



AMCA - MAC Medical Assistant Certification AMCA-MAC-2020

This document provides the correlation between HealthCenter21 interactive e-learning curriculum, and the AMCA - MAC Medical Assistant Certification standards.



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HealthCenter21 Template

All AMCA - MAC Medical Assistant Certification AMCA-MAC-2020

1.	Health Care System	3 / 3
1.01	Identify disciplines and their functions in the health care system	The Health Assistant
1.02	Identify the organizational structure and communication patterns of the clinical library	The Health Assistant
1.03	Demonstrate knowledge of healthcare insurance plans	Health Information Technology
2.	Safety and Infection Control	9 / 10
2.01	Maintain files/regulations for policies and procedures for laboratory safety	
2.02	Identify modes of transmission and methods of prevention	Ambulatory Surgery Infection Control Safety Precautions Specimen Collection & Testing The Health Assistant
2.03	Label biohazard specimens	Ambulatory Surgery Infection Control Safety Precautions Specimen Collection & Testing The Health Assistant
2.04	Demonstrate accepted practices for infection control	Ambulatory Surgery Infection Control Safety Precautions Specimen Collection & Testing The Health Assistant
2.05	Demonstrate accepted practices for isolation techniques	Ambulatory Surgery Infection Control Specimen Collection & Testing The Health Assistant
2.06	Demonstrate accepted practices for disease prevention	Ambulatory Surgery Infection Control Specimen Collection & Testing The Health Assistant
2.07	Perform proper infection control (e.g. hand washing, gowning, gloving)	Ambulatory Surgery Body Mechanics Infection Control Safety Precautions Special Populations Specimen Collection & Testing The Health Assistant
2.08	Demonstrate knowledge of emergency disaster protocols	Body Mechanics Infection Control Safety Precautions Specimen Collection & Testing
2.09	Use appropriate practices per Material Safety Data Sheets	Body Mechanics Infection Control Safety Precautions Specimen Collection & Testing The Health Assistant

2.10	Demonstrate techniques to ensure patient safety	Ambulatory Surgery Body Mechanics Infection Control Safety Precautions Specimen Collection & Testing The Health Assistant
3.	Anatomy and Physiology	3 / 3
3.01	Describe the basic functions of each of the main body systems	Anatomy & Physiology
3.02	Demonstrate a basic understanding of anatomy	Ambulatory Surgery Anatomy & Physiology
3.03	Identify common disease states as they relate to the body system	Anatomy & Physiology
4.	Medical Office Administration	12 / 12
4.01	Compose and respond to correspondence	The Health Assistant Written Communication
4.02	Schedule and manage appointments	Health Information Technology The Health Assistant
4.03	Explain general office procedures	Health Information Technology
4.04	Perform quality procedures	Ambulatory Surgery Client Status Special Populations The Health Assistant
4.05	Identify community resources and information for patients/employers	Special Populations
4.06	Project a positive attitude	Ambulatory Surgery Health Information Technology Safety Precautions Special Populations The Health Assistant
4.07	Demonstrate the ability to empathize with clients	Ambulatory Surgery Body Mechanics Health Information Technology Safety Precautions Special Populations The Health Assistant
4.08	Demonstrate the ability to communicate appropriately with patients	Ambulatory Surgery Body Mechanics Medical Office Assistant Safety Precautions Special Populations The Health Assistant
4.09	Use proper phone techniques	Telephone Etiquette The Health Assistant
4.10	Use appropriate medical terminology and jargon	Ambulatory Surgery Special Populations
4.11	Manage billing claims that flow through the office	Health Information Technology
4.12	Explain components and function of electronic medical records	Health Information Technology

5. Patient Care		13 / 13
5.01	Document patient information	Ambulatory Surgery Client Status Special Populations
5.02	Receive, organize, and prioritize information	The Health Assistant Written Communication
5.03	Identify and respond to issues of confidentiality	Ambulatory Surgery Safety Precautions Special Populations The Health Assistant
5.04	Document other information as required	Ambulatory Surgery Health Information Technology Special Populations Written Communication
5.05	Use computer information systems	Health Information Technology Written Communication
5.06	Practice proper charting techniques	Ambulatory Surgery Client Status Special Populations
5.07	Obtain vital signs	Ambulatory Surgery Client Status
5.08	Obtain informed consent from patient or guardian	Safety Precautions
5.09	Assist a physician	Ambulatory Surgery Safety Precautions
5.10	Assist a patient with special needs	Ambulatory Surgery Body Mechanics Safety Precautions Special Populations
5.11	Collect specimens	Specimen Collection & Testing
5.12	Conduct point of care testing	Client Status Specimen Collection & Testing
5.13	Administer medications or injections	Ambulatory Surgery Medical Assistant Pharmacology
6. Medical Law and Ethics		8 / 8
6.01	Maintain confidentiality of privileged information	Ambulatory Surgery Health Information Technology Medical Office Assistant Safety Precautions Special Populations The Health Assistant
6.02	Interact professionally with patients and other individuals	Ambulatory Surgery Health Information Technology Medical Office Assistant Safety Precautions Special Populations The Health Assistant

6.03	Demonstrate an understanding of scope of practice	Ambulatory Surgery Health Information Technology Medical Office Assistant Special Populations The Health Assistant
6.04	Demonstrate an understanding of physician- patient relationship	Ambulatory Surgery Health Information Technology Medical Office Assistant Special Populations The Health Assistant
6.05	Discuss the Patient Care Partnership	Ambulatory Surgery Health Information Technology Medical Office Assistant Special Populations The Health Assistant
6.06	Model professional appearance and behavior	Ambulatory Surgery Health Information Technology Medical Office Assistant Safety Precautions Special Populations The Health Assistant
6.07	Follow instructions when carrying out testing procedures	Ambulatory Surgery Client Status Medical Office Assistant Special Populations Specimen Collection & Testing The Health Assistant
6.08	Define different terms used in medical assisting	Ambulatory Surgery Health Information Technology Medical Office Assistant Special Populations The Health Assistant