



## Medical Assistant Certification (MAC) Exam Blueprint

Job Task List	Weight	# of Items
<b>1. Health Care System</b>	13%	13
1.01 Identify disciplines and their functions in the health care system		
1.02 Identify the organizational structure and communication patterns of the clinical library		
1.03 Demonstrate knowledge of healthcare insurance plans		
<b>2. Safety and Infection Control</b>	17%	17
2.01 Maintain files/regulations for policies and procedures for laboratory safety		
2.02 Identify modes of transmission and methods of prevention		
2.03 Label biohazard specimens		
2.04 Demonstrate accepted practices for infection control		
2.05 Demonstrate accepted practices for isolation techniques		
2.06 Demonstrate accepted practices for disease prevention		
2.07 Perform proper infection control (e.g. hand washing, gowning, gloving)		
2.08 Demonstrate knowledge of emergency disaster protocols		
2.09 Use appropriate practices per Material Safety Data Sheets		
2.10 Demonstrate techniques to ensure patient safety		
<b>3. Anatomy and Physiology</b>	15%	15
3.01 Describe the basic functions of each of the main body systems		
3.02 Demonstrate a basic understanding of anatomy		
3.03 Identify common disease states as they relate to the body system		
<b>4. Medical Office Administration</b>	17%	17
4.01 Compose and respond to correspondence		
4.02 Schedule and manage appointments		
4.03 Explain general office procedures		
4.04 Perform quality procedures		
4.05 Identify community resources and information for patients/employers		
4.06 Project a positive attitude		
4.07 Demonstrate the ability to empathize with clients		
4.08 Demonstrate the ability to communicate appropriately with patients		
4.09 Use proper phone techniques		
4.10 Use appropriate medical terminology and jargon		
4.11 Manage billing claims that flow through the office		
4.12 Explain components and function of electronic medical records		
<b>5. Patient Care</b>	19%	19
5.01 Document patient information		
5.02 Receive, organize, and prioritize information		
5.03 Identify and respond to issues of confidentiality		
5.04 Document other information as required		
5.05 Use computer information systems		
5.06 Practice proper charting techniques		
5.07 Obtain vital signs		
5.08 Obtain informed consent from patient or guardian		
5.09 Assist a physician		
5.10 Assist a patient with special needs		
5.11 Collect specimens		
5.12 Conduct point of care testing		
5.13 Administer medications or injections		
<b>6. Medical Law and Ethics</b>	19%	19
6.01 Maintain confidentiality of privileged information		
6.02 Interact professionally with patients and other individuals		
6.03 Demonstrate an understanding of scope of practice		

6.04 Demonstrate an understanding of physician- patient relationship		
6.05 Discuss the Patient Care Partnership		
6.06 Model professional appearance and behavior		
6.07 Follow instructions when carrying out testing procedures		
6.08 Define different terms used in medical assisting		
<b>Total:</b>	100%	100*

\* This number indicates the number of scored items on the certification exam. All AMCA certification exams are subject to pilot testing, meaning that there could be additional unscored items on the exam. The scored items will be from a current operational form of our exam. The unscored items will be new items that data is being collected on. The unscored items will not have any effect on the candidate's score and/or their pass/fail decision.

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