

NOCTI Medical Assisting Exam Guide

Updated September 2022

Overview

This document is designed to give instructors guidance on preparing students for the NOCTI Medical Assisting Exam.

Outline

In this guide, you will find:

1. Certification exam topic outline
2. HealthCenter21 modules recommended for students interested in the Medical Assisting exam
3. An in-depth crosswalk of HealthCenter21 to the NOCTI Test Plan

1. NOCTI Medical Assisting Exam Topic Outline

The NOCTI Medical Assisting exam includes a written portion and a performance portion. The written portion includes 197 multiple-choice questions, and the performance portion requires students to complete 6 skill demonstrations.

Students have three hours to complete the written assessment. The following topics are included:

- Medical Office Procedures – 12%
- Foundations for Healthcare – 10%
- General Laboratory Procedures and Diagnostic Testing – 14%
- Clinical Practices and Patient Care – 38%
- Medical Assisting Safety – 8%
- Patient Instruction – 9%
- Medical Law and Ethics for Health Care – 9%

Students have 1 hours and 15 minutes to complete the performance assessment. The following skills are tested:

- Positioning – 9%
- Blood Pressure and Pulse Measurement – 23%
- Electrocardiogram -18%
- Visual Acuity Screening – 21%
- Lab Requisition Form – 18%
- Applying and Removing Sterile Gloves – 11%

For more details on the NOCTI Medical Assisting exam content, see the NOCTI Medical Assisting Blueprint at <https://www.nocti.org/>.

2. HealthCenter21 Modules Recommended for NOCTI Medical Assisting

Health Care Foundations <ul style="list-style-type: none">• Anatomy and Physiology – all modules• Bloodborne Pathogens• CPR and Basic Life Support• Client Status• Communications• Cultural, Social and Ethnic Diversity• Health Care Systems• Health Information Technology• EHR Simulation• Human Growth and Development• Infection Control• Legal and Ethical Responsibilities• Medical Mathematics• Medical Records• Medical Terminology• Personal Qualities• Safety Precautions• Wellness and Nutrition	Patient Care <ul style="list-style-type: none">• Admissions, Transfers, and Discharges• Ambulatory Surgery• Body Mechanics• Electrocardiography• Medical Assistant Pharmacology• Nutrition and Elimination• Phlebotomy• Physical Exams• Specimen Collection and Testing• Rehabilitation and Restorative Care• The Surgical Patient Medical Office <ul style="list-style-type: none">• Accounting• Appointments• Insurance and Coding• Medical Office Assistant• Office Environment• Telephone Etiquette• Written Communication
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See the next page for an in-depth crosswalk between HealthCenter21 and the NOCTI Medical Assisting Test Plan.

The coverage of each topic within HealthCenter21 is broken down as being High, Medium, Low, or None.

3. Crosswalk Between NOCTI Medical Assisting Test Plan & HealthCenter21

NOCTI Written Assessment	HealthCenter21 Location	HealthCenter21 Coverage
A. Medical Office Procedures		
1. Greet, receive, and direct patients and visitors	Module: Office Environment Unit 1: Office Environment and reception	High
2. Prepare and manage patient medical records (e.g., obtaining and recording patient's demographic data insurance information)	Module: Appointments Unit 1: Introduction to Appointments	High
3. Schedule and maintain patient appointment logs (e.g., no-shows, call-backs, reschedules, cancellations)	Module: Appointments Unit 5: Managing Appointments	High
4. Demonstrate knowledge about types of insurance (e.g., PPOs, HMOs, managed care and referrals including prescriptions)	Module: Insurance and Coding Unit 1: Insurance	High
5. Demonstrate knowledge of billing practices (e.g., insurance forms, terminology, procedure, diagnosis coding)	Module: Insurance and Coding Unit 1: Insurance Unit 3: Coding Unit 4: Claims Reinforce: Fill out a Claim Form	High
6. Demonstrate job-related computer skills (e.g., word processing, terminology, presentation software)	Module: Office Equipment Unit 1: Computers	High
B. Foundations of Health Care		
1. Identify and use medical terminology, approved abbreviations, and symbols	Module: Medical Terminology All Units	High
2. Identify the relationship between anatomy, physiology, and pathology	Module: A&P – Introduction Unit 1: Introduction to Anatomy and Physiology	High
3. Demonstrate proficiency in basic medical math (e.g., conversions)	Module: Medical Mathematics Unit 4: Medications	High

C. General Laboratory Procedures and Diagnostic Testing		
1. Demonstrate proper ECG procedures and other cardiovascular testing	Module: Electrocardiography Unit 3: Performing a Standard Resting ECG	High
2. Demonstrate proficiency with laboratory procedures, collecting and preparing specimens, and point- of-care testing such as urinalysis, (limited) blood tests, and cultures	Module: Specimen Collection and Testing Unit 1: Policies and Practices for Specimens Unit 2: Collecting Urine Specimens Unit 4: Stool Specimen and Tests Unit 5: Cultures and Smears	High
3. Perform and properly document vision and hearing tests	Module: Physical Exams Unit 2: Eye and Ear Examinations	High
4. Demonstrate understanding of biomedical equipment usage and maintenance	Module: Physical Exams Explore Activity: Use and Care of Lab Equipment	High
5. Complete ancillary medical services requisitions and logs	Module: Specimen Collection and Testing Unit 1: Policies and Practices for Specimens	High
6. Demonstrate knowledge of venipuncture procedures	Module: Phlebotomy Unit 4: Venipuncture	High
7. Demonstrate knowledge of pulmonary function testing/procedures	Module: Client Status Unit 4: Respiration	High
D. Clinical Practices and Patient Care		
1. Prepare examination room and organize equipment for patient procedures	Module: Physical Exams Unit 1: Introduction to Physical Exams	High
2. Assist with patient examinations, transfers, treatments, and minor surgeries	Module: Physical Exams Unit 1: Introduction to Physical Exams	High
3. Perform aseptic techniques (e.g., sterilization, sanitation, disinfection), and set up and maintain a sterile field	Module: Phlebotomy Unit 1: Introduction to Phlebotomy Module: Infection Control Unit 1: Introduction to Infection Control	High

4. Take vital signs, patient's height and weight, record data and report abnormalities	Module: Client Status Unit 1: Vital Signs and Body Measurements Unit 6: Reading Analog Devices Module: EHR Simulation Unit 3: Clinical Tasks	High
5. Identify various documentation formats including paperless charting	Module: Communications Unit 5: Documentation Module: Medical Records Unit 1: Medical Records Module: Health Information Technology Unit 2: Electronic Health Records Module: EHR Simulation All units	High
6. Position and drape patient for examination and/or treatment	Module: Physical Exams Unit 1: Introduction to Physical Exams	High
7. Identify basic medical instruments and equipment	Module: Physical Exams Unit 1: Introduction to Physical Exams	High
8. Calculate medication dosages and administration routes	Module: Medical Mathematics Unit 4: Medications	High
9. Demonstrate knowledge of intradermal testing (e.g., Mantoux, allergy)	Module: Pharmacology Unit 4: Parenteral Medications	High
10. Identify various drugs, drug classifications, and clinical indications	Module: Pharmacology Unit 1: Introduction to Pharmacology	High
11. Perform irrigation and/or lavage (e.g., ear and eye)	Module: Physical Exams Unit 2: Eye and Ear Examinations	High
12. Perform suture or staple removal	Module: Ambulatory Surgery Unit 4: Post-Op Procedures	High
13. Perform dressing changes and related first aid	Module: The Surgical Patient Unit 4: Postoperative Care Module: Emergency Care Unit 2: Injury Care Techniques	High

14. Demonstrate knowledge of nebulizer treatments/procedures	Module: Pharmacology Unit 3: Preparing and Administering Medication	High
15. Perform basic first aid and identify CPR/AED basic principles	Module: Emergency Care All Units Module: CPR and Basic Life Support All Units	High
16. Demonstrate knowledge of nutrition principles, therapeutic diets, and health and wellness practices	Module: Nutrition and Elimination Unit 1: Optimal Nutrition Module: Wellness and Nutrition All units	High
17. Demonstrate knowledge of cultural diversity awareness and holistic modalities	Module: Communications Unit 3: Communication Barriers Module: Cultural, Social, and Ethnic Diversity All units	High
18. Identify the stages of growth and development	Module: Human Growth and Development All Units	High
19. Demonstrate knowledge of urinary catheterization procedures	Module: Nutrition and Elimination Unit 6: Urinary Catheters	High
20. Demonstrate knowledge of assistive devices	Module: Rehabilitation and Restorative Care Explore Activity Module: Rehabilitation and Restorative Care Unit 4: Assistive Devices for Ambulation	High
21. Demonstrate knowledge of cast care principles	Module: Emergency Care Unit 2: Injury Care Techniques	High
E. Medical Assisting Safety		
1. Demonstrate understanding of standard precaution practices	Module: Infection Control Unit 2: Standard Precautions	High
2. Demonstrate knowledge of Safety Data Sheets (SDS)	Module: Safety Precautions Unit 3: Environmental Safety	High
3. Demonstrate knowledge of handling and disposal of contaminated materials or spills	Module: Infection Control Unit 3: Transmission-Based Precautions	High

4. Demonstrate proper handwashing techniques	Module: Infection Control Unit 1: Introduction to Infection Control Module: Infection Control Hand Washing activity	High
F. Patient Instruction		
1. Instruct patients in techniques for collection of specimens	Module: Specimen Collection and Testing Unit 1: Policies and Practices for Specimens Unit 2: Collecting Urine Specimens Unit 4: Stool Specimen and Tests Unit 5: Cultures and Smears	High
2. Instruct patients regarding preparations for diagnostic tests	Module: Appointments Unit 4: Referrals	High
3. Communicate discharge instructions	Module: Admissions, Transfers, and Discharges Unit 3: Transfers and Discharges	High
4. Identify subjective/objective assessment and plan for each patient	Module: Special Populations All Units	High
5. Identify special considerations for pediatric, disability, disease progression, geriatric patients	Module: Office Environment Unit 1: Office Environment and Reception Module: Special Populations All Units	High
G. Medical Law and Ethics for Health Care		
1. Identify and adhere to legal documents, standards, statutes, and regulations (e.g., advance directives, DNR, healthcare proxy)	Module: Legal and Ethical Responsibilities Unit 3: Advance Directives and Client Rights	High
2. Identify and adhere to work ethics and professional standards	Module: Medical Office Assistant Unit 2: Professional Traits	High

3. Identify and apply principles related to patient rights, HIPAA (e.g., confidentiality, privacy, security), and protected health information regulations (electronic and written)	Module: Health Information Technology Unit 3: Health Insurance Portability and Accountability Act (HIPAA) Module: EHR Simulation All units Module: Medical Office Assistant Unit 3: Legal Responsibilities	High
4. Identify members of an interdisciplinary healthcare team and know scope of practice for each	Module: Legal and Ethical Responsibilities Reinforce Activity: Scope of Practice	High

NOCTI Performance Assessment	HealthCenter21 Location	HealthCenter21 Coverage
Positioning Participant will introduce self, identify the patient, explain the need to reposition, and assist patient into place on exam table or bed and position properly.	Module: Body Mechanics Positioning Patients Checklist	High
Blood Pressure and Pulse Measurement Participant will gather equipment, identify the patient, explain the procedure to the patient, check for contraindications, locate and count the radial pulse, place the cuff and stethoscope at the correct location, take blood pressure, ensure comfort and safety, and clean work area.	Module: Client Status Examining Vital Signs Activity and checklists	High
Electrocardiogram Participant will gather equipment, identify the patient, explain the procedure to the patient, position the patient, properly drape patient maintaining privacy, place electrodes correctly, perform ECG, maintain safety, document procedure, and clean work area.	Module: Electrocardiography Automatic 12-Lead ECG checklist	High

<p>Visual Acuity Screening</p> <p>Participant will identify patient and introduce self, explain the procedure, and have the patient read the chart using both eyes, just the left eye, and just the right eye, and record all of the observations, while following proper hygiene procedures and clean work area.</p>	<p>Module: Physical Exams Unit 2: Eye and Ear Examinations</p>	<p>High</p>
<p>Lab Requisition Form</p> <p>Participant will complete specimen label and lab service requisition form neatly and legibly, properly placing specimen in receptacle with requisition form for the lab, while following proper hygiene procedures, and clean work area.</p>	<p>Not Covered</p>	<p>Not Covered</p>
<p>Applying and Removing Sterile Gloves</p> <p>Participant will gather equipment, simulate hand washing, apply gloves, remove gloves, properly dispose of gloves, simulate hand washing, and clean work area.</p> <p>The participant will prepare for sterile gloving by simulating hand washing technique. Apply and remove sterile gloves, maintaining the sterility of gloves and avoiding contamination of self. Appropriately dispose of gloves and simulate hand washing technique after disposal. When finished, the participant will clean area and return to pretest conditions.</p>	<p>Module: Infection Control Unit 4: Sterile Technique</p>	<p>High</p>