



**Registered Medical Assistant (RMA)
Certification Examination Competencies
and Examination Specifications**

Summary Table

	Work Area	Number of Questions	Percentage of Exam
I.	General Medical Assisting	65	31.0%
II.	Administrative Medical Assisting	30	14.0%
III.	Clinical Medical Assisting	115	55%
Total		210	100.0%

Question Weightings, Work Areas, Task Areas, and Competencies

**Number
of items**

[65]

I. GENERAL MEDICAL ASSISTING (31.0% of exam)

A. Body Systems

1. Identify the structure and function of various body systems
2. Identify and define various disorders and diseases
3. Identify factors associated with wellness and nutrition

B. Medical Terminology

1. Identify word parts: root, prefixes, and suffixes
2. Define medical terms
3. Identify and understand utilization of medical abbreviations and symbols
4. Spell medical terms accurately
5. Define terminology associated with specialty examinations

C. Medical Law and Ethics

1. Identify and understand the application of Medical Law
2. Identify and understand Medical Assistant credentialing requirements
3. Define terminology associated with medical law
4. Principles of medical ethics and ethical conduct
5. Understand and comply with HIPAA regulations

6. Identify and understand the Medical Assistants' Scope of Practice
7. Understand the implications of Advance Directives

D. Human Relations

1. Identify and understand patient relations, including cultural differences
2. Identify and understand interpersonal relations

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II. ADMINISTRATIVE MEDICAL ASSISTING (14.0% of exam)

A. Insurance

1. Identify and define terminology associated with various insurance types in the medical office
2. Understand and explain explanation of benefits (EOB)
3. Identify coding systems and properly utilize diagnosis and procedure codes
4. Understand and implement the process of obtaining prior authorizations and referrals

B. Clerical

1. Explain administrative responsibilities
2. Understand and perform proper scheduling procedures
3. Demonstrate appropriate oral and written communication
4. Maintain healthcare information
5. Manage office supplies and equipment
6. Identify and understand computer applications
7. Describe procedures related to office safety

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III. CLINICAL MEDICAL ASSISTING (55.0% of exam)

A. Infection Control

1. Define terminology associated with asepsis, sanitization, disinfection, and sterilization procedures
2. Identify and understand bloodborne pathogens and Universal Precautions
3. Describe proper medical and surgical aseptic techniques
4. Identify procedures for sanitization, disinfection, and sterilization

B. Diagnostic Instruments

1. Identify commonly used instruments
2. Understand the appropriate use of instruments

C. Laboratory Procedures

1. Understand Clinical Laboratory Improvement Amendments of 1988 (CLIA '88) and Waived testing

2. Define terminology associated with laboratory equipment, procedures, and results
3. Perform Laboratory Testing and Quality Control
4. Identify appropriate laboratory testing and perform specimen collection procedures (e.g., venipuncture, capillary, order of draw, swabs, etc.)
5. Understand Occupational Safety and Health Administration (OSHA) standards

D. Minor Surgical Procedures

1. Identify instruments and supplies commonly used in minor surgery
2. Identify and understand common surgical procedures

E. Vital Signs and Measurements

1. Define terminology associated with vital signs and mensurations
2. Understand and apply proper procedures related to blood pressure measurements
3. Understand and apply proper procedures related to pulse, respiration, blood oxygen saturation, and temperature
3. Understand and apply proper procedures related to patient measurements (e.g., head circumference, neck circumference, BMI, etc.)

F. Physical Examinations

1. Obtain patient medical history
2. Identify patient positions
3. Define and understand methods of examination
4. Identify examination procedures in specialty practices
5. Identify and perform procedures for measuring visual acuity
6. Perform standard, 12-lead electrocardiography
7. Administer routine diagnostic tests (e.g., Pulmonary Function Test, Holter Monitor)

G. Clinical Pharmacology

1. Define terminology associated with pharmacology and common prescription abbreviations
2. Understand and employ proper procedures related to medication administration
3. Understand prescriptions and provide patient education on prescriptions
4. Identify the classification and use of medications
5. Calculate basic pharmacological doses

H. Therapeutic Modalities

1. Identify various procedures related to modalities (e.g., cold pack, hot pack, etc.)
3. Instruct patients in the use of assistive devices and other Durable Medical Equipment

I. First Aid and Emergency Response

1. Identify First Aid procedures
2. Understand legal responsibilities associated with the administration of First Aid and BLS CPR

TASK INVENTORY NOTES

The tasks included in this inventory are considered by American Medical Technologists to be representative of the medical assisting job role. This document should be considered dynamic, to reflect the medical assistant's current role with respect to contemporary health care. Therefore, tasks may be added, removed, or modified on an ongoing basis.