General Assessment Information

Test Type: The Medical Assisting industry-based credential is included in NOCTI’s Job Ready assessment battery. Job Ready assessments measure technical skills at the occupational level and include items which gauge factual and theoretical knowledge. Job Ready assessments typically offer both a written and performance component and can be used at the secondary and post-secondary levels. Job Ready assessments can be delivered in an online or paper/pencil format.

Revision Team: The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Georgia, Kentucky, Michigan, Ohio, Oregon, and Pennsylvania.

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NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

**Administration Time:** 3 hours  
**Number of Questions:** 203  
**Number of Sessions:** This assessment may be administered in one, two, or three sessions.

### Areas Covered

- **Medical Office Procedures:** 14%  
- **General Laboratory Procedures and Diagnostic Testing:** 14%  
- **Clinical Practices:** 49%  
- **Patient Instruction:** 4%  
- **Foundations for Healthcare:** 19%
Specific Standards and Competencies Included in this Assessment

Medical Office Procedures
- Greet, receive, and direct patients and visitors
- Place, receive, and properly document and disseminate office telecommunications
- Obtain and record patient’s demographic data and insurance information
- Schedule and maintain patient appointment log, including no-shows, call-backs, reschedules, and cancellations
- Demonstrate knowledge about managed care and referrals
- Prepare and manage medical records
- Demonstrate knowledge of billing practices, including insurance forms and terminology
- Identify and apply procedure and diagnosis coding
- Demonstrate job-related computer applications (including word processing, database, presentation software)

General Laboratory Procedures and Diagnostic Testing
- Demonstrate proper ECG procedures and other cardiovascular testing
- Collect and prepare specimens
- Demonstrate proficiency with laboratory procedures, such as urinalysis, (limited) blood tests, and cultures
- Perform and properly document vision and hearing tests
- Demonstrate understanding of biomedical equipment usage and maintenance
- Complete ancillary medical services requisitions and logs
- Demonstrate knowledge of venipuncture procedures
- Demonstrate knowledge of pulmonary function testing/procedures

(Continued on the following page)
Specific Standards and Competencies (continued)

Clinical Practices

- Prepare examination room and organize equipment for patient procedures
- Assist with patient examinations, transfers, treatments, and minor surgeries
- Set up and maintain a sterile field
- Sanitize, disinfect, and/or sterilize instruments and supplies
- Demonstrate knowledge of handling and disposal of contaminated materials or spills
- Obtain and record patient’s height and weight
- Measure and record vital signs and report abnormalities
- Identify various documentation formats and procedures, including subjective/objective data
- Position and drape patient for examination and/or treatment
- Demonstrate proper handwashing techniques
- Measure and record an infant’s height, weight, and head circumference
- Identify basic medical instruments
- Calculate medication dosages
- Demonstrate knowledge of intradermal testing (e.g., Mantoux, allergy, Tine tests)
- Demonstrate knowledge of medication administration routes
- Identify various drugs, drug classifications, and clinical indications
- Perform ear irrigation and/or lavage
- Perform suture or staple removal
- Perform dressing changes
- Demonstrate knowledge of nebulizer treatments/procedures
- Perform basic first aid and identify CPR/AED basic principles
- Demonstrate knowledge of nutrition principles, therapeutic diets, and health and wellness practices
- Acknowledge and demonstrate cultural awareness and holistic approaches
- Identify the stages of growth and development
- Demonstrate knowledge of urinary catherization procedures
- Demonstrate knowledge of assistive devices
- Demonstrate knowledge of cast care principles
- Follow appropriate standard (universal) precautions

(Continued on the following page)
Specific Standards and Competencies (continued)

**Patient Instruction**
- Instruct patients in techniques for collection of specimens
- Instruct patients regarding preparations for diagnostic tests
- Communicate discharge instructions

**Foundations for Healthcare**
- Identify and adhere to legal documents, standards, statues, and regulations
- Identify and adhere to work ethics and professional standards
- Identify and apply principles related to patient rights, including confidentiality, privacy, and security
- Identify and use medical terminology and approved abbreviations
- Identify the relationship between anatomy, physiology, and pathology
- Display teamwork skills necessary for the medical field
- Identify members of an interdisciplinary healthcare team

(Continued on the following page)
Sample Questions (continued)

It is best to obtain preliminary insurance information when the patient
A. is actually seeing the physician
B. calls in to schedule an appointment
C. is given the HIPAA form to sign
D. is charged for the initial visit

Test for myopia by using the
A. Snellen Chart
B. Ishihara test
C. Schiotz test
D. Pelli-Robson Chart

Gloves, lab coats, gowns, and masks are all examples of
A. ergonomic equipment
B. biohazard controls
C. universal precautions
D. personal protective equipment

A large “C” listed beside a drug name in the Physician’s Desk Reference (PDR) indicates it is a/an
A. over-the-counter drug
B. controlled substance
C. cardiac drug
D. classified substance

Increased urination at night is known as
A. oliguria
B. nocturia
C. polyuria
D. anuria

(Continued on the following page)
Sample Questions (continued)

Use the _____ resource to look up diagnosis codes.
B. International Classification of Diseases (ICD)
C. Physician's Desk Reference (PDR)
D. Safety Data Sheets (SDS)

The spirometer is most often used to assess
A. liver failure
B. cardiac output
C. glomerular filtration rate
D. lung capacity

Use the _____ for tracking infant's and children's anthropometric measurements.
A. Denver test
B. Wong-Baker scale
C. growth chart
D. Snellen chart

A/An _____ is used to provide a mist of medication.
A. oximeter
B. spirometer
C. nebulizer
D. capometer

If a patient has a diagnosis of anuria, he/she may be referred to a
A. gynecologist
B. gastrologist
C. urologist
D. cardiologist
NOCTI performance assessments allow individuals to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines, and equipment related to the technical area.

**Administration Time:** 2 hours  
**Number of Jobs:** 6

**Areas Covered:**

- **21% Infant Length, Weight, and Head Circumference**  
  Participants will gather equipment, handle infant properly, measure, weight, and measure head circumference of the infant, chart the measurements, and clean work area.

- **10% Applying and Removing Sterile Gloves**  
  Participants will gather equipment, simulate hand washing, apply gloves, remove gloves, properly dispose of gloves, and clean work area.

- **13% Capillary Puncture (Simulation)**  
  Participants will gather materials, identify the patient, explain the procedure to the patient, demonstrate the simulation, apply correct technique, follow standard precautions, document procedure, and clean work area.

- **16% Electrocardiogram**  
  Participants will gather equipment, identify the patient, explain the procedure to the patient, position the patient, properly drape patient and maintain privacy, place electrodes, perform ECG, maintain safety, document procedure, and clean work area.

(Continued on the following page)
20% **Blood Pressure and Pulse Measurement**
Participants will gather equipment, identify the patient, explain the procedure to the patient, locate and count the radial pulse, place the cuff and stethoscope at the correct location, take radial pulse and blood pressure, ensure comfort and safety, and clean work area.

20% **Appointment Scheduling**
Participants will label the date, opening and closing times, matrix lunch and emergency buffer times, and correctly schedule and record appointments.
Sample Job

**Applying and Removing Sterile Gloves**

**Maximum Time:** 10 minutes

**Participant Activity:** The participant will prepare for sterile gloving by simulating handwashing technique. Apply and remove sterile gloves, maintaining the sterility of gloves and avoiding contamination of self. Appropriately dispose of gloves and simulate handwashing technique after disposal. When finished, the participant will clean area and return to pretest conditions.