

National Association for Health Professionals

Exam Content Outline

NRCMA, Medical Assistant Exam

Fundamental Medical Assisting- 114 Questions

Anatomy & Physiology 11.5%

- Identify anatomic structures of the body
- Recall the physiologic human behaviors theories
- Recognition of physiology concepts
- Identify the anatomic location of major organs
- Understand the functions of major body systems
- Recognize anatomical body planes for patient positioning
- Identify anatomical divisions of the body

Disease 7.5%

- Identify various factors that influence the disease process
- Identify common bacterial infections
- Identify common viral infections
- Recall signs and symptoms of common illnesses
- Advise patients on disease management
- Promote patient education in disease management

Medical Terminology 25%

- Define and comprehend vocabulary of medical terms
- Identify the meaning of common medical abbreviations
- Recall effective ways to use medical reference materials
- Identify, define and correctly spell terminology relating to the health care field
- Identify, define and correctly spell terminology relating to patient care
- Identify key word parts
- Identify materials as reference sources (dictionary, physician's desk reference, orange book)
- Recognize regulating agencies by their acronyms (OSHA, CDC, FDA)

Law & Ethics 3.5%

- Identify, define and correctly spell terms relating to medical law
- Recall correct procedures for releasing private health information
- Identify the laws and regulations for HIPAA
- Identify State and Federal laws regarding prescription drug schedules
- Recall types of consent used in medical practice

Nutrition 3.5%

- Identify and recall roles of food nutrients
- Recall dietary recommendations for various age ranges
- Recognize signs and symptoms of vitamin deficiencies
- Recommend dietary changes based on patient needs and symptoms
- Recognize eating disorders

Clinical Medical Assisting- 60 Questions

Medical Procedures including Laboratory 30%

Recognize venipuncture equipment and parts
Identify correct needle insertion angles
Identify types of injections (intramuscular, subcutaneous, intradermal)
Identify needle gauges
Recall steps for performing various blood tests
Identify blood collection tubes colors and content
Recall steps to acquire smears
Determine correct procedures for microscopic examination of smears and other slides
Focus a microscope to identify content
Acquire a pulse at different anatomical positions
Recall basic X-ray procedures and safety protocol
Identify EKG machine parts and uses
Recall steps for calibration of equipment
Recall standards of personal protective equipment use
Identify disinfection, sterilization and sanitizing techniques
Recall and exhibit hand washing technique standards
Recall procedures for patient preparation and safety
Explain procedures to patient in layman's terms
Verify patient understanding of procedures
Recall Occupational Safety & Health Administration Universal Precautions
Recall the Centers of Disease Control Bloodborne Pathogens
Recall patient positions (supine, prone lithotomy)

Pharmacology 6%

Recall the use of common reference sources in pharmacology
Identify basic dosage computations
Recall the forms of medications
Identify, define, or recall drug classes
Identify, define or recall various drug forms
Recognize drug adverse reactions
Identify and define prescription drug label aspects
Identify and comply with controlled substance guidelines

Administrative Medical Assisting- 26 Questions

Insurance 6%

Recognize characteristics of governmental and private health care plans
Identify terms associated with various insurance types
Comprehend policies and regulations as they apply to workers' compensation
Use proper terminology for insurance claims
Recall steps and forms to file electronic and paper claims
Recall International Classification of Diseases, Clinical Modification (ICD-CM)
Recall Current Procedural Terminology (CPT) characteristics
Define Diagnosis-Related Groups (DRGs)
Recall various types of physician fee schedules

Office Procedures 7%

- Recall various types of medical records organization systems (physical and electronic)
- Identify basic functions of a computer (input and output devices)
- Recall proper processing of incoming and outgoing mail
- Identify common computer software and templates (patient registration, billing)
- Demonstrate alphabetic filing
- Recall steps to transcribe notes from dictation and direct dictation
- Identify steps to maintain supplies and equipment
- Identify proper HIPAA guidelines & regulations
- Identify various types of communication (verbal and non-verbal)
- Recognize communication barriers
- Recall accounts payable and receivable guidelines
- Demonstrate effective telephone techniques (missed appointments, cancelled appointments, emergencies)
- Identify proper steps in responding to emergency situations
- Identify guidelines for releasing patient information
- Identify first aid procedures

Total number of questions on exam	200
Total number of scored questions	180