

ESSENTIAL FUNCTIONS REQUIRED FOR MEDICAL OFFICE ASSISTING PROGRAM

In order to achieve professional entry level competencies, students must possess or be able to develop the following skills:

	ESSENTIAL FUNCTIONS	STANDARDS
Cognitive	<ul style="list-style-type: none"> • Communication 	Ability to interact professionally with faculty members, fellow students, staff, and other healthcare professionals in spoken and written English. Examples include writing, typing, graphics, and/or telecommunication.
	<ul style="list-style-type: none"> • Critical Thinking 	Accurately identify problems and analyze data in order to minimize risk of injury to patients, self and nearby individuals.
	<ul style="list-style-type: none"> • Interpersonal 	Ability to interact with individuals, families, and groups from a variety of social and cultural backgrounds and experiences.
Affective	<ul style="list-style-type: none"> • Professional Attitude 	Ability to maintain physical and mental health and emotional stability.
	<ul style="list-style-type: none"> • Ethics 	Effectively, confidentially, and in a sensitive manner, approach patients in the medical office.
Psychomotor	<ul style="list-style-type: none"> • Mobility 	Ability to move from room to room and maneuver in small spaces. Sit and stand while maintaining balance. Reach above shoulder and below waist. (e.g., reach supplies from the storage room and plug electrical appliances into wall outlets)
	<ul style="list-style-type: none"> • Physical Endurance 	Remain continuously on task for several hours while standing, sitting, moving, lifting, pushing, pulling, bending, reaching, kneeling and/or squatting.
	<ul style="list-style-type: none"> • Motor Skills 	Possess gross and fine motor skills sufficient to work with paper and electronic health information.
Visual Ability		Normal or corrected vision sufficient to view, read, and physically manipulate clinical information in a variety of formats including paper, handwritten documentation, computerized data and typed reports.
Hearing Ability		Normal or corrected hearing sufficient to distinguish sounds and voices over background noise and hear patient communications on face to face and/or through an auditory system.