



*B. Anatomy and Physiology*

1. Know basic structures and functions of body systems
2. Know various disorders of the body

*C. Legal and Ethical Considerations*

1. Apply principles of medical law and ethics to the health care setting
2. Recognize legal responsibilities of, and know scope of practice for the medical administrative specialist
3. Know basic laws pertaining to medical practice
4. Know and observe *Health Insurance Portability and Accountability Act* (HIPAA) provisions
5. Know the principles of medical ethics established by the AMA
6. Recognize unethical practices and identify ethical responses for situations in the medical office

*D. Professionalism*

1. Employ human relations skills appropriate to the health care setting
2. Display behaviors of a professional medical administrative specialist
3. Participate in appropriate continuing education

[14] II. Basic Clinical Concepts (7% of exam)

*A. Basic Health History Interview*

1. Obtain preliminary health histories from patients

*B. Basic Charting*

2. Chart patient information in manual and electronic health record (EHR) formats

*C. Vital Signs and Measurements*

1. Understand vital sign measurement
2. Understand other measurements (weight, height)

*D. Asepsis in the medical office*





*B. Patient Accounts*

1. Manage patient accounts
2. Employ accepted patient billing methods (cycle billing procedures)
3. Manage collections in compliance with state and federal regulations

*C. Banking*

1. Understand banking services and procedures
2. Manage petty cash

*D. Payroll*

