Career Highlights

• Medical assistants are valuable members of the health care team
• Education requirements
• Certified or registered
• Administrative versus clinical choices
• Required skills
20:1 Measuring/Recording Height and Weight

• Use: to determine if a patient is overweight or underweight
• Must be accurate—either condition can indicate disease
• Height and weight charts are averages, with a 10% deviation considered normal

(continues)
• Done routinely on admission to hospital, LTC facility, or health care agency.
• Also part of a general PE in dr office
• Measurements provide information in performing and evaluating certain lab tests and in calculating med dosages
Measuring/Recording Height and Weight (continued)

- Wide variety of scales
- Recording weight
- Adult weight scales
- Infant weight scales
- Recording height
- Height bar on adult scale
Measuring/Recording Height and Weight (continued)

- Basic procedure for infant weight
- Basic procedure for measuring height of infant
- Measuring infant head circumference
- Measuring infant chest circumference
- Recording growth graph
20:2 Positioning a Patient

- Patient must be positioned correctly for variety of examinations, tests, and procedures
- Wide variety of positions used
- Patient may be on a bed, examination table, surgical table, diagnostic table, or treatment table

(continues)
Positioning a Patient

(continued)

- Reassure patient
- Horizontal recumbent or supine position
- Prone position
- Sims’ or left lateral position
- Knee-chest position
- Fowler’s positions

(continues)
Positioning a Patient
(continued)

• Lithotomy position
• Dorsal recumbent position
• Trendelenburg position
• Jackknife (proctologic) position
• Basic principles and procedures for positioning patients
20:3 Screening for Vision Problems

- Vision screening tests
- Types of Snellen charts
- Interpretation of readings on Snellen chart
- Snellen chart tests only for defects in distant vision
- Nearsightedness or myopia

(continues)
Screening for Vision Problems
(continued)

• Test for color blindness
• Terms or abbreviations
• Basic principles and procedure for screening vision with Snellen chart
• Procedure for screening vision by the Jaeger system
20:4 Assisting with Physical Examinations

- Large variety of physical examinations are performed
- Major types of examinations
- Techniques used during the examination
- Equipment used for examination
- Preparation of the patient

(continues)
Assisting with Physical Exams

(continued)

• Tests done prior to physical examinations
• Be prepared to assist as needed
• Observe standard precautions

(continues)
Assisting with Physical Exams

(continued)

• Basic principles for eye, ear, nose, and throat (EENT) examination
• Guidelines for assisting with a gynecological examination
• Procedure for assisting with a general physical examination
20:5 Assisting with Minor Surgery and Suture Removal

• Done in medical, surgical, and other health care facilities
• Various types of procedures done
• Instruments and equipment
• Strict sterile technique used to prepare surgical tray

(continues)
Assisting with Minor Surgery and Suture Removal

(continued)

• Skin prep
• Local anesthetic
• Will be expected to assist as needed
• Sterile dressings available to use
• Suture removal
• Patients often fearful and apprehensive
Assisting with Minor Surgery and Suture Removal (continued)

• Specimens
• Observe standard precautions
• Basic principles of assisting with minor surgery
• Basic guidelines for assisting with suture removal
20:6 Recording and Mounting an Electrocardiogram

- Electrical conduction pattern in the heart
- Waves and what they show
- Twelve-lead electrocardiogram (ECG)
- Electrodes
- Lead markings

(continues)
Recording and Mounting an Electrocardiogram

(continued)

• Basic parts of ECG machine
• PQRST pattern
• Reassure patient
• Mounting ECG leads
• Basic principles for recording and mounting an ECG
20:7 Using the Physicians’ Desk Reference (PDR)

- Provides information about drugs and medications currently in use
- Published yearly—periodic supplements
- Consists of six main sections
Using the PDR

(continued)

- Manufacturers’ index
- Brand and generic names
- Product classification
- Product identification guide
- Product information
- Diagnostic product information
• Medication: a drug used to treat or prevent a disease or condition
• Extreme care is required while handling any medication
• Only authorized persons can administer medications
• Check legal requirements in your state

(continues)
Working with Math and Medications

(continued)

• Forms of medications
• Routes of administration
• Safety rules to observe when working with medications
• Report all mistakes immediately
• Concentrate while handling any medication and avoid distractions

(continues)
Six rights to observe when giving medications

- Right medication
- Right dose or amount
- Right patient
- Right time
- Right method or route of administration
- Right documentation
Roman Numerals

• Used for some drugs and solutions, and used at times while ordering supplies
• Key symbols: I, V, X, L, C, D, M
• Any number can be formed
• Rules of using Roman numerals
Converting Metric Measurements

• Metric system used in many health care fields
• Basic units: gram, liter, meter
• Based on unit of tens
• Rules of converting metric measurements
Household or English System of Measurement

• Common system used in the United States
• Many different units of measurement
• Conversion of household to metric
• Conversion of metric to household