

MEDICAL ASSISTANT SKILLS CHECKLIST

Name: _____

Date: _____

This self evaluation is for assessing your experience in specific clinical areas. This self evaluation will not be a determining factor in accepting your application to become an employee of ExecuTeam Staffing.

1 = No Experience	2 = Limited Experience	3 = Experienced	4 = Highly Skilled
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No Experience	Limited Experience	Experienced	Highly Skilled	
Infants				
				Height
				Weight
				Head Circumference
				Temperature
				Hemoglobin Screening
				Injections
				Calculating dosages
Pediatric/Adolescent				
				Height
				Weight
				Temperature
				Pulse
				Respiration
				Screen for Vision
				Audiometric Screening (Screen for Hearing)
				Hemoglobin Screening
				CHDP (Vaccine for Immunizations)
				Injections
				Calculating dosages
				Blood Withdrawal
				Urine Dipstick/Urinalysis
				Spirometry
				Prepare Breathing Treatment for Asthma
Adults				
				Vitals
				Application of Ortho Appliances
				Cast Removal
				Accu-check
				Urine Dipstick/Urinalysis
				Assist with Physical Exam
				Pregnancy Tests
				Assist with ultrasound
No Experience	Limited Experience	Experienced	Highly Skilled	

				Injections
				Calculating dosages
				Blood Withdrawal
				Venipuncture
				Phlebotomy
				Hematocrit
				Hemoglobin Screening
				EKG, ECG
				Halter Monitor
				Stress Treadmill
				Spirometry
				Prepare sterile trays
				Pap Smear set-up
				Assist with Pap exam
				Collect Specimens
				Sterilization/Autoclave
				Assist with surgeries and/or biopsies
				Application of dressings and bandages
				Removal of Sutures
				Ear Lavage
				Pulmonary Aid (Nebulizer)
				Glucometer
				Pharmacy Calls for Refills
				Stock rooms with supplies, instruments, linens
				Order Supplies
				Inventory Control
Front Office and Billing				
				Chart preparation
				Medical Release/Med Records
				Transfer Information/Med Records
				Accounting
				Bookkeeping
				Filing/Purge/Archive
				ICD-9, CPT codes
				Accounts Payable
				Accounts Receivable
				Verify Eligibility
				Processing Insurance Claims
				Insurance Billing:
				Pegboard
				Manual
				Computer - name of software:
				1.
				2.
				3.
				4.

The information I have given you is true and accurate to the best of my knowledge, and I hereby authorize ExecuTeam Staffing to release this Skills Checklist to staffing clients of ExecuTeam Staffing. Submit this skills self evaluation with your initial application. To be updated annually.

Applicant Signature

Date

Applicant Name & Title (please print)

ExecuTeam Representative Signature

Date