

Technical Standards: In order to perform the tasks required of a medical assistant, certain physical capabilities are required. Students must demonstrate the ability to perform required functions as a routine part of classroom, laboratory, or while during the practicum. Students should be aware that successful completion of the Medical Assisting Program will depend upon the ability to meet the following technical standards.

Physical requirements: Major activities of this job include frequent walking, standing, and light physical effort performed on a level surface. Some carrying, lifting, kneeling, bending, reaching, and squatting are involved in the medical office. Testing procedures require the student to use a computer and telephone and employ writing and organizational skills. Manual dexterity, mobility and good vision that includes near acuity, depth perception and accommodation are physical requirements necessary for test performance and close technical work.

Communication requirement: Communication expected of the student includes writing, speaking, hearing, and dealing with the public. Electronic communications via computers, printers, interfaces, and fax machines are utilized in this job role. Inter-relationships define the broad level of communication needs involved in these technical responsibilities.

Cognitive requirement: Cognitive requirements for the medical assistant student include reading, writing, simple arithmetic, math reasoning, weighing, measuring, and analyzing data and report information. Judgment and actions required of the medical assisting student in performing and reporting analyses under supervision could result in decisions regarding management.

Working environment/safety: The medical assistant's work environment is indoors in an office/clinical setting. There are mechanical, electrical, chemical, and infectious material hazards in existence. Infectious material hazards involve regular exposure to disease-bearing specimens, body fluids, wastes and risk of blood-borne disease. Electrical and mechanical hazards exist in areas of equipment use. Laboratory testing procedures may expose the student to some odorous chemicals and specimens. Phlebotomy procedures require contact with patients under a wide variety of circumstances and conditions. The work environment in the medical office is subject to frequent interruptions and at times, irregular hours. Occasional pressure due to multiple calls and inquiries exists.

Safety for the medical assisting student is provided in the form of personal protective equipment and barrier precautions. Gloves face shields, goggles, fluid resistant lab coats and manual pipetting devices are used. Additionally, adequate lighting, ventilation, adjustable work surfaces, sufficiently located utilities and area security are present in the medical office.

General Statement: *The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. For additional information, visit the American Association of Medical Assistants web site at www.aama-ntl.org.*