

Medical Assistant

Program Summative Assessment

Wisconsin Technical College System

Directions

This summative assessment scoring guide will be used to determine if you have met the Medical Assistant program outcomes. To meet the requirements on the scoring guide, you will be asked to draw upon the skills and concepts that have been developed throughout the program and are necessary for successful employment in your field.

This scoring guide may be used to evaluate your performance at your practicum or on project check sheets, or other activity identified by your instructor. Your instructor will provide detailed instructions.

After your instructor completes this scoring guide, you will receive feedback on your performance including your areas of accomplishment and areas that need improvement.

The numbers after the criteria on the scoring guide correspond with the MAERB standard criteria required by all graduates.

Program Outcomes

1. Perform medical office administrative functions
2. Provide patient care in accordance with regulations, policies, laws, and patient rights
3. Perform medical laboratory procedures
4. Demonstrate professionalism in a healthcare setting
5. Demonstrate safety and emergency practices in a healthcare setting

Rating Scale

PASS Performs adequately; meets basic standards
FAIL Does not meet basic standards

Scoring Standard

You must achieve a rating of PASS on all criteria for each program outcome to demonstrate competence (passing). A rating of FAIL on any criterion results in a FAIL score for that program outcome and for the TSA Assessment.

Program Outcomes and Criteria

1. Perform medical office administrative functions	
• Manage appointment schedule, using established priorities (V.1.)	Pass Fail
• Maintain a patient s medical record (V.3)	Pass Fail
• Perform accounts receivable procedures (VI.2)	Pass Fail
• Apply both managed care policies and procedures (VII.1)	Pass Fail
• Perform procedural coding (VIII.1)	Pass Fail
• Perform diagnostic coding (VIII. 2)	Pass Fail
2. Provide patient care in accordance with regulations, policies, laws, and patient rights	
• Obtain vital signs (I.1)	Pass Fail
• Prepare and administer medications (I.8, I.9)	Pass Fail
• Practice standard precautions (III.2)	Pass Fail
• Obtain patient history (IV.1)	Pass Fail
• Instruct patients (IV.4)	Pass Fail
• Document patient care (IV.8, IX.7)	Pass Fail
• Prepare a patient for procedures and/or treatments (IV.6)	Pass Fail
3. Perform medical laboratory procedures	
• Perform CLIA waived testing (I.11, 12, 13, 14, 15)	Pass Fail
• Perform specimen collection (I.2, I.3, III.7)	Pass Fail
• Screen test results (I.16)	Pass Fail
• Perform quality control measures (I.11)	Pass Fail
4. Demonstrate professionalism in a healthcare setting	
• Apply HIPAA rules (IX.3)	Pass Fail
• Use language/verbal skills that enable patients understanding (I.18)	Pass Fail
• Analyze communications in providing appropriate responses/feedback (IV.21)	Pass Fail

Program Outcomes and Criteria		
• Demonstrate respect for diversity (I.19)	Pass	Fail
• Demonstrate telephone techniques (IV.7)	Pass	Fail
• Apply ethical behaviors (X.3)	Pass	Fail
5. Demonstrate safety and emergency practices in a healthcare setting	Pass	Fail
• Evaluate the work environment to identify safe vs. unsafe working conditions (XI.2)	Pass	Fail
• Demonstrate proper use of safety equipment (XI.5)	Pass	Fail
• Maintain provider/professional level CPR certification (XI.9)	Pass	Fail
• Perform first aid procedures (XI.10)	Pass	Fail

COMMENTS:			
TSA Assessment Score:		PASS	FAIL
Student Name:		ID #:	
Evaluator Signature:		Date:	