

Student name: _____

MULTIPLE CHOICE - Choose the one alternative that best completes the statement or answers the question.

1) To receive certification as a medical assistant, you must _____.

A) graduate from an accredited program with a bachelor's degree in medical assisting

B) become a member of the American Association of Medical Assistants (AAMA)

C) become a member of the American Medical Technologists (AMT)

D) complete an approved medical assistant program

and pass the CMA (AAMA)

E) pass the AAMA or AMT examination and be employed as a medical assistant

2) The main purpose of the American Association of Medical Assistants is to ____.

A) raise standards to a high professional level

B) develop medical assisting at an increasing rate

C) establish certification requirements

D) provide on-the-job training

E) help medical assistants find employment

3) Which of the following declared medical assisting as an allied health profession?

A) American Medical Technologists

B) U.S. Department of Labor, Bureau of Labor Statistics

C) U.S. Department of Health, Education, and Welfare

D) American Association of Medical Assistants

E) National Healthcareer Association

4) Benefits offered by the American Association of Medical Assistants (AAMA) include _____.

- A) guaranteed salary and job
- B) opportunity to travel on the job
- C) free hepatitis vaccinations
- D) free admission to an accredited medical assisting

program
E) professional
publications and
educational opportunities

5) Formal training programs in medical assisting
_____.

- A) are offered only at 2-year colleges
- B) can be replaced by on-the-job training
- C) must be approved by the AAMA or AMT
- D) last 9 months to 2 years and award a certificate,

diploma, or associate
degree
E) are offered only
online

6) A certified medical assistant (CMA) must recertify the
CMA credential every _____.

- A) 6 months
- B) year

C) 2 years
D) 5 years
E) 10 years

7) Who is responsible for documenting competencies
learned by medical assisting students?

- A) The educational institution
- B) The student
- C) The certifying body, such as AAMA or AMT

D) OSHA
E) U.S. Department
of Labor, Bureau of Labor
Statistics

8) What is the term for the process by which programs
such as medical assisting are officially authorized?

- A) certification

B) registration
C) accreditation

- D) externship
- E) professional development

9) The purpose of accreditation of medical assisting programs is to _____.

- A) ensure that medical assisting programs provide a competency-based education
- B) set maximum standards of practice for medical assisting programs
- C) determine what courses are taught in medical assisting programs

- D) establish organizations for medical assistants
- E) prevent medical assistants from being sued for malpractice

10) The AAMA works to protect the right of the medical assistant to practice through _____.

- A) group insurance
- B) legislative monitoring
- C) continuing education offerings

- D) professional networking
- E) state chapter activities

11) Which of the following is most likely to increase the career options for a medical assistant?

- A) service as a volunteer in a hospital setting
- B) employment as a nursing aide
- C) experience as a typist or filing clerk

- D) graduation from an accredited program
- E) enrollment with an employment agency

12) In all accredited medical assisting programs, externships are _____.

- A) mandatory

- B) optional
- C) unnecessary

D) selective

E) voluntary

13) Which of the following tasks is not considered in the scope of practice for a multiskilled healthcare professional?

- A) facilitating treatment for patients with physical disabilities
- B) scheduling teleconferences for doctors in different locations
- C) making judgments or interpretations concerning a

- patient's diagnosis
- D) collecting, preparing, and transmitting laboratory specimens
- E) performing medical billing and coding

14) Which of the following organizations offers certification exams for Certified Medical Assistant, Coding Specialist, and Administrative Health Assistant?

- A) American Association of Medical Assistants
- B) American Medical Technologists
- C) Accrediting Bureau of Health Education Schools
- D) National Association for Health Professionals

- E) National Healthcareer Association

15) In order to control the rising cost of healthcare and reduce personnel costs, medical practices are hiring which of the following?

- A) medical Technicians
- B) licensed Practical Nurses
- C) registered Nurses

- D) physician Assistants
- E) multiskilled Health Professionals

16) The duties of a medical assistant are broken into which of the following areas?

- A) Volunteer and food service
- B) Administrative, clinical, and laboratory
- C) Housekeeping and nursing
- D) Environmental, fire safety, and maintenance

E) Hospital and hospice

17) An example of an administrative duty for a medical assistant is _____.

- A) providing patient education
- B) removing sutures
- C) collecting a urine pregnancy test
- D) creating and maintaining patient medical records

E) performing phlebotomy

18) An example of a clinical duty for a medical assistant is _____.

- A) preparing a patient for an examination
- B) meeting safety and fire protection standards
- C) maintaining patient medical records

D) greeting patients and answering telephones
E) interpreting basic laboratory tests

19) Which of the following examples is a laboratory duty for a medical assistant?

- A) removing sutures or changing dressings
- B) examining a patient
- C) teaching patients to collect specific specimens properly

D) supervising personnel
E) preparing a patient for an examination

20) Testing the functioning of a patient's eyes and eye muscles is an example of which type of task?

A) Clinical

- B) Administrative
- C) Unauthorized

- D) Laboratory
- E) Specialized

21) The expectations for medical assistants have increased because _____.

- A) they are not paid as much as other healthcare workers
- B) of changes in healthcare and availability of more formal training
- C) the numbers of other healthcare workers are not adequate to fill the need

- D) of the change in the billing systems for insurance companies
- E) not enough students are taking medical assisting courses

22) Confirmation by an organization that an individual is qualified to perform a job to professional standards is known as _____.

- A) registration
- B) certification
- C) credentialing

- D) cross-training
- E) professional development

23) Which organization accredits private postsecondary institutions and programs that prepare students for entry into

the medical assisting profession?

- A) Commission on Accreditation of Allied Health Education Programs
- B) National Center for Competency Testing
- C) National Association for Health Professionals

- D) National Healthcareer Association
- E) Accrediting Bureau of Health Education Schools

24) Which organization works with the Medical Assisting Educational Review Board to ensure that accredited schools

provide a competency-based education?

A) Commission on Accreditation of Allied Health Education Programs

B) National Center for Competency Testing

C) National Association for Health Professionals

D) National Healthcareer Association

E) Accrediting Bureau of Health Education Schools

25) Which organization awards the CMA credential?

A) American Medical Technologists

B) National Healthcareer Association

C) American Association of Medical Assistants

D) National Association for Health Professionals

E) National Center for Competency Testing

26) Which organization awards the Registered Medical Assistant credential?

A) American Medical Technologists

B) National Healthcareer Association

C) American Association of Medical Assistants

D) National Association for Health Professionals

E) National Center for Competency Testing

27) Although medical assistants are presently not required to be credentialed, which two regulations are making

A) OSHA and HIPAA

B) CLIA '88 and OSHA

C) CLIA '88 and HIPAA

credentialing a logical step in the hiring process?

D) HIPAA and AAMA

E) AAMA and OSHA

28) Kendra works as a medical assistant at Baker Medical Associates, a group of five physicians.

She has been asked to help the physicians analyze the practice and suggest potential areas for improvement. This task would

- A) entry-level administrative duty
- B) entry-level clinical duty
- C) entry-level general duty

be classified as an _____.

- D) advanced administrative duty
- E) advanced clinical duty

29) Marco is a medical assistant at Plymouth General Hospital. When he reports for work this morning, his supervisor asks him to draw blood for STAT (immediate) laboratory tests for Bertha Grover in room 3114. This task

- A) entry-level laboratory duty
- B) entry-level clinical duty
- C) entry-level general duty

would be classified as an _____.

- D) advanced laboratory duty
- E) advanced clinical duty

30) Which of the following is *not* a benefit of joining a professional association?

- A) networking with other health professionals
- B) achieving career goals
- C) scoring higher on exams
- D) furthering the medical profession

- E) gaining opportunities for continuing education

31) Which of the following is *not* a frequently performed responsibility identified in of the AAMA's Occupational Analysis?

- A) Abide by principles and laws related to confidentiality.
- B) Identify potential employment opportunities for qualified medical assistants.
- C) Adapt communications to an individual's

understanding.

- D) Demonstrate respect for individual diversity (culture, ethnicity, gender, race, religion, age, economic

status).

E) Employ professional techniques during verbal,

nonverbal, and text-based interactions.

32) The independent agency that certifies the validity of competency and knowledge of the medical profession through examination and awards designations, such as the National

A) National Healthcareer Association

B) National Association for Health Professionals

C) American Association of Medical Assistants

Certified Medical Assistant, is the _____.

D) National Center for Competency Testing

E) American Medical Technologists

33) Shelby has been working as a administrative health assistant at Brownville Medical Clinic for six years. She loves her job and wants to make this her career. She wants to show her commitment to her career by becoming credentialed. Her supervisor has told her that if she becomes credentialed, she will be offered a 5% raise. Which of the following organizations offers a credential that would be useful to Shelby in her job?

A) National Healthcareer Association

B) National Association for Health Professionals

C) American Association of Medical Assistants

D) National Center for Competency Testing

E) American Medical Technologists

34) How many contact hours must a certified medical assistant accumulate in a 5-year period in order to recertify?

A) 15

B) 30

C) 45

D) 60

E) 75

35) A high school student can prepare to enter medical assistant programs by studying which of the following subject areas in school?

- A) Mathematics
- B) English

- C) History
- D) Social Studies
- E) Political Science

36) The scope of practice of a medical assistant is determined by _____.

- A) AAMA
- B) AMT

- C) state law
- D) federal law
- E) CAAHEP

37) Jeannine is a medical assistant at the outpatient center of a local hospital. She is responsible for explaining treatment procedures to patients, within her scope of practice. This task

- A) entry-level laboratory duty
- B) entry-level clinical duty
- C) entry-level general duty

would be classified as an _____.

- D) advanced laboratory duty
- E) advanced clinical duty

38) Yvonne has worked as a medical assistant at Smithson Medical Center for 15 years. Recently she was asked to become the facility's OSHA compliance officer. This task

- A) entry-level laboratory duty
- B) entry-level clinical duty
- C) entry-level general duty

would be classified as an _____.

- D) advanced laboratory duty
- E) advanced clinical duty

39) Jerome has been a

medical assistant at Harrison Hospital South for several years and is now looking for an opportunity to expand his career options. In his spare time, he coaches a Little League baseball team, and he loves sports of all types. His medical assisting knowledge has made him more aware of body mechanics and how the musculoskeletal system is involved in various sports.

- A) Podiatric medical assistant
- B) Ophthalmic medical assistant
- C) Orthopedic medical assistant

Which of the following specialties might Jerome want to pursue?

- D) Pharmacy medical assistant
- E) Geriatric medical assistant

40) Which of the following factors does *not* affect your specific responsibilities as a medical assistant?

- A) location of the facility
- B) size of the facility
- C) medical specialties of the facility

- D) the state in which you work
- E) your stated work preferences

41) The first national association for medical assistants was the _____.

- A) National Healthcareer Association
- B) National Association for Health Professionals
- C) American Association of Medical Assistants

- D) National Center for Competency Testing
- E) American Medical Technologists

42) How many frequently performed responsibilities are included in the Occupational Analysis?

- A) 6
- B) 8

- C) 10
- D) 12
- E) 14

43) Which professional organization is dedicated entirely to the medical assisting profession?

- A) National Healthcareer Association
- B) American Association of Medical Assistants
- C) National Association for Health Professionals

- D) National Center for Competency Testing
- E) American Medical Technologists

44) Which of the following is *not* a professional organization and, in fact, avoids allegiance to any specific

professional organization or association?

- A) National Center for Competency Testing
- B) National Healthcareer Association
- C) American Association of Medical Assistants
- D) National Association for Health Professionals

- E) American Medical Technologists

45) Darryl is a medical assistant who works in a small facility that could offer him many different kinds of responsibilities, if he had the proper training, so his goal is to become a multiskilled health professional. He wants to expand his knowledge to become a certified medical assistant and a coding specialist, and maybe an administrative health assistant. He realizes that if he becomes credentialed in all of

these areas, the continuing education requirements will be quite large. Which of the following credentialing organizations would you recommend to Darryl?

- A) National Center for Competency Testing
- B) National Healthcareer Association
- C) American Association of Medical Assistants
- D) National Association for Health Professionals

- E) American Medical Technologists

46) To recertify as a CMA (AAMA), which of the following is required in addition to a minimum number of contact hours?

- A) valid driver's

license

- B) externship
- C) organ donor card
- D) recertification exam

E) current CPR
card

47) Which of the following provides the basis for the AAMA's certification examination?

- A) AAMA Board of Directors
- B) Occupational Analysis of the CMA (AAMA)
- C) CAAHEP and ABHES
- D) Candidate's Guide to the Certification Examination

E) *CMA Today*
publication

48) Who is eligible to take the AAMA's certification examination?

- A) anyone who has a high school diploma or the equivalent
- B) medical assistants who have been working in the field for a minimum of 5 years
- C) students who have completed a CAAHEP- or ABHES-accredited medical assisting program

D) anyone who
holds a current CPR card

E) medical
assistants who have passed
the AMT certification
exam

49) Which of the following does *not* typically offer formal programs in medical assisting?

- A) postsecondary vocational schools
- B) vocational-technical high schools
- C) four-year colleges and universities

D) local chambers
of commerce

E) community and
junior colleges

50) Which of the following is *not* a required topic in an accredited medical assisting program?

- A) Anatomy and physiology
- B) Medical law and ethics
- C) Physics

D) Psychology
E) Laboratory
procedures

51) The legal term _____ is defined as the care that ordinarily is provided by an average, prudent healthcare

provider in a given
situation.

- A) scope of practice
- B) health professional
- C) standard of care

D) optimum care
E) scope of
authority

52) The medical assistant who researches a dietician for a patient with diabetes is acting as a _____.

- A) patient mentor
- B) patient advocate
- C) healthcare assistant

D) healthcare
manager
E) patient advisor

53) What role is the medical assistant performing when helping patients through the confusing healthcare system and

ensuring the patient's
treatment needs are met?

- A) patient mentor
- B) patient Navigator
- C) healthcare assistant

D) healthcare
manager
E) patient advisor

FILL IN THE BLANK. Write the word or phrase that best completes each statement or answers the question.

54) Advanced technology, implementation of cost-effective medicine, and the _____ population have resulted in an increased demand for healthcare services and an increase in job opportunities for medical assistants.

55) A medical assistant who can adapt to _____ and is continually learning will be in high demand.

56) Professional associations set high _____ for quality and performance in a profession.

57) Medical assistant programs must include a(n) _____, which is practical work experience for a specified time frame, usually in an ambulatory care setting.

58) Medical assistant programs are officially authorized by the process of _____.

59) To remain certified, RMAs who were certified after 2006 must accumulate _____ contact hours for continuing education units (CEUs) every three years.

60) Once you obtain your certification as a medical assistant, you will be required to obtain a specific number of units yearly to maintain your certification credential.

61) The skills and knowledge you attain for both personal growth and career advancement are known as _____.

62) The granting of a title or license by a board that gives permission to practice in a chosen profession is _____.

64) A medical assistant who becomes credentialed as a Registered Medical Assistant automatically becomes a member of _____.

65) An accredited medical assisting program is _____ based.

66) Certified medical assistants must be recertified every _____ years.

67) The purpose of the externship in a medical assisting program is to allow the student to obtain _____.

68) Communicating with other health professionals, also called _____, can help you improve yourself professionally.

69) Even before you begin your training as a healthcare professional, you can gain experience in a healthcare _____ profession by joining a _____ program.

70) The American Red Cross offers volunteer opportunities for student medical assistants in its _____ relief programs around the world.

71) Professional development includes knowing and staying within the legal _____ for your specific credential.

72) Many healthcare practices like the idea of a

_____, who is a cross-trained member of the team and is able to do many different duties because it cuts personnel costs.

73) Information on the kinds of duties the medical assistant can perform varies from state to state. This information can be found online by entering the words

“_____” in the online search area.

Answer Key

Booth 7th ch1

Test name: CHCP: Medical Assisting Author:

1) D

Only students who have completed medical assisting programs accredited by CAAHEP and ABHES are eligible to take the

certification
examination.

2) A

The AAMA works to raise standards of medical assisting to a more professional level.

3) C

In 1978, the U.S. Department of Health, Education, and Welfare declared medical

assisting an allied
health profession.

4) E

AAMA members have access to professional publications, such as *CMA Today*, and a variety of educational opportunities, including seminars and workshops about the latest

administrative,
clinical, and
management topics.

5) D

Formal programs in medical assisting are offered at vocational-technical high schools, postsecondary vocational schools, community

and junior colleges,
and 4-year colleges
and universities.

6) D

CMAs must recertify the CMA (AAMA) credential every 5 years.

7) A

It is the educational institution's duty to ensure that medical assisting students learn all of the medical assisting competencies and that

evidence is clearly documented for each student.

8) C

Accreditation is the process by which programs are officially authorized by one of two national entities: CAAHEP and ABHES.

9) A

The accrediting body sets standards for administrative and clinical competencies.

10) B

The AAMA performs legislative monitoring to protect your right to practice as a medical assistant.

11) D

Graduation from an accredited program increases a medical assistant's career options by showing that he/she has completed a program that meets nationally accepted standards, providing recognition by

professional peers, and making him/her eligible for registration or certification.

12) A

Accredited medical assisting programs must include a practicum or externship.

13) C

Making judgments or interpretations concerning a patient's diagnosis is not within the scope of practice of a medical assistant.

14) D

The NAHP offers Medical Assistant, Phlebotomy Technician, EKG Technician, Coding Specialist, Administrative Health Assistant, Patient Care Technician, Dental

Assistant, Pharmacy Technician, and Surgical Technician credentials.

15) E

Multiskilled health professionals can perform the functions of two or more people, so they

are cost-efficient employees.

16) B

Medical assistants work in an administrative, clinical, or laboratory capacity.

17) D

Administrative duties include creating and maintaining patient medical records, obtaining equipment and supplies, and serving as the link between the physician and representatives

of pharmaceutical and medical supply companies.

18) A

Clinical duties of a medical assistant include maintaining an efficient office, preparing and maintaining medical records, assisting the physician during examinations, keeping

examination rooms in order, and preparing patients for an examination.

19) C

Laboratory duties of a medical assistant may include teaching patients to collect specific specimens properly, performing basic

laboratory tests, and maintaining laboratory equipment.

20) E

An ophthalmic medical assistant performs specialized duties such as measuring and recording vision and testing the functioning of

a patient's eyes and eye muscles.

21) B

The emergence of formal training programs for medical assistants and the continuous changes in healthcare today have raised the

expectations for medical assistants.

22) B

Certification is confirmation by an organization that an individual is qualified to perform a job to professional standards.

23) E

The Accrediting Bureau of Health Education Schools, or ABHES, accredits private postsecondary institutions and programs that

prepare individuals for entry into the medical assisting profession.

24) A

The Commission on Accreditation of Allied Health Education Programs, or CAAHEP, works directly with the MAERB of Medical Assistants Endowments to ensure that all

accredited schools provide a competency-based education.

25) C

The Certified Medical Assistant, or CMA, credential is awarded by the Certifying Board of the AAMA.

26) A

The Registered Medical Assistant, or RMA, credential is awarded by the American Medical Technologists (AMT) organization.

27) B

Certain provisions of the Occupational Safety and Health Administration (OSHA) and the Clinical Laboratory Improvement Amendments of 1988 (CLIA '88) are making mandatory credentialing for medical assistants

a logical step in the hiring process.

28) D

Participating in practice analysis is considered an advanced administrative duty.

29) B

Phlebotomy, including venipuncture and capillary puncture, is considered a basic entry-level clinical duty.

30) C

Joining a professional association can help you network with other health professionals, achieve your career goals, further the medical

profession, and gain

opportunities for continuing education.

31) B

The Occupational Analysis of the CMA (AAMA) identified the 12 most frequently performed responsibilities of medical assistants. They are listed here in the order of most performed to least performed:

1. Abide by principles and laws related to confidentiality.
2. Adapt communications to an individual's understanding.
3. Demonstrate respect for individual diversity (culture, ethnicity, gender, race, religion, age, economic status).
4. Employ professional techniques during verbal, nonverbal, and text-based interactions.
5. Comply with risk management and safety procedures.
6. Interact with staff and patients to optimize workflow efficiency.
7. Maintain patient records.
8. Provide care within legal and ethical

32) D

The NCCT is an independent agency that offers designations of National Certified Medical Assistant (NCMA) and National

boundaries.

9. Practice standard precautions.

10. Document patient communication, observations, and clinical treatments.

11. Identify potential consequences of failing to operate within the scope of practice of a medical assistant.

12. Transmit information electronically.

33) B

Certified Medical Office Assistant (NCMOA).

The NAHP offers many credentials, including the Nationally Registered Certified Medical Assistant (NRCMA), the Nationally Registered Certified Coding Specialist (NRCCS), and the Nationally Registered

Certified Administrative Health Assistant (NRCAHA).

34) D

To be recertified as a CMA (AAMA), a medical assistant must accumulate 60 contact hours during the 5-year certification period.

35) A

High school students can prepare to enter medical assistant programs by studying mathematics, health, biology, keyboarding,

office skills, bookkeeping, and information technology.

36) C

The definition of a medical assistant's scope of practice varies from state to state, so it is essential to find out the scope of practice of

medical assistants in your state.

37) C

Explaining treatment procedures to patients is a general entry-level duty of the medical assistant.

38) D

Performing as an OSHA compliance officer is considered an advanced laboratory duty.

39) C

Jerome's interest in sports and how the body performs in them might make orthopedics a good choice. He could further his knowledge of how the body performs in various sports

and the various injuries that can result.

40) E

The location and size of the facility, as well as the medical specialties and the state where you are working, all affect your responsibilities as a medical assistant.

41) C

The AAMA was officially created in 1956 at an American Medical Association meeting, one year after being suggested at the 1955

state convention of the Kansas Medical Assistants Society.

42) D

The Occupational Analysis of the CMA (AAMA) identified the 12 most frequently

performed responsibilities of medical assistants.

43) B

The AAMA was officially created in 1956 at an American Medical Association meeting, one year after being suggested at the 1955

state convention of the Kansas Medical Assistants Society.

44) A

The National Center for Competency Testing (NCCT) is an independent agency that offers

certification examinations for

healthcare professionals but avoids any allegiance to a specific organization or association.

45) D

Having multiple credentials with one agency makes maintaining continuing education easier for practicing healthcare professionals. The NAHP offers many credentials, including the Nationally Registered Certified Medical Assistant (NRCMA), the Nationally Registered Certified Coding Specialist

(NRCCS), and the Nationally Registered Certified Administrative Health Assistant (NRCAHA).

46) E

To be recertified as a CMA (AAMA), a medical assistant must have accumulated the minimum number of contact hours and must

hold a current CPR card.

47) B

The AAMA's certification examination evaluates competencies based on the Occupational Analysis of the CMA (AAMA), with technical assistance from the National

Board of Medical Examiners.

48) C

As of June 1998, only students who have completed a medical assisting program accredited by CAAHEP or ABHES are

eligible to take the certification examination.

49) D

Formal programs in medical assisting are

offered in

vocational-technical high schools, postsecondary vocational schools, community and junior colleges, and four-year colleges and universities.

50) C

Medical assistants typically do not need a solid background in physics to perform their jobs well.

51) C

Standard of care is the legal term that is defined as the care that ordinarily is provided by an average, prudent healthcare provider in a given situation.

52) B

When the medical assistant researches for a community service such as a dietician for a

diabetic patient he or she is acting as a patient advocate.

53) B

When the medical assistant helping a patient through the confusing healthcare system and ensuring the patient's treatment needs are met, the medical assistant is performing in the role of patient navigator.

54) aging

As people become older, they begin having

more health issues

and require more healthcare services.

55) change

Because healthcare is changing rapidly, medical assistants who can adapt to change and who continually strive to increase their

knowledge will be in high demand.

56) standards

Professional associations set high standards for quality and performance in a profession.

57) externship

Externships provide work experience and are considered an extension of the classroom learning experience.

58) accreditation

Accreditation is the process by which programs are officially authorized.

59) 30

RMAs certified after 2006 must accumulate 30 CEUs every 3 years to remain certified.

60) continuing education

After completing a medical assisting program, you should continue your education, setting specific educational advancement goals on a yearly basis. For example, you may decide to obtain further education to learn more about the medical specialty in which you work.

Once you obtain your certification as a medical assistant, you will be required to obtain a specific number of

continuing education units (CEUs) yearly to maintain your certification credential.

Continuing education is the systematic professional learning experiences designed to augment knowledge and skills of healthcare professional; education completed after the

initial educational program; required for relicensure in some fields.

61) professional development

Professional development includes the skills and knowledge you attain for both personal

growth and career advancement.

62) registration

Registration is the granting of a title or license by a board that gives permission to practice in a chosen profession.

63) résumé

The computer-generated document that summarizes your employment and educational history is a résumé.

64) AMT

When a medical assistant passes the examination to become a Registered Medical Assistant, she automatically becomes a

member of American Medical Technologists (AMT).

65) competency

An accredited medical assisting program is competency based; this means that standards are set by an accrediting body for skill and

proficiency in administrative and clinical tasks.

66) 5

Every 5 years, a CMA must complete a minimum number of contact hours to be recertified.

67) work experience

Externships provide valuable work experience that helps medical assistants practice the knowledge and skills they have learned.

68) networking

Networking is an important part of improving yourself professionally.

69) volunteer

Many volunteer programs accept volunteers without medical experience. This provides a good opportunity to find out whether you

might like a health-related career before you begin your training.

70) disaster

The American Red Cross offers volunteer opportunities for students in local, state, national, and international disaster relief programs.

71) scope of practice

One very important aspect of professional development is knowing and staying within

the legal scope of practice for your specific credential.

72) multiskilled healthcare professional

There are many healthcare practices that like the idea of having a multiskilled healthcare professional, who is a cross trained member of the team who is able to do many different

duties, which cuts personnel costs.

73) medical assistant scope of practice

Information regarding the kinds of duties the medical assistant can perform can be found online by entering the words “medical

assistant scope of practice” in the online search area.