

Medical Record Components of the Medical Record Medical Office Administrative Documents Medical Office Clinical Documents Laboratory Documents Diagnostic Procedure Documents Therapeutic Service Documents Hospital Documents Consent Documents Medical Record Formats Preparing a Medical Record for a New Patient Taking a Health History Charting in The Medical Record	
Medical Asepsis and OSHA Standard Medical Asepsis OSHA Bloodborne Pathogens Standard Regulated Medical Waste Bloodborne diseases	
Sterilization and Disinfection MSDS Microorganisms Hazard Communication Standard Sanitization Disinfection Sterilization Autoclave	
Vital Signs Temperature Pulse Respiration Pulse Oximetry Blood Pressure	
Physical Examination Preparation of the Examining room Preparation of the Patient Measuring Weight and Height Positioning and Draping Assessment of the Patient Assisting the Physician	

Eye and Ear Assessment and Procedures The Eye Structure of the Eye Visual Acuity Assessment of Color Vision Eye Irrigation Eye Instillation The Ear Structure of the Ear Assessment of Hearing Acuity Ear Irrigation Ear Instillation	
Physical Agents to Promote Tissue Healing Local Application of Heat and Cold Therapeutic Ultrasound Casts Springs and Braces Ambulatory Aids	
Gynecologic Examination and Prenatal Care Gynecologic Examination Gynecology Breast Examination Pelvic Examination Vaginal Infections Prenatal Care Obstetrics Prenatal Visits Six Weeks-Postpartum Visit	
Pediatric Examination Pediatric Office Visits Carrying the Infant Growth Measurements Pediatric Blood Pressure Measurement Collection of a Urine Specimen Pediatric Injections Immunizations Newborn Screening Test	
Minor Office Surgery Surgical Asepsis Instruments used in Minor Office Surgery	

<p>Commercially Prepared Sterile Packages Wounds Sterile Dressing Change Sutures Assisting with Minor Office Surgery Medical Office Surgical Procedures Bandaging</p>	
<p>Administration of Medication and IV Therapy Food and Drug Administration Drug Nomenclature Classification of Drugs Based on Preparation Classification of Drugs Based on Action Systems of Measurement for Medication Converting units of Measurements Controlled Drugs Prescription Medication Record Factors Affecting Drug Action Guidelines for Preparation and Administration of Medication Oral Administration Parenteral Administration Tuberculin Testing Allergy Testing Intravenous Therapy</p>	
<p>Cardiopulmonary Procedures Structure of the Heart Cardiac Cycle Electrocardiograph Paper Standardization of the Electrocardiograph Electrocardiograph Leads Maintenance of the Electrocardiograph Electrocardiographic Capabilities Artifacts Holter Monitor Electrocardiography Cardiac Dysrhythmias Pulmonary Function Tests</p>	
<p>Colon Procedures and Male Reproductive Health Fecal Occult Blood Testing Flexible Sigmoidoscopy Prostate Cancer Screenings Testicular Self-Examination</p>	
<p>Radiology and Diagnostic Imaging Fluoroscopy Positioning the Patient</p>	

Specific Radiographic Examinations Ultrasonography Computed Tomography Magnetic Resonance Imaging Nuclear Medicine Digital Radiology	
Clinical Laboratory Laboratory Tests Laboratory Departments Laboratory Reports Collecting Handling and Transporting Specimens Clinical Laboratory Improvement Amendments Quality Control Laboratory Safety	
Urinalysis Function of Urinary System Composition of Urine Collection of Urine Analysis of Urine	
Phlebotomy Venipuncture General Guidelines for Venipuncture Vacuum Tube Method of Venipuncture Butterfly Method of Venipuncture Syringe Method of Venipuncture Problems Encountered with Venipuncture Obtaining a Serum Specimen Obtaining a Plasma Specimen Skin Puncture Puncture Sites Skin Puncture Devices Micro collection Devices Guidelines for Performing a Finger Puncture	

Reference Material that may be useful:

1. Saunders Medical Assisting Exam Review by Deborah Holmes RMA, CMA
2. Medical Assisting Exam Review for CMA, RMA & CMAS Certification, Helen J Houser MSHA , Janet R Sesser BS, RMA, CMA