



# National Center for Competency Testing

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## Medical Assistant Certification Exam Content Outline

<b>Approximate % of Exam</b>	<b>Content Categories</b>
<b>10-12.5%</b>	<b>Anatomy and Physiology</b>
	<ul style="list-style-type: none"><li>• Body Systems and Functions</li><li>• Basic Disease Recognition</li><li>• Bones</li><li>• Body Positioning for examination</li><li>• Major muscles</li></ul>
<b>18-20.5%</b>	<b>Medical Office Management</b>
	<ul style="list-style-type: none"><li>• <b>General Office Procedures (10 - 12.5%)</b><ol style="list-style-type: none"><li>1 Oral and written communication skills</li><li>2 Legal and professional concepts</li><li>3 Patient instruction</li><li>4 Computers</li><li>5 Equipment operation and maintenance</li><li>6 Organizational skills</li><li>7 Cultural awareness</li><li>8 Medical record keeping</li></ol></li><li>• <b>Bookkeeping (4%)</b><ol style="list-style-type: none"><li>1 Basic banking</li><li>2 Basic accounting</li><li>3 Record keeping</li><li>4 Preparing and collecting patient accounts</li></ol></li><li>• <b>Insurance Processing (4%)</b><ol style="list-style-type: none"><li>1 Managed care models</li><li>2 Insurance plans</li><li>3 Referrals and precertification</li><li>4 Filing claims</li><li>5 Third party payers</li><li>6 Basic procedural and diagnostic coding for reimbursement; DRGs</li></ol></li></ul>

	<b>Medical Procedures (including understanding Scope of Practice in all areas of medical procedures)</b>
<b>12.5%</b>	<ul style="list-style-type: none"> <li><b>Infection and Exposure Control</b> <ol style="list-style-type: none"> <li>Biohazardous waste disposal</li> <li>Exposure control</li> <li>Asepsis</li> <li>Personal Protective Equipment</li> <li>Universal Precautions; blood and body fluids</li> <li>Sanitation, sterilization, and disinfection</li> <li>OSHA safety regulations</li> </ol> </li> </ul>
<b>10-12.5%</b>	<ul style="list-style-type: none"> <li><b>Patient Examination (Clinical Skills)</b> <ol style="list-style-type: none"> <li>Patient history and screening; charting</li> <li>Basic patient examination skills; vitals; temperature; other measurements</li> <li>Assistance in minor surgical procedures</li> <li>Bandaging or dressing wounds; suture/staple removal</li> <li>Assistance with therapeutic modalities</li> <li>Vision testing (e.g. acuity; color blindness)</li> <li>Specialty testing (e.g. allergy)</li> <li>Recognition of normal and abnormal conditions; response (First aid, CPR)</li> <li>Patient instruction</li> <li>Comprehension of scope of practice (including state law)</li> </ol> </li> </ul>
<b>10-12.5%</b>	<ul style="list-style-type: none"> <li><b>Phlebotomy</b> <ol style="list-style-type: none"> <li>Venipuncture and capillary puncture</li> <li>Patient preparation and site selection/prep</li> <li>Safety and infection control; QC</li> <li>Equipment and tubes (types, uses, limitations, additives, collection amounts)</li> <li>Coagulation and anticoagulation</li> </ol> </li> </ul>
<b>10-12.5%</b>	<ul style="list-style-type: none"> <li><b>Diagnostic Testing; ECG and other Lab Procedures</b> <ol style="list-style-type: none"> <li>CLIA waived lab testing, including QC and instrument maintenance</li> <li>Specimen collection (e.g. urine, throat, stool, wound, etc.)</li> <li>ECG (12 lead) testing, monitoring, troubleshooting</li> <li>Basic respiratory testing, treatment</li> </ol> </li> </ul>
<b>10-12.5%</b>	<b>Medical Terminology</b>
	<ol style="list-style-type: none"> <li>Foundations of word structure (roots, prefixes, suffixes)</li> <li>Standard medical / pharmaceutical abbreviations and symbols</li> <li>Terms re: Insurance Processing, Anatomy and Physiology, Law, Ethics</li> <li>Terms re: Surgical Procedures, Common Diseases, Common Pathology</li> </ol>

<b>10-12.5%</b>	<b>Pharmacology</b>
	1 Use of Pharmaceutical Desk Reference (e.g. PDR and others)
	2 Basic drug calculations and metric conversions
	3 Pharmacology terms and abbreviations
	4 Legal prescription requirements for all drug schedules and classes
	5 Common drugs: classifications/classifications/indications for use
	6 DEA regulations
	7 Parenteral (e.g. intradermal, intramuscular, subcutaneous) and other routes of administration of medications
<b>100%</b>	<b>Total</b>