

COMPETENCY-BASED OCCUPATIONAL FRAMEWORK FOR REGISTERED APPRENTICESHIP

Medical Assistant

ONET Code: [31-9092.00](#)

RAPIDS Code: [1085CB](#)

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Work Process Schedule

WORK PROCESS SCHEDULE		ONET Code: 31.9092.00	
Medical Assistant		RAPIDS Code: 1085CB	
JOB TITLE:			
Company Contact: Name			
Address:	Phone	Email	
Apprenticeship Type: <input type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid		Prerequisites	
JOB FUNCTION 1: Communicates with others to collect, share, record and report information properly			
Competencies		Core or Optional	
Schedules appointments		Core	
Greets and logs in patients at office or clinic		Core	
Determines and records medical history and reason for current appointment/visit/procedure		Core	
Provides patient instructions, information and education		Core	
Phones, faxes or uses electronic system to order or refill prescriptions		Core	

JOB FUNCTION 2: Manages “front end” of medical office	
Competencies	Core or Optional
Collects payments or co-payments and bills insurance companies	Core
Maintains office files	Core
Properly codes medical diagnoses, treatments and therapies for patient billing and third-party payer purposes	Core

JOB FUNCTION 3: Assists medical professionals and patients during examinations and procedures	
Competencies	Core or Optional
Shows patient to examination or procedure room and prepares them for physician	Core
Hands instruments to care-providers, as needed, and assists in examinations, treatments and procedures, as needed	Core
Records notes during exam or procedure	Core

JOB FUNCTION 4: Carries out basic medical procedures	
Competencies	Core or Optional
Gives injections based on care provider’s orders	Core
Cleans and dresses wounds	Core
Administers medications per licensed care provider's order	Core
Removes sutures	Core
Performs irrigation techniques: ear, eyes, nose, medical tubing, wounds, medical pumps and devices	Core
Takes vital signs	Core

JOB FUNCTION 5: Collects and prepares samples for analysis	
Competencies	Core or Optional
Collects samples using sterile techniques	Core

Performs in-office testing	Core
Properly labels and sends samples to analytical laboratory	Core
Records results of tests and analysis	Core

Related Technical Instruction Plan

COURSE NAME	Course Number
	Hours
LEARNING OBJECTIVES	
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	Hours
LEARNING OBJECTIVES	
COURSE NAME	Course Number
	Hours
LEARNING OBJECTIVES	

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COURSE NAME	Course Number
	Hours

LEARNING OBJECTIVES

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LEARNING OBJECTIVES

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