

Specific Competencies and Skills Tested in this Assessment:

Medical Office Procedures

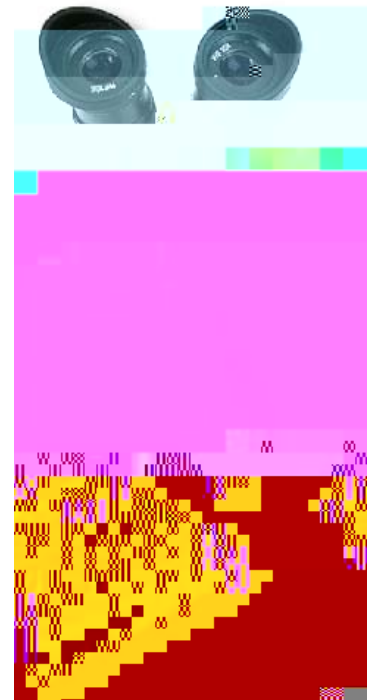
- x Greet , receive , and direct patients and visitors
- x Place, receive, and properly document and disseminate office telecommunications
- x Obtain demographic data and insurance information
- x Schedule and maintain patient



Specific Competencies and Skills continued:

Clinical Practices

- x Prepare examination room and organize equipment for patient procedures
- x Assist with patient examinations, transfers,



Written Assessment:

Administration Time: 3 hours

Number of Questions: 203

Areas Covered:



Sample Questions:

It is best to obtain preliminary insurance information when the patient



Performance Assessment:

Administration Time: 2 hours

Number of Procedures : 6

Areas Covered:

21% Infant Length, Weight, and
Head Circumference

65% Gather materials, handle infant appropriately, measure infant, weigh infant, measure head circumference

