

## Introduction

This document introduces the nonacademic standards, skills, and performance requirements expected of every student in the Medical Assisting program. It is essential for all students entering the program to understand that these requirements are necessary for the satisfactory completion of all aspects of the curriculum and development of professional attributes for graduation. Reading these standards carefully along with a realistic assessment of your own personality, interests, abilities, strengths, and weaknesses will ensure that you end up in a program and career path that is a good fit for you.

According to the Bureau of Labor Statistics, the growth rate for available jobs in the field of medical assisting is 16 percent. This is mainly due to growth of aging adults in our society. Overall, this is much faster growth rate than other jobs, which is 5 percent. Most Medical Assistants work in physician offices, urgent care facilities and outpatient clinics. They typically work 8 hour days unless in an urgent care where they may work 12-hour shifts. Beginning wages range from \$15 - \$20 per hour depending on education and previous experience.

Medical Assistants are the right hand of the provider. They not only prepping patients for the visit, conducting patient interviews and performing skills such as venipuncture and injections, they also keep the provider on time, educate patients and work with the patients, families and other healthcare team members. Each item of information that the medical assistant gets from the patient helps the provider make a better decisions regarding patient needs.

Students are expected to demonstrate the following skills fundamental to the Medical Assisting:

### Communication

- Interpret procedure manuals, medical records and electronic data
- Record items such as numbers, reports and documentation on patient charts.
- Manage electronic health records
- Explain treatment procedures
- Adapt communication to the individual's needs in both face to face and automated situations
- Communicate effectively in written, verbal and electronic formats
- Accurately document patient encounters/results in both written and electronic formats

### Motor Coordination

- Prepare and administer medications as directed by the provider
- Safely and accurately perform skills such as venipuncture, injections, wound care, CPR, etc.
- Assist providers with patient examinations, assessments, and minor surgeries
- Push patients weighing up to 350 lbs. in wheelchairs
- Lift up to 50 lbs. several times a day
- Type accurately at a sufficient rate to document in electronic medical records

### Mobility

- Stand or walk up to 8 hours per day
- Work continuously for up to 4 hours per day
- Ambulate in small spaces
- Safely transport and position patients for examinations

## Sensory

- Differentiate between normal and abnormal laboratory and vital signs values
- Accurately gather and process data for patient history and examination via palpation, auscultation, inspection and smell

## Intellectual

- Use short and long-term memory
- Apply critical thinking techniques to problem solve in a variety of patient and office situations
- Perform mathematical calculations when performing bookkeeping, assessing patient vital signs and administering medications as ordered by the provider
- Anticipate the needs of the provider as the examination/procedure progresses
- Process given information and evaluate administrative/clinical needs

## Social

- Work in groups and collaborate with other healthcare professionals
- Establish positive rapport with patients, families, and other healthcare professionals.
- Be prompt in attendance and submission of assignments
- Interact positively with people from all levels of society, ethnic backgrounds, ages and beliefs.
- Treat all patients with empathy

## Professional Behavior

- Maintain academic honesty
- Be accountable for actions and educational goals.
- Follow HIPAA standards with patients, colleagues, and third-party vendors
- Accept constructive criticism and make necessary changes in performance to maintain program standards
- Be adaptable and flexible in the face of uncertainty.
- Maintain emotional and behavioral control
- Practice professional behavior when using social media
- Adhere to the Medical Assisting Code of Ethics
- Adhere to the GTCC Medical Assisting Handbook