8.19. Measure and record blood pressure.
- 8.20. Perform hot and cold therapies.
- 8.21. Perform basic adult, infant, and child CPR.
- 8.22. Identify medical instruments and equipment.
- 8.23. Measure height and weight.
- 8.24. Chart pertinent observations/information.
- 8.25. Demonstrate emergency measures for choking.
- 8.26. Provide patient education on tests, medications, procedures, etc.
- 8.27. Use medical terminology and abbreviations as needed.
- 8.28. Perform proper documentation for all procedures, manually or electronically.

## **HEALTH OCCUPATIONS: CORE KNOWLEDGE AND SKILLS (FOR REFERENCE)**

1. Academic Foundations
  - a. Apply knowledge of human structure and function to client care situations.
  - b. Apply concepts of basic human needs to client care.
  - c. Apply knowledge of nutrition.
  - d. Apply basic mathematical concepts.
2. Communication Skills — Core
  - a. Demonstrate oral, written, and telephone communication skills with patients, families, and staff.
  - b. Modify communication to meet client needs.
  - c. Spell, pronounce, define, and utilize medical terms and abbreviations.
  - d. Observe, report and document pertinent patient data.
  - e. Demonstrate effective interpersonal relationships.
  - f. Be sensitive to multicultural and multilingual needs.
  - g. Provide emotional support for clients during procedure/treatment.

3. Safety — Core
  - a. Report and/or correct safety hazards.
  - b. Apply principles of body mechanics.
  - c. Maintain equipment in proper working order.
  - d. Maintain a safe client environment.
  - e. Follow emergency procedures.
  - f. Verify identity of client.
  - g. Use precautions in the presence of ionizing radiation.
  - h. Manage hazardous materials.
  
4. Infection Control and Asepsis — Core
  - a. Perform correct handwashing technique.
  - b. Use appropriate personal protective equipment.
  - c. Identify at-risk behaviors and modes of transmission of pathogens.
  - d. Use standard precautions outlined by the CDC.
  - e. Apply principles of medical asepsis.
  - f. Clean and restock client environment.
  - g. Apply principles of disinfection.
  
5. Asepsis — Advanced
  - a. Create and maintain sterile field.
  - b. Don and remove sterile gloves/gown.
  - c. Assist with minor surgical procedures.
  - d. Apply principles of sterilization.
  - e. Clean, disinfect and sterilize surfaces, instruments, supplies and equipment utilizing appropriate methods.
  - f. Prepare and/or package equipment for sterilization.
  
6. Ethical/Legal
  - a. Operate within the legal framework of liability in his/her scope of work.
  - b. Maintain confidentiality in the health care setting.
  - c. Explain client rights.
  - d. Recognize and report signs of neglect and abuse.
  
7. Employment Skills
  - a. Exhibit such personal skills as attendance, time management, individual responsibility, and teamwork.
  - b. Maintain professional conduct and appearance.
  - c. Complete job application and resume.
  - d. Demonstrate interview skills.
  - e. Prepare correspondence related to the employment process.