

Technical standards are required of a Medical Assistant to perform all tasks required in this role. Students must demonstrate the ability to perform required functions as a routine part of the classroom, laboratory, or during the externship portion of the program. Students should be aware that successful completion of the Medical Assisting Program will depend upon the ability to meet the following technical standards.

Physical requirements: Major activities of this job include frequent walking, standing, and light physical effort performed on a level surface. Some carrying, lifting, kneeling, bending, reaching, and squatting are involved in a medical office/clinic. Testing procedures require the student to use a computer and telephone and employ writing and organizational skills. Manual dexterity, mobility, and good vision that includes near acuity, depth perception, and accommodation are physical requirements necessary for test performance and close technical work.

Communication requirements: Communication expected of the student includes writing, speaking, hearing, and dealing with the public. Electronic communications via computers, printers, interfaces, and fax machines are utilized in the job role.

Cognitive requirements: Cognitive requirements for the Medical Assisting student include reading, writing, simple arithmetic, math reasoning, weighing, measuring, and analyzing data and report information.

Working environment/safety: The medical assistant's work environment is indoors in an office/clinical setting. Mechanical, electrical, chemical, and infectious material hazards are possible. Infectious material hazards involve regular exposure to disease-bearing specimens, body fluids, wastes, and the risk of blood-borne diseases. Electrical and mechanical hazards exist in areas of equipment use. Laboratory testing procedures may expose the student to some odorous chemicals and specimens. Phlebotomy procedures require contact with patients under a wide variety of circumstances and conditions. The work environment in the medical office is subject to frequent interruptions and at times, irregular hours. Occasional pressure due to multiple calls and inquiries exists. Safety for the medical assisting student is provided in the form of personal protective equipment and barrier precautions. Gloves, face shields, goggles, and fluid-resistant lab coats are used. Additionally, adequate lighting, ventilation, adjustable work surfaces, sufficient location utilities, and area security are present in the medical office/clinic.

General Statement: The above statement is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a Medical Assistant.