

SkillsUSA

2015 Contest Projects

Medical Assisting

Click the “Print this Section” button above to automatically print the specifications for this contest. Make sure your printer is turned on before pressing the button.

Medical Assisting
SKILLSUSA NSLC 2015
VITAL SIGNS/CHARTING

TIME LIMIT: 15 MINUTES

CONTESTANT INFORMATION: V/S and the reason for visit are part of the triage for all pts. Correct technique, accurate results, and good documentation facilitate a healthy outcome for the pt. Pulse and Respiration characteristics are always assessed during the individual readings as they alert the MA to possible problems.

SCENARIO: You work for a Cardiologist. Today you will assess pt's reason for visit, obtain v/s, and document. Office is converting over to EHR therefore you will need to document on both EHR and paper chart during the transition (EHR charting **will not** count, paper documentation **will** count toward total score). Patient is Skilly Usa. She is a new pt and is 29-years-old. She is in the triage room awaiting you. Explain procedures and ask questions PRN

Please let the judge know when you are ready to begin. You will have 15 minutes. Judge will assist you with EHR if needed

**SKILLSUSA NLSC
MEDICAL ASSISTING**

PROGRESS NOTE

PATIENT:

ALLERGIES:

SKILLSUSA NLSC
MEDICAL ASSISTING
VITAL SIGNS

TIME LIMIT: 10 MINUTES

CONTESTANT #: _____

CRITERIA	Comp points	POSS PTS	EARNED POINTS	COMMENTS
IDs patient, IDs self, Explains procedure, Cks Allergies, Assembles equipment, washes hands (Medical Asepsis technique) 2`pt each	2	12		
Assesses CC:, asks pertinent questions	5	10		
Correctly takes Temp (cleans, sheath's, gloves, sublingual after beep, listen for beep, remove w/sheath, cleans, replaces equip/supplies)	5	40		
Correctly takes Pulse & Respiration (has own watch, cks P and R characteristics, equivalent of 1 minute (15 or 30 sec each), palm down, below heart level, radial pulse, pt unaware of R ck)	5	40		
Correctly takes Blood Pressure, (Stethoscope is cleaned and ready, Palm is up, brachial palpated, diaphragm placed, cuff is inflated/deflated properly, cuff is not left on for longer than one minute)	5	30		
Brings closure to visit, washes hands (med. Asepsis)Written Documentation: Documents CC & V/S. (correct format; date, time, abbrev. used for P & R, Doc. Characteristics for P&R, Systolic/diastolic, correct order, reason for visit), legible, signs off correctly (line drawn, contestant number)	2	26		
Completed in 10 minutes (1 pt deduction/ 30 sec over)	2	2		
TOTALS		160		

Judges initials ____

Medical Assisting
SKILLSUSA NSLC 2015
CPR

TIME LIMIT: ¹⁰~~5~~ MINUTES

CONTESTANT INFORMATION: Every Medical Assistant must know and remain current in CPR. Correct technique is of the utmost importance when attempting to save someone's life. Please complete CPR on the pt. You are working with another MA (judge), though she is new. (AED is available as needed)

SCENARIO: A mother has just rushed in with an unresponsive 9-year-old child, approximately 50 pounds. She is escorted to the back where she lays the child on the floor. Mother hollers "Please save my child" The receptionist and other MA are just standing there looking at the child and you. Respond as you have been trained to do. Child is an established pt document actions.

Please let the judge know when you are ready to begin. You will have 5 minutes to complete the scenario. Judge is "other" MA and help PRN.

**SKILLSUSA NLSC
MEDICAL ASSISTING**

PROGRESS NOTE

PATIENT:

ALLERGIES:

**SKILLSUSA NLSC
MEDICAL ASSISTING
CPR**

TIME LIMIT: ¹⁰~~5~~ MINUTES

CONTESTANT #: _____

CRITERIA	Competency Points	POSSIBLE POINTS	EARNED POINTS	COMMENTS
Notifies pt on ground, assess scene for safety	5	5		
Call for AED/911 (points at MA to get AED, Receptionist to call 911)	5	10		
Checks for pulse (carotid)	10	10		
Begins compressions (one hand, midsternal, appropriate landmark)	15	15		
Checks for breathing (looks, listen and feels)	10	10		
Gives 2 appropriate breaths	10	10		
30:2 ratio	10	10		
AED is placed correctly and completed as instructed	5	10		
Responds to 2 person CPR	10	10		
Turns child on side after signs of life established	10	10		
Documents Child in unresponsive, 911 called, CPR initiated, 2 person CPR, outcome	5	25		
TOTALS		125		

Judges initials _____

Medical Assisting
SKILLSUSA NSLC 2015
PAP Set Up/Communication

TIME LIMIT: 10 MINUTES

CONTESTANT INFORMATION: There will be two separate scoring components to this station; the Pap set up with communication and the lab requisition. Multi-tasking is the Medical Assistants most admirable trait. Keep this in mind as you move through this station. Your patient is already in the exam room. Set up for a pap, as you explain to the pt what is needed and expected. Complete lab request.

Scenario: Pappy Youngirl is 16-years-old and scheduled for her first gynecologic exam. Ms. Youngirl is exceptionally scared and nervous, so be thorough and calming! Please set up the room and table while you explain the procedure to the patient. After you have explained the procedure and set the room up you will need to communicate with the lab specimen to be sent and tests needed by completing the lab requisition. After you have completed the lab requisition and have set up the room let the pt know that you will step out for a few minutes while she undresses and puts the gown on. (at this point You will be done)

Ask any pertinent questions of the judge and then let the judge know when you are ready to start. Your time will start when you are ready and end when you exit the room as stated above. You will have 10 minutes.

SKILLSUSA NLSC
MEDICAL ASSISTING
PAP Set Up/Communication

TIME LIMIT: 10 MINUTES

CONTESTANT # _____

CRITERIA	Competency points	POSSIBLE POINTS	EARNED POINTS	COMMENTS
1. Id Self & pt, Ck'd allergies, wash hands	1/2	2		
2. Provided explanation in laymen terms. Did not give too much information. (agitating or scaring pt)	4	8		
3. Deliberate in instructions (Left patient with clear instructions as to what to do, what to expect during procedure, and when to expect results), Calmed pt down	5	25		
4. Asked appropriate questions of patient (including LMP, Hormones or BCP)	5	15		
5. Provided patient with gown and instructed to empty bladder (for ease of exam)	2	4		
6. Gave patient a chance to ask questions, answered questions to pt's understanding	2	4		
7. Set up mayo stand or tray for GYN exam/Pap (drape to mayo stand or disinfected mayo), Laid out correct equipment (slide, scraper, spatula, brush, or Thin prep, and brush, guaiac slide, tissue, Graves speculum, gloves x 2)	3	30		
8. Labeled slide or Thin Prep (pt name, date, Dr., initials, with pencil),	2	8		
9. Washed hands before, and after pt contact	2	4		
10. Multi-tasked (set up room while explaining info to pt, making eye contact as much as possible to ease pt)	4	8		
11. Completed in 10 minutes	2	2		
TOTALS		110		

Judges Initials _____

**SKILLSUSA NLSC
MEDICAL ASSISTING**

PAP/COMMUNICATION REQUISITION FORM

TIME LIMIT: 10 MINUTES

CONTESTANT INFORMATION: You have just assisted with a pap exam. Part of the completion of this exam is to prepare the patient samples for transfer to the lab. Take the appropriate information obtained from the pap test and complete the lab requisition form provided to prepare specimen for lab.

Scenario information:

Patient: Pappy Youngirl
5510 Convention Ctr Dr.
Louisville, KY 12121
Phone: 270-444-1212
DOB: 5/1/1999

Insured: Father
Lance Youngirl
5510 Convention Ctr. Dr.
Louisville, KY 12121
Phone: 270-444-1212
DOB: 2/12/1979

Ins: Cigna
Add: 411 Oakridge Hwy
Louisville, KY 23234
ID: Z1259678-02
Group: 152

PCP: Jan Purkey
SOF: for patient and doctor

IMP: 5/21/15
BC: YES

Ask any pertinent questions of the judge and then let the judge know when you are ready to start. Your time will start when you are ready and end when you turn your requisition form into your judge. You will have 10 minutes.

Faculty Internal Medicine PLLC

70855

11440 Parkside Dr., Ste. 302

Louisville

KY 40218

TNX

41950015-6

590015

BYF41950015

BYF41950015

BYF41950015

PAGE ONE

496877-WILLIAMS, J
498753-ELY, DANIEL
667989-PURKEY, JAN
643404-BARD, CALVI
663242-GUE, CRYSTA
656489-KINZ, JUDY

PAGE ONE

1111 ACCOUNT BILL
1111 PATIENT BILL
1111 MEDICAID
1111 MEDICARE
1111 OF TENNESSEE
1111 CARITEN INS.
1111 HUNG-CENTRAL
1111 CIGNA HC MAG C
1111 PGBA CLMS CUST
1111 BLUE CARE
1111 AETNA ADM RMD
1111 JOHN DEERE
1111 DEFINITY HLTH
1111 PHF TENN CARE
1111 CIGNA
1111 DEFINITY HEALT

Patient's SS #	Patient's ID #	Patient's Name (Last)	(First)	(MI)	Race	Sex	Date of Birth MO DAY YR
NPI/UPIN		Physician's ID #		Collection Time AM PM	Collection Date MO DAY YR		Urine hrs/vol hrs vol
Physician's Name (Last, First)		Physician's Signature		Patient's Address		Phone	
Medicare # (Include Prefix/Suffix)		<input type="checkbox"/> Primary <input type="checkbox"/> Secondary		City		State ZIP	
Medicaid #		State Physician's Provider #		Name of Responsible Party (if different from patient)		Address of Responsible Party	
City		State ZIP		City		State ZIP	
Patient's Relationship to Responsible Party <input type="checkbox"/> 1 - Self <input type="checkbox"/> 2 - Spouse <input type="checkbox"/> 3 - Child <input type="checkbox"/> 4 - Other		Insurance Company Name		Plan		Carrier Code	
Subscriber/Member #		Location		Group #		Physician's Provider #	
Insurance Address		City		State ZIP		Insured SS# (If Not Patient)	
Employer's Name or Number		City		State ZIP		Insured SS# (If Not Patient)	

I hereby authorize the release of medical information related to the service described herein and authorize payment directed to LabCorp. I agree to assume responsibility for payment of charges for laboratory services that are not covered by my healthcare insurer.

X Patient's Signature Date

MEDICARE ADVANCE BENEFICIARY NOTICE (ABN)

Use a separate ABN when ordering tests which require an ABN. Refer to the back of this form for more information.

- Ⓢ = Subject to Medicare medical necessity guidelines
Ⓢ = Subject to Medicare frequency guidelines
Ⓢ = Medicare deems investigational

NOTE: WHEN ORDERING TESTS FOR WHICH MEDICARE OR MEDICAID REIMBURSEMENT WILL BE SOUGHT, PHYSICIANS SHOULD ONLY ORDER TESTS THAT ARE MEDICALLY NECESSARY FOR THE DIAGNOSIS OR TREATMENT OF THE PATIENT. BE SURE TO WRITE PATIENT'S NAME AND SOURCE OF SPECIMEN ON PROSTED END OF SLIDE IN PENCIL.

Diagnosis/Signs/Symptom in ICD-9 Format (Highest Specificity)

k D-9 codes are the internationally accepted method of describing the clinical picture of the patient. All diagnoses should be provided by the ordering physician or his or her authorized designee. The following is a partial list of common diagnoses in ICD-9 format. Most third party payers require an ICD-9 code to indicate the medical necessity of the test(s) and/or profile(s) ordered. For a complete listing of all ICD-9 codes, please refer to a current version of the ICD-9-CM book.

V15.89 High Risk Cervical Screening	623.0 Dysplasia, Vagina	626.8 Abnormal Bleeding
V76.2 Routine Cervical Pap Smear	079.4 Human Papillomavirus	627.1 Post Menopausal Bleeding
622.11 GIN 1	233.1 GIN 3	616.0 Cervicitis
622.12 GIN 2	180.9 Malignant Neoplasm, Cervix	795.01 ASCUS

*Use these codes only if histologically confirmed.

IMAGE-GUIDED LIQUID BASED GYN CYTOLOGY OPTIONS (check only one)++

- Image-Guided Liquid Based GYN Cytology Only**
- 3000 ☐ Pap Test 88175/G0145%
- 3069 ☐ Pap Test with Maturation Index 88175
- Image-Guided Liquid Based GYN Cytology with HPV DNA Testing**
- 3123 ☐ Pap Test with High-Risk HPV DNA 88175/G0145%, 87621
- 3190 ☐ Pap Test with High and Low-Risk HPV DNA 88175/G0145%, 87621 x2
- Image-Guided Liquid Based GYN Cytology with HPV DNA Reflex**
- (75/G0145% (will add 87621 w/reflex))
- 1074 ☐ Pap Test w/reflex to High-Risk HPV when ASC-U
- 1250 ☐ Pap Test w/reflex to High-Risk HPV when ASCUS or SIL
- Image-Guided Liquid Based GYN Cytology with CT/NG Options**
- 1402 ☐ Pap Test with CT/NG 88175/G0145%, 87491, 87591
- 2153 ☐ Pap Test with CT/NG and High-Risk HPV DNA 88175/G0145%, 87491, 37591, 87621
- 1027 ☐ Pap Test with CT/NG w/reflex to High-Risk HPV DNA when ASC-U 88175/G0145%, 87491, 87591 (will add 87621 w/reflex)
- 3565 ☐ Pap Test with CT/NG w/reflex to High-Risk HPV DNA when ASCUS or SIL 88175/G0145%, 87491, 87591 (will add 87621 w/reflex)

REQUIRED INFORMATION

- Check ☐ Hysterectomy ☐ Postmenopausal Bleeding
☐ Pregnant ☐ Other

- BilliaCW/IFB All ☐ ThinPrep ☐ Digene Cervical Sampler ☐ Aptima 2 ☐ SurePath

- Specimen Source - Check (✓)**
- ☐ Cervical ☐ Endocervical ☐ Vaginal

- Collection Technique - Check (✓)**
- ☐ Brush / Spatula ☐ Swab / Spatula ☐ Cervix Broom Only
☐ Spatula Only ☐ Brush Only ☐ Other

CONVENTIONAL GYN CYTOLOGY+

- N Pap Smear 88164/P3000%
- 009100 1 slide ☐ 009191 2 slides
- Smear and Maturation Index 88164/P3000%, 88155
- 009209 1 slide ☐ 009074 2 slides

NON GYN CYTOLOGY

- 009050 ☐ Abdominal Fluid
- 009101 ☐ Bronchial Brushing Lobe Left Right
- 009332 ☐ Bronchial Brushing Lobe
- 009035 ☐ Bronchial Washing Lobe
- 009001 ☐ Fine Needle Aspiration Source
- 009126 ☐ Labia / Vulva
- 009159 ☐ Misc. Fluid Source Synovial CSF
- 009126 ☐ Misc. Smear Source Herpes (Tzanck)
- 009043 ☐ Pleural fluid
- 009076 ☐ Sputum
- 009068 ☐ Urine Voided Cath

Pt History:

Admitting or Clinical Dx:

Date, Spec#, & Dx of Previous Cytology/Histology:

Previous Biopsy? Y N

If yes, Spec. #

HISTOLOGY

- Tissue / Source:**
- ☐ Curettage ☐ Biopsy ☐ Excision ☐ Re-excision
- # of containers submitted _____ I received at lab
- Pre
- Post
- Clinical Impression:
- Other Pertinent Clinical Data:

Hytology ☐ Yes ☐ No

Special Instructions:

OTHER TESTS / INDIVIDUAL PROFILE COMPONENTS

ADDITIONAL HPV TESTING

- 507301 ☐ High-risk HPV HC 87621
- 500306 ☐ High-risk & Low-risk HPV HC 87621 (x2)
- 550020 ☐ HPV by PCR 87621
- 500199 ☐ HPV by in situ Hybridization 88365 x2

Previously Submitted Material:

SKILLSUSA NLSC

MEDICAL ASSISTING

Lab Requisition For PAP ~~(Christina need 40 pts)~~

TIME LIMIT: 10 MINUTES

CONTESTANT # _____

CRITERIA	Competency points	POSSIBLE POINTS	EARNED POINTS	COMMENTS
Completes pt name, DOB, correct collection date, and time, with pen	5	25		
Circled correct dr., completed DR. name, PT. info, responsible party info and SOF marked for both physician and patient	5	30		
Checked correct insurance, marked patients relationship to responsible party, and completed insurance information box, and filled in correct ICD-9 code	5	20		
Checked (other box and stated currently on OCP "birth control"), LMP, Collection Vial used (thinprep), GYN source (cervical) collection technique (brush/spatula)	5	20		
Completed in 10 minutes (1 pt ded q 30 sec over)	5	5		
TOTALS		100		

Judges Initials _____

Medical Assisting
SKILLSUSA NSLC 2015
Patient Safety (Oral Assessment)

TIME LIMIT: 10 MINUTES

CONTESTANT INFORMATION: Patient and Employee safety are very important missions of the Ambulatory Office. As the newly hired Office Manager you note that no Fire Safety plan has been established for the office. Today you will draw out a plan and instruct the employees of the safety plan. Take the time to look over office layout. Making sure employees know safety plans and can evacuate correctly is paramount to a good safety plan.

SCENARIO: As the new office manager you must complete a safety plan. Using the pre-drawn office layout draw red arrows to indicate evacuation from Exam room 4 to safety. After this is completed please explain need for a safety plan and proper evacuation of patients and employees in the case of a fire. Use the acronym **RACE** to help you explain the fire evacuation plan. Explain how to use fire extinguisher; use acronym **PASS** to explain. After you are **assured** the employee understands and can execute your plan have employee sign off on knowledge learned. The judge will act as one of your employees: make sure he understands the Fire Safety plan.

Please let the judge know when you are ready to begin. You will have - 10 minutes to complete this scenario.

SKILLSUSA NLSC
MEDICAL ASSISTING
Patient Safety (Oral Assessment)

TIME LIMIT: 10 MINUTES

CONTESTANT #: _____

CRITERIA	Competency Points	POSSIBLE POINTS	EARNED POINTS	COMMENTS
Draws arrows to <u>nearest</u> exit in RED	5	5		
Succinctly and correctly explains "RACE" (Explains acronym 5 each)	20	20		
Succinctly and correctly explains "PASS" (Explains acronym 5 each)	20	20		
Explains evacuation of patients	20	20		
Checks for understanding by re- demonstration or re-statement (10 pts) of RACE & PASS (corrects errors (Errors x 3 Rescue error, Open door error, pull pin error) associated with acronym by employee 5 each)	25	25		
Has employee sign off on Safety knowledge	10	10		
TOTALS		100		

Judges initials ____

Need to scan daysheets here. Need calculator

SKILLSUSA NLSC
MEDICAL ASSISTING
DAYSHEET

TIME LIMIT: 15 MINUTES

CONTESTANT #: _____

CRITERIA	Competency Points	POSSIBLE POINTS	EARNED POINTS	COMMENTS
Totaled columns A,B,C,D correctly	5	20		
Totaled Month-to-date correctly for A, B, C, & D	5	20		
Listed correct amounts in Proof of Posting and balanced with Column C Totals this Page	2	10		
Listed correct amounts in AR Control and totaled	2	10		
Listed correct amounts in AR Proof and totaled	2	10		
AR control and AR proof balanced	5	10		
Total deposit and it checked with column B-1 Totals this Page	5	10		
Listed correct amounts in Cash Control and balanced with beginning Cash on Hand	2	10		
TOTALS		100		

Judges initials _____

Medical Assisting – Post Secondary

SKILLSUSA NSLC 2015

Payroll

TIME LIMIT: 15 MINUTES

CONTESTANT INFORMATION: Your physician just realized how versatile you are and has promoted you to Office Manager effective in 2 weeks when the current OM retires. You are currently being trained under her watchful eye. Today you will work with payroll

SCENARIO: As you are being trained by the soon to be retired OM she asks you to complete the Payroll Register as Payroll will be one of your duties bimonthly. She has started the payroll register for you. The PA is salaried, everyone else is hourly. You know that FICA is calculated at 6.2% and MCR is calculated at 1.45% and Kentucky does not have mandatory disability insurance deductions. Using the Circular E tables and employee information provided complete the Payroll Register for the employees and show to the current Office Manager for approval.

Please let the judge know when you are ready to begin. You will have - 15 minutes to complete this component.

PAYROLL REGISTER – BIMONTHLY – Payroll Date _____

	Marital status/ Exempts	Hourly rate	Hrs worked	Reg pay	Over time	Gross Pay	FICA	Federal Inc.Tax	State Inc. tax	M
ALVIS, CRYSTAL, PA	M- 2	SALARY		1600.00						
KENDRICK, DIANA	S- 1	10.00	84							
MCGEE. JACQUELINE	S-4	15.00	80							
NAGY, CHRISTINA	M-0	13.00	82.5							

SKILLSUSA NLSC
MEDICAL ASSISTING –Post Secondary
PAYROLL

TIME LIMIT: 15 MINUTES

CONTESTANT #: _____

CRITERIA	Competency Points	POSSIBLE POINTS	EARNED POINTS	COMMENTS
Calculated reg pay for hrly employees	1	3		
Calculated OT pay for 2 employees	1	2		
Calculated Gross pay for all employees	2	8		
Correctly calculated FICA	2	8		
Correctly calculated MCR	2	8		
Correctly used Circular E to find and recorded State Inc.tax	2	8		
Correctly used Circular E to find and recorded Fed Inc tax	2	8		
Correctly figured total deductions	1	4		
Correctly figured Net Pay	4	16		
TOTALS		65		

Judges initials ____

Medical Assisting –Post Secondary

SKILLSUSA NSLC 2015

Medication Administration Critical Thinking

TIME LIMIT: 15 MINUTES

CONTESTANT INFORMATION: Medication administration is one of the most important skills the MA learns. Correct technique, medication knowledge, correct dosage calculation, and critical thinking are part of the medication administration technique. With correct medication administration techniques we learned safety is important and that if in doubt asking the practitioner is the safest choice.

SCENARIO: You have been moved to the Medication room and have pulled up the first order. The order is as follows:

Order: promethazine 12.5 mg PO now, Demerol 1mg/kg PO now

You review the chart for the pt and note the following:

Exam room 1 – Ms. Skilly Usa – 11-yr-old, wgt 55 lbs

Allergies: Sulfa, Phenothiazines “like Thorazine”

DX: Severe strain L. ankle

In the supply room you have meds labeled promethazine 12.5mg/tablets, Demerol 50 mg scored tablets

Please let the judge know when you are ready to begin. You will have - 15 minutes to complete this component.

SKILLSUSA NLSC

MEDICAL ASSISTING –Post Secondary

Medication Administration Critical Thinking

TIME LIMIT: 10 MINUTES

CONTESTANT #: _____

CRITERIA	Competency Points	POSSIBLE POINTS	EARNED POINTS	COMMENTS
ID Pt & self, Explain procedure	1	2		
Checked for allergies	2	2		
Looked up Medications x2	10	10		
Questioned promethazine due to hypersensitivity	20	20		
Washed hands, gathered supplies	5	10		
3 checks on meds	5	15		
Dosage calculation(s) is correct(# to kg, kg to mg, mg to mL)	10	40		
Did not give promethazine	20	20		
Measured med correctly (cked med for discoloration or need to shake, Palmed label, poured at eye level)	3	9		
Donned gloves PRN, Administered med(s) using correct technique	2	4		
Removed gloves, disposed of waste appropriately, returned supplies, washed hands	2	8		
TOTALS		140		

Judges initials ____

Medical Assisting
SKILLSUSA NSLC 2015
Secondary- Medication

TIME LIMIT: 15 MINUTES

CONTESTANT INFORMATION: Medication administration is one of the most important skills the MA learns. Practitioners often give verbal orders, the MA writes them into the chart. Correct spelling is most important when writing an order. Correct dosage calculation is equally important prior to giving the medication. Knowing and carrying out the 7 rights of drug administration is the MA's best tool

SCENARIO: The physician is in a foul mood today and because another MA gave the wrong medication he is testing all MAs. He told you to pull the following medications. You wrote them phonetically. Using the drug book provided look up each of the following medications and write the correct spelling on the attached sheet and then pull the correct medications and show to Dr (judge) when you are done. He also told you to work out how much medication a pt should get per his orders (found on bottom of attached sheet)

lay-six – 40mg

car-de-zem - 30mg

nap-ro-sin – 375mg

a-zi-thro-mye-sin -100mg

a-ten-oh-lole- 25mg

Please let the judge know when you are ready to begin. You will have - 15 minutes to complete this component.

CONTESTANT # _____

Write the correct spelling for the following;

<i>lay six – 40mg</i>	
<i>car de zem 30mg</i>	
<i>nap ro sin – 375mg</i>	
<i>a zi thro mye sin - 100mg</i>	
<i>a ten oh lole - 25mg</i>	

Calculate the following

Demerol 1mg/kg for a child weighing 55 lbs. On hand you have 50mg/mL. How many mL will you administer? _____

ASA gr 1 is ordered for patient in room 2. In your supply closet you have ASA 120mg scored tablets. How many tablets is given? _____

SKILLSUSA NLSC
MEDICAL ASSISTING
Medication -SECONDARY

TIME LIMIT: 15 MINUTES

CONTESTANT #: _____

CRITERIA	Competency Points	POSSIBLE POINTS	EARNED POINTS	COMMENTS
Looked up and spelled Lasix correctly	10	10		
Looked up and spelled Cardizem correctly	10	10		
Looked up and spelled Naprosyn correctly	10	10		
Looked up and spelled azithromycin correctly	10	10		
Looked up and spelled atenolol correctly	10	10		
Pulled the correct medications per strength	8	40		
Calculate the correct mL to give of Demerol (changed # to kg, kg x mg, mg to mL)	10	30		
Calculate the correct tabs of ASA (converted gr to mg, calculated mg to tabs)	10	20		
TOTALS		140		

Judges initials ____

Medical Assisting
SKILLSUSA NSLC 2015
ADMINISTRATIVE -SECONDARY

TIME LIMIT: 10 MINUTES

CONTESTANT INFORMATION: Filing is a tedious chore but so very important in the medical office. Whether you are filing a chart, filing into a chart or putting results in an alpha-book to file later it is important that you do it correctly. This saves much time and stress. **The office files charts alphabetically and reports chronologically, newest first.**

SCENARIO: You are at the office today as part of your practicum. The office manager has asked that you catch up their filing. Use the tools on this table to file the stack of papers. Report to the office manager (judge) when you are done.

Please let the judge know when you are ready to begin. You will have - 10 minutes.

SKILLSUSA NLSC
MEDICAL ASSISTING
Administrative -SECONDARY

TIME LIMIT: 10 MINUTES

CONTESTANT #: _____

CRITERIA	Competency Points	POSSIBLE POINTS	EARNED POINTS	COMMENTS
Filed alphabetically all charts (5)	5	25		
Filed chronologically all reports (5)	5	25		
Chronological reports are filed with new reports on top or in front of old reports	5	5		
Notifies OM when complete	5	5		
Completed in time frame (2 pts off/30 sec over)	5	5		
TOTALS		65		

Judges initials ____