

YORK TECHNICAL COLLEGE
TECHNICAL STANDARDS FOR THE MEDICAL ASSISTING CERTIFICATE PROGRAM

ESSENTIAL FUNCTIONS OF A STUDENT IN THE MEDICAL ASSISTING CERTIFICATE PROGRAM

The Medical Assisting student performs any combination of the following duties under the direction of a physician to assist in the examination and treatment of patients:

1. Interviews patients and records patient history and physical.
2. Measures and records vital signs (pulse rate, temperature, respiration rate, and blood pressure), weight, and height.
3. Prepares treatment rooms for examination of patients; positions and drapes patients for examination; positions instruments and equipment; hands instruments and materials to physician as directed; cleans and sterilizes instruments.
4. Inventories and orders medical and office supplies/equipment.
5. Operates equipment to administer routine diagnostic tests or calls medical facility or department to schedule patient for tests.
6. Performs routine diagnostic and laboratory tests upon direction from the physician.
7. Administers treatments as directed by the physician.
8. Implements emergency procedures and administers first aid, including CPR.
9. Schedules appointments, receives money for bills, maintains medical records, completes insurance forms, and performs secretarial tasks.
10. Keys data into computer to maintain office and patient records.
11. Maintains billing records, enters financial transactions into bookkeeping ledgers, and completes/mailed monthly statements to patients.

MINIMUM QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL FUNCTIONS OF A MEDICAL ASSISTING STUDENT

Physical Requirements: The position of Medical Office Assistant has been given a strength ratio of LIGHT WORK by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force 2/3 or more of the time to move objects). The position involves walking, standing, and sitting for prolonged periods as well as stooping, bending, lifting, and carrying. The ability to operate and control equipment is necessary to include starting, stopping, adjusting, and observing gauges, dials, etc.

Data Conception: Requires the ability to gather, collate, or classify information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

MINIMUM QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL FUNCTIONS OF A MEDICAL ASSISTING STUDENT (Continued)

Manual Dexterity/Motor Coordination: Requires the ability to use body members, tools, or special devices to work, move, guide, or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tool, object, or material, although this is readily manifest. Must have good eye/hand/foot coordination.

Interpersonal Communication: Requires talking with and/or signaling people to convey or exchange information. Includes listening and observing, responding to verbal and non-verbal communication, determining if communication was understood, and effective interaction with others.

Physical Communication: Requires the ability to speak and hear (express self by spoken words and perceive sounds by ear). Should organize and express ideas in a concise and logical manner and compose written communications using correct spelling, grammar, and usage.

Reasoning Development: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

Language Development: Requires the ability to read and understand complex information. Requires the ability to communicate the same types of complex information and data through speech and in writing using proper format, punctuation, spelling, grammar, and using all parts of speech.

Numeric Ability: Requires the ability to add, subtract, multiply, and divide all units of measure.

Form/Spatial Ability: Requires the ability to inspect dimensions of items and to visually read information and data.

Personal Temperament: Requires the ability to deal effectively with stress produced by work and patient interaction situations that may be of critical or emergency situation. Requires the ability to maintain professional behavior/ appearance and adapt to change.

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Office (SRO) at 803-327-8007, located in the Student Services Building within the Counseling and Support Services Area. The SRO coordinates reasonable accommodations for students who self-identify their documented disability.