

Medical Assistant - Acute

Name _____ Telephone _____ Who is your recruiter? _____ Date _____

Instructions: This checklist is meant to serve as a general guideline for our client facilities as to the level of your skills within your nursing specialty. Please use the scale below to describe your experience/expertise in each area listed below.

Proficiency :- 1 = Never Performed
Frequency :- 1 = Never

2 = Limited Experience
2 = Sometimes

3 = Comfortable Performing
3 = Often

4 = Proficient
4 = Always

Age Specific

Age Specific:	Proficiency				Frequency			
Infant (Birth to 1 year)	1	2	3	4	1	2	3	4
Toddler (1–3 years)	1	2	3	4	1	2	3	4
Pre-school (3–6 years)	1	2	3	4	1	2	3	4
School Age (6–12 years)	1	2	3	4	1	2	3	4
Adolescent (12–18 years)	1	2	3	4	1	2	3	4
Young Adult (18–30 years)	1	2	3	4	1	2	3	4
Mature Adult (30–60 years)	1	2	3	4	1	2	3	4
Elderly (>60 years)	1	2	3	4	1	2	3	4

Clinical Care

Patient care :	Proficiency				Frequency			
Perform telephone/in-person screening	1	2	3	4	1	2	3	4
Obtain vital signs	1	2	3	4	1	2	3	4
Apply pulse oximeter	1	2	3	4	1	2	3	4
Obtain pediatric measurements/growth chart	1	2	3	4	1	2	3	4
Obtain/Record patient intake (e.g., PMH, CC, medication, reconciliation)	1	2	3	4	1	2	3	4
Perform pain assessment	1	2	3	4	1	2	3	4
Perform wellness screenings (e.g., cancer, nicotine, domestic violence)	1	2	3	4	1	2	3	4
Administer medications (e.g., PO, IM, SQ)	1	2	3	4	1	2	3	4
Administer immunizations and update records	1	2	3	4	1	2	3	4
Placement/Reading of PPD	1	2	3	4	1	2	3	4
Use transfer assistive devices (e.g., gait belt, walker, lift)	1	2	3	4	1	2	3	4
Use glucometer	1	2	3	4	1	2	3	4
Apply oxygen	1	2	3	4	1	2	3	4
Perform vision screening	1	2	3	4	1	2	3	4
Perform hearing screening	1	2	3	4	1	2	3	4
Perform respiratory testing (e.g., PFTs, peak flow)	1	2	3	4	1	2	3	4

Perform basic life support (BLS)	1	2	3	4		1	2	3	4
Adhere to standard and transmission-based precautions with PPE	1	2	3	4		1	2	3	4
Patient provider :						Proficiency			
						Frequency			
Assist provider with minor surgical procedures and treatments	1	2	3	4		1	2	3	4
Suture/Staple removal	1	2	3	4		1	2	3	4
Ear/Eye irrigation	1	2	3	4		1	2	3	4
Cast care/splint	1	2	3	4		1	2	3	4
Urinary catheter insertion/removal	1	2	3	4		1	2	3	4
Nasogastric (NG) tube insertion/removal	1	2	3	4		1	2	3	4
Nasopharyngeal suctioning	1	2	3	4		1	2	3	4
Discontinue IV	1	2	3	4		1	2	3	4
Specimen collection: Blood	1	2	3	4		1	2	3	4
Specimen collection: Urine, Stool, sputum	1	2	3	4		1	2	3	4
Specimen collection: Swab (e.g., throat, nasopharyngeal, wound)	1	2	3	4		1	2	3	4
Patient Condition Management :						Proficiency			
						Frequency			
Diabetes, hypo/hyperglycemia	1	2	3	4		1	2	3	4
Asthma/COPD	1	2	3	4		1	2	3	4
Hypertension	1	2	3	4		1	2	3	4
MI/Chest pain	1	2	3	4		1	2	3	4
Stroke	1	2	3	4		1	2	3	4
Seizures	1	2	3	4		1	2	3	4
Respiratory distress	1	2	3	4		1	2	3	4
Allergic reaction/Anaphylaxis	1	2	3	4		1	2	3	4
Bone fractures/ Joint sprains	1	2	3	4		1	2	3	4
Bleeding control	1	2	3	4		1	2	3	4
Head trauma	1	2	3	4		1	2	3	4
Shock	1	2	3	4		1	2	3	4
Burns	1	2	3	4		1	2	3	4
Provide Patient Education :						Proficiency			
						Frequency			
Use and care of patient equipment (e.g., crutches, blood pressure machine)	1	2	3	4		1	2	3	4
Managing conditions (e.g., hypertension, diabetes, COPD)	1	2	3	4		1	2	3	4
Medications/Immunizations	1	2	3	4		1	2	3	4
Diagnostic tests/Minor procedures	1	2	3	4		1	2	3	4
Pre-procedure preparation instructions (e.g., fasting)	1	2	3	4		1	2	3	4

Dietary modifications/Lifestyle changes	1	2	3	4		1	2	3	4
Discharge/Follow-up	1	2	3	4		1	2	3	4
Communication Skills :	Proficiency					Frequency			
Use SBAR	1	2	3	4		1	2	3	4
Perform handoff communication	1	2	3	4		1	2	3	4
Adhere to delegation rights	1	2	3	4		1	2	3	4
Participate in interdisciplinary team meetings	1	2	3	4		1	2	3	4
Cultural diversity awareness	1	2	3	4		1	2	3	4
Adapt communication (language, cognitive, age, visual/hearing impairment)	1	2	3	4		1	2	3	4
Administrative skills									
Patient-related administrative skills:	Proficiency					Frequency			
Schedule/Manage appointments	1	2	3	4		1	2	3	4
Initiate patient medical record	1	2	3	4		1	2	3	4
File/Update medical records	1	2	3	4		1	2	3	4
Electronic documentation	1	2	3	4		1	2	3	4
Coordination of referrals (e.g., social worker, home health, hospice)	1	2	3	4		1	2	3	4
Telehealth services	1	2	3	4		1	2	3	4
Coordinate patient transfers	1	2	3	4		1	2	3	4
Office skills :	Proficiency					Frequency			
Data entry	1	2	3	4		1	2	3	4
Answering phones	1	2	3	4		1	2	3	4
Billing entry	1	2	3	4		1	2	3	4
ICD-10 Coding	1	2	3	4		1	2	3	4
CPT Coding	1	2	3	4		1	2	3	4
Healthcare Common Procedure Coding System (HCPCS Level II)	1	2	3	4		1	2	3	4
Insurance billing/verification	1	2	3	4		1	2	3	4
Supply Chain and Equipment :	Proficiency					Frequency			
Restock medical/office supplies	1	2	3	4		1	2	3	4
Prepare supplies/patient room for procedures	1	2	3	4		1	2	3	4
Medical equipment calibration/maintenance	1	2	3	4		1	2	3	4
Legal :	Proficiency					Frequency			
HIPAA laws and handling PHI	1	2	3	4		1	2	3	4
Advance directives, POA, DNR	1	2	3	4		1	2	3	4
Reportable patient conditions (e.g., abuse/neglect, dog bites, communicable diseases)	1	2	3	4		1	2	3	4

Informed consent	1	2	3	4	1	2	3	4
Incident reports	1	2	3	4	1	2	3	4

Patient care settings

Experience in settings :	Proficiency				Frequency			
General clinic > 5 MDs practice	1	2	3	4	1	2	3	4
MD office < 5 MDs practice	1	2	3	4	1	2	3	4
General internal medicine	1	2	3	4	1	2	3	4
HIV/Infection control	1	2	3	4	1	2	3	4
Oncology practice	1	2	3	4	1	2	3	4
Orthopedic practice	1	2	3	4	1	2	3	4
Health/Wellness Screening	1	2	3	4	1	2	3	4
Occupational Health	1	2	3	4	1	2	3	4
Pediatric practice	1	2	3	4	1	2	3	4
OB/GYN practice	1	2	3	4	1	2	3	4
Surgical practice	1	2	3	4	1	2	3	4
Utilization review/Case management	1	2	3	4	1	2	3	4
Urgent care clinic	1	2	3	4	1	2	3	4
Hospital	1	2	3	4	1	2	3	4
Rehabilitation center	1	2	3	4	1	2	3	4
Long-term care facility	1	2	3	4	1	2	3	4

Work History

Years Experience in Clinical Specialty:

Most recent facility worked at:

I hereby certify that ALL information I have provided to Clover Health Services, on this skills checklist and all other documentation, is true and accurate.
I understand and acknowledge that any misrepresentation or omission may result in disqualification from employment and/or immediate termination.