

ESSENTIAL STANDARDS

In order to assure safe and successful advancement through the *Medical Assisting Technology* Program, students must possess the following Essential Standards necessary to complete the entire curriculum, either with or without reasonable accommodations. These Essential Standards should be considered conditions for continuation in the Medical Assisting Technology Program, as they reflect the characteristics necessary for success as a student and to become a Credentialed Medical Assistant. These Essential Standards are based on CAAHEP Standards and Guidelines, the demands of the profession, and the standards established by this academic program faculty and staff. Students must continually meet these Essential Standards throughout their course of study. Failure to maintain these Essential Standards may result in but is not limited to non-admission to the program or removal from the program.

It is the policy of XXXXX to make reasonable accommodations as defined in XXXXX Policy 3-41 which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by XXXXX. If you would like to request such accommodations, please contact Disability Services at XXXX. XXXXX students may contact the Disability Services Coordinator by stopping by the Student Services Center on XXXXX, or by calling XXXXX. Please visit the Disability Services website to learn more: [XXXXXX](#). XXXXX Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 Policy 3-41 can be accessed at the following website: XXXXXXX

The Essential Standards for the *Medical Assisting Technology* are categorized into the following categories: (1) Physical Essential Standards; (2) Sensory/Observational Essential Standards; (3) Cognitive Essential Standards; (4) Communication Essential Standards. Students are advised that following specific cites are subject to being updated or revised and this section may not be immediately revised, students should therefore seek out the updated revisions.

(1) Physical Essential Standards

| <i>Physical Essential Standards including but not limited to:</i> | <i>Context and Reasoning behind Physical Essential Standards</i> |
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| <i>Walking and Running</i> | <ul style="list-style-type: none">• <i>MAT professionals/students must walk from room to room to aid in patient care and under certain emergency circumstances be able to run to perform specific required functions in the medical office</i>• <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course:</i>• <i>2015 Curriculum Requirements (Standards and Guidelines) I.P.13 Perform first aid procedures for: a. bleeding, b. diabetic coma</i> |

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| | <p>or insulin shock, c. fractures, d. seizures, e. shock, f. syncope</p> <ul style="list-style-type: none"> • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) |
| Twisting, Stooping, Squatting, and Bending | <ul style="list-style-type: none"> • MAT professionals/students may be required to twist their bodies, stoop, squat and/or bend during procedures which aid in patient care • Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: • 2015 Curriculum Requirements (Standards and Guidelines) I.P.13 Perform first aid procedures for: a. bleeding, b. diabetic coma or insulin shock, c. fractures, d. seizures, e. shock, f. syncope • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) |
| Climbing stairs, lifting and supporting the weight of patients and objects, and endure prolonged standing | <ul style="list-style-type: none"> • MAT professionals/students may be required to climb stairs, lift and support the weight of patients and objects as well as endure prolonged standing during procedures which aid in patient care • Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: • 2015 Curriculum Requirements (Standards and Guidelines) I.P.13 Perform first aid procedures for: a. bleeding, b. diabetic coma or insulin shock, c. fractures, d. seizures, e. shock, f. syncope • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) |
| Performing venipuncture and capillary puncture | <ul style="list-style-type: none"> • MAT professionals/students may be required to perform venipuncture and capillary puncture smoothly enough so as not to injure the patient with coordinated manipulative |

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| | <p><i>dexterity on patients to aid in laboratory testing required by physician for clinical diagnosis</i></p> <ul style="list-style-type: none"> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.P.2.b. Perform: b. venipuncture</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.P.2.c. Perform: c. capillary puncture</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
| <i>Performing administration of medications (including parenteral)</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to perform administration of medications (including parenteral) smoothly enough as to not injure patients during the procedure on patients to aid in treatment of the patient</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.P.6. Administer oral medications, I.P.7. Administer parenteral (excluding IV) medications</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
| <i>Upper Body Strength</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to perform CPR and first aid procedures to safeguard the life of a patient, which requires the use of upper body strength</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and</i> |

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| | <p>Guidelines) I.P.12. Produce up-to-date- documentation of provider/professional level CPR, I.P.13 Perform first aid procedures for: a. bleeding, b. diabetic coma or insulin shock, c. fractures, d. seizures, e. shock, f. syncope, I.C.13. List principles and steps of professional/provider CPR, I.C.14. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting</p> <ul style="list-style-type: none"> • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) |
| Hand Eye Coordination | <p>MAT professionals/students may be required to have hand-eye coordination during procedures which aid in patient care. Respond and react immediately to verbal instructions/requests and to auditory signals from monitoring equipment; perform auditory auscultation without impediment. Physically close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.</p> <p>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.P.5. Select proper sites for administering parenteral medication, I.P.6. Administer oral medications, I.P.7. Administer parenteral (excluding IV) medications</p> <ul style="list-style-type: none"> • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) |
| The student must be able to successfully complete mutually the Practicum and clinical laboratory , as well as healthcare work standards. The student will meet the standards of professional attire, cleanliness, health, and safety. | <ul style="list-style-type: none"> • Per Medical Assisting Education Review Board (MAERB) Students must have an unpaid, supervised practicum in an ambulatory healthcare setting • MAT professionals/students may be required to work 6-12 hours per day to meet the standards of the profession MAT professionals/students are required to meet the standard of clinical, laboratory class sessions as well as a minimum of 25 hours |

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| | <p>unpaid hours per week at a clinical facility during the practicum to meet the standard of the accreditation body</p> <ul style="list-style-type: none"> • MAT professionals/students are required to participate as a patient/Client for clinical and laboratory practice sessions to meet the standards of the accreditation body • Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) |
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(2) Sensory Essential Standards

| Sensory Essential Standards including but not limited to: | Context and Reasoning behind Sensory Essential Standards |
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| <p>Identification and Interpretation of blood pressure sounds and detection of both audible alarms and equipment</p> | <p>MAT professionals/students may be required to identify and interpret blood pressure sounds, as well as detection of both audible alarms and equipment which aid in patient diagnosis. Respond and react immediately to verbal instructions/requests and to auditory signals from monitoring equipment; perform auditory auscultation without impediment. Physically close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception.</p> <ul style="list-style-type: none"> • Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.P.1.a. blood pressure (may be electronic or manual), b. temperature, c. pulse, and i. pulse oximetry (all electronic) • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) |

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| <i>Detection of Unusual Odors</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to detect unusual odors such as smoke to safeguard the life of the patient and themselves</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) XII.P.2. Demonstrate proper use of: b. fire extinguishers, XII.P.5. Evaluate the work environment to identify unsafe working conditions, XII.8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
| <i>Detection of Changes in Skin Temperature</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to detect changes in skin temperature to aid in patient care</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.P.1.b. temperature, I.C.8. Identify common pathology related to each body system including: a. signs, b. symptoms, c. etiology, I.C.9. Analyze pathology for each body system including: a. diagnostic measures</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
| <i>Palpation of Pulses and Recognition of Edema</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to detect palpation of pulses and recognition of edema to aid in patient care and life saving techniques</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.P.1.c. pulse, I.C.8. Identify common pathology related to each body system including: a. signs, b. symptoms, c.</i> |

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| | <p><i>etiology, I.C.9. Analyze pathology for each body system including: a. diagnostic measures</i></p> <ul style="list-style-type: none"> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
| <i>Visual Detection of Changes in Skin Color and Integrity</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to detect changes in skin color and integrity to aid in patient care and life saving techniques</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.C.8. Identify common pathology related to each body system including: a. signs, b. symptoms, c. etiology, I.C.9. Analyze pathology for each body system including: a. diagnostic measures</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
| <i>Ability to visualize and accurately read patient's medical records as well as visualizing computer records (Electronic Health Records or Electronic Medical Record)</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to visualize and accurately read patient's medical records to aid in patient care and safeguard the life of a patient.</i> • <i>MAT professionals/students may be required to visualize and accurately read patient's medical records (electronic health records) to aid in patient care and safeguard the life of a patient</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) II.P.3. Maintain lab test results using flow sheets, II.P.4. Document on a growth chart (part of medical record), VI.P.3. Create a patient's medical record, X.P.3. Document patient care accurately in the medical record, VI.P.6. Utilize an EMR, VI.P.7. Input patient data utilizing a practice management system</i> • <i>American Association of Medical Assistants states: Job responsibilities includes</i> |

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| | <p><i>administrative and clinical duties (which require psychomotor skills)</i></p> <ul style="list-style-type: none"> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
| <i>Ability to and Accurately Read Medication Vials</i> | <p><i>MAT professionals/students may be required to visualize and accurately read medication vials to aid in patient care and safeguard the life of a patient. Students must be able to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, word usage, and interpersonal skills.</i></p> <ul style="list-style-type: none"> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.C.12. Identify quality assurance practices in healthcare, I.P.4. Verify the rules of medication administration: b. right medication, c. right dose, d. right route, II.P.1. Calculate proper dosages of medication for administration</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |

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| <p><i>Ability to visualize and accurately read syringe calibrations</i></p> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to visualize and accurately read syringe calibrations to aid in patient care and safeguard the life of a patient</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) II.C.1. Demonstrate knowledge of basic math computations, II.C.2, Apply mathematical computations to solve equations, II.C.3. Define basic units of measurement in: a. the metric system, b. the household measurement system, I.C.12. Identify quality assurance practices in healthcare, I.P.4. Verify the rules of medication administration: b. right medication, c. right dose, d. right route, II.P.1. Calculate proper dosages of medication for administration, I.P.7. Administer parenteral (excluding IV) medications</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
| <p><i>Ability to visualize and read cardiac monitors</i></p> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to visualize and accurately read cardiac monitors to aid in patient care and safeguard the life of a patient</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.P.2.a. Perform: a. electrocardiography</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
| <p><i>Ability to visualize colors on testing equipment and reagents</i></p> | <ul style="list-style-type: none"> • <i>MAT professionals/students may be required to visualize and accurately visualize colors on testing equipment and reagents to aid the physician in accurate diagnosis</i> |

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| | <ul style="list-style-type: none"> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.C.10. Identify CLIA waived tests associated with common diseases, I.P.11. Obtain specimens and perform: a. CLIA waived hematology test, b. CLIA waived chemistry test, c. CLIA waived urinalysis, d. CLIA waived immunology test, e. CLIA waived microbiology test (all the above tests use reagents)</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)</i> |
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(3) Cognitive Essential Standards

| Cognitive Essential Standards including but not limited to: | Context and Reasoning behind Cognitive Essential Standards |
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| <i>Critical Thinking</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students must have the ability to assess and critically think to perform proper patient care technique; sometimes during difficult circumstances</i> • <i>To perform mathematical calculations for medication preparation and administration because of CAAHEP/AAMA</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.A.1. Incorporate critical thinking skills when performing patient assessment, I.A.2. Incorporate critical thinking skills when performing patient care</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require cognitive skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require cognitive skills)</i> |
| <i>Ability to interpret and perform analysis</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students must have the ability interpret and perform analysis for delivery of safe patient care</i> |

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| | <ul style="list-style-type: none"> • <i>Students must be able to analyze how to properly apply and utilize diagnostic equipment and troubleshoot issues with improperly working equipment</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.C.9. analyze pathology for each body system including: a. diagnostic measures, b. treatment modalities, II.P.6. Analyze healthcare results as reported in: a. graphs, b. tables, II.A.1. Reassure a patient of the accuracy of the test results (students must interpret the results to explain them to a patient), VIII.P.1. Interpret information on an insurance card</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require cognitive skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require cognitive skills)</i> |
| <i>Ability to engage in problem solving, and have the ability to identify cause and effect relationships</i> | <ul style="list-style-type: none"> • <i>MAT professionals/students must have the ability to problem solve for delivery of safe patient care</i> • <i>Students must be able to problem solve when purchasing and utilizing equipment and supplies, time schedules, physician needs, etc.</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) VI.A.1. Display sensitivity when managing appointments (students must be able to work with schedules to meet patient needs which requires the ability to solve a problem), IX.A.1. Utilize tactful communication skills with medical providers to ensure accurate code selection (students must be able to show providers that selecting a wrong diagnosis code may result in non-payment and explain in a logical fashion why this occurs, this is an example of cause and effect)</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require cognitive skills)</i> |

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| | <ul style="list-style-type: none"> CAAHEP states: Job responsibilities includes administrative and clinical duties (which require cognitive skills) |
| Ability to make sensible clinical judgments | <ul style="list-style-type: none"> MAT professionals/students must have the ability to make clinical judgments and decisions for delivery of safe patient care Students must be able to identify an emergency situation and be able to make a clinical judgment as to what must be done first (i.e. alert the physician, call 911, start CPR, get O2, perform an EKG, get the crash cart, etc.) Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.P.12. Produce up-to-date- documentation of provider/professional level CPR, I.P.13 Perform first aid procedures for: a. bleeding, b. diabetic coma or insulin shock, c. fractures, d. seizures, e. shock, f. syncope, I.C.13. List principles and steps of professional/provider CPR, I.C.14. Describe basic principles of first aid as they pertain to ambulatory healthcare setting American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require cognitive skills) CAAHEP states: Job responsibilities includes administrative and clinical duties (which require cognitive skills) |
| <i>Acquisition and Application of Knowledge/Skills</i> | |
| Ability to gather, review, and understand relevant information, as well as apply that information and skill set | <ul style="list-style-type: none"> MAT professionals/students must be able to gather relevant information and skills to meet program standards and competently perform in the field of medicine as a qualified medical assistant Students must be able to interview and gather information during patient screening to ensure that physician has all pertinent information to make an accurate diagnosis Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) IV.C.3. Identify the special dietary needs for: a. weight control, b. diabetes, c. cardiovascular disease, d. hypertension, e. |

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| | <p>cancer, f. lactose sensitivity, g. gluten-free, h. food allergies. IV.P.1. Instruct a patient according to patient's special dietary needs (students must review the information prior to instructing a patient), V.P.1. Use feedback techniques to obtain patient information including: a. reflection, b. restatement, c. clarification (these techniques require students to review information provided by the patient), V.P.11. Report relevant information concisely and accurately. V.P.4. Coach patients regarding: a. office policies, b. health maintenance, c. disease prevention, d. treatment plan (students must understand this relevant information to coach patient's in these areas), V.P.3. Use medical terminology correctly and pronounced accurately to communication information to providers and patients, X.C.1. Differentiate between scope of practice and standards of care for medical assistants, X.C.3. Describe components of the Health Insurance Portability and Accountability Act (HIPAA)</p> <ul style="list-style-type: none"> • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require cognitive skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require cognitive skills) |
| Adaptable, | <ul style="list-style-type: none"> • MAT professionals/students may be required to be flexible and capable of working in stressful situations while maintaining composure to aid in patient care and to safeguard the life of a patient • Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) XII.A.1. Recognize the physical and emotional effects on persons involved in an emergency situation, XII.A.2. Demonstrate self-awareness in responding to an emergency situation • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require cognitive and affective skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require cognitive and affective skills) |

(4) Communication Essential Standards

| Communication Essential Standards including but not limited to: | Context and Reasoning behind Communication Essential Standards |
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| Verbal | <ul style="list-style-type: none"> • <i>MAT professionals/students must be able to communicate effectively with both spoken English language in learning and patient care environments. Examples include, but are not limited to: communication with patients, families, health care professionals, patient and family teaching, documentation and computer literacy to aid in patient care and to safeguard the life of a patient</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) V.C.1. Identify styles and types of verbal communication, V.P.6. Demonstrate professional telephone techniques</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require affective skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor and affective skills)</i> |
| Nonverbal | <ul style="list-style-type: none"> • <i>MAT professionals/students must be able to recognize types of nonverbal communication to affectively assist patient's</i> • <i>Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) V.C.2. Identify types of nonverbal communication, V.P.2. Respond to nonverbal communication, V.P.7. Document telephone messages accurately</i> • <i>American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require affective skills)</i> • <i>CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor and affective skills)</i> |
| Writing | <ul style="list-style-type: none"> • <i>MAT professionals/students must be able to communicate effectively with written English language in learning and patient care environments. Examples include, but are not limited to: communication with patients, families, health care professionals, patient</i> |

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| | <p>and family teaching, documentation and computer literacy to aid in patient care and to safeguard the life of a patient</p> <ul style="list-style-type: none"> • Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) V.C.2. Identify types of nonverbal communication, V.P.2. Respond to nonverbal communication, V.P.7. Document telephone messages accurately, V.C.7. Recognize elements of fundamental writing skills • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor and affective skills) |
| Interpersonal Skills | <ul style="list-style-type: none"> • MAT professionals/students must have the ability to have positive professional interactions with patients, with patients' families, coworkers, and other healthcare professionals from multicultural background. Examples include, but are not limited to: care without bias, great customer service, remaining calm in emergency situations, accountable for personal actions, and works well with others to aid in patient care and to safeguard the life of a patient • Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) I.A.3. Show awareness of a patient's concerns related to the procedure being performed, V.A.1. Demonstrate: a. empathy, b. active listening, c. nonverbal communication, V.A.2. Demonstrate the principles of self-boundaries, V.A.3. Demonstrate respect for individual diversity including: a. gender, b. race, c. religion, d. age, e. economic status, f. appearance • American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills) • CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor affective skills) |

Professional and Ethical Behavior, including meeting standards of professional attire, cleanliness, and health and safety.

- *MAT professionals/students must be morally and ethically responsible and accountable for their actions and behaviors, as well as professional attire, cleanliness, therefore meeting the standards of the profession. Examples include, but are not limited to: respectful to others, maintains confidentiality (The Health Insurance Portability and Accountability Act {HIPAA}, federal law established 1996), exhibits honesty, integrity, and compassion to aid in patient care and to safeguard the privacy of patient information*
- *Per Medical Assisting Education Review Board (MAERB) Students must pass all the psychomotor and affective competencies contained within each course in order to successfully complete the course: 2015 Curriculum Requirements (Standards and Guidelines) XI.A.1. Recognize the impact personal ethics and morals have on the delivery of healthcare, X.C.3. Describe components of the Health Insurance Portability and Accountability Act (HIPAA)*
- *American Association of Medical Assistants states: Job responsibilities includes administrative and clinical duties (which require psychomotor skills)*
- *CAAHEP states: Job responsibilities includes administrative and clinical duties (which require psychomotor affective skills)*