

**AMT Registered Medical Assistant (RMA)
Certified Exam Topics Correlation Chart**

Exam Topics	Student Edition, Student Workbook, and Instructor's Resource Binder Chapters
I. GENERAL MEDICAL ASSISTING KNOWLEDGE	
A. Orientation	
1. Introduction and review of program	1, 2
2. Employment outlook	1, 2
3. General responsibilities	1, 2
B. Anatomy and Physiology	
1. Anatomy and Physiology	23-35
2. Diet and nutrition	49
3. Study of diseases and etiology	23-35, 19-21, 46
4. All body systems	23-35
5. Diagnostic/treatment modalities	46-48, 52, 53
C. Medical Terminology	
1. Basic structure of medical words (roots, prefixes, suffixes, spelling, and definitions)	23-35, Appendices
2. Combining word elements to form medical words	23-35, Appendices
3. Medical specialties and short forms	23-35, Appendices
4. Medical abbreviations	23-35, Appendices
D. Medical Law and Ethics	
1. Ethical decisions, medical jurisprudence, and confidentiality	3
2. Legal terminology pertaining to office practice	3
3. Medical/ethical issues in today's society	3
4. Risk management	3, 13, 22
E. Psychology of Human Relations	
1. Dealing with difficult patients with normal/abnormal behavior	4
2. Caring for patients with special and specific needs	4, 38, 40
3. Caring for cancer and terminally ill patients	4
4. Emotional crisis/patients and/or family	4
5. Various treatment protocols	4, 14
6. Basic principals	4
7. Developmental stages of the life cycle	4, 35
8. Hereditary, cultural, and environmental influences on behavior standards	4
F. Career Development	
1. Instruction regarding internship rules, regulations	54
2. Job search, professional development, and success	54
3. Goal setting, time management, and employment opportunities	1, 2, 54
4. Resume writing, interviewing techniques, and follow up	54
5. Dress for success	1, 2, 54
6. Professionalism	1, 2, 54

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II. ADMINISTRATIVE MEDICAL ASSISTING	
A. Medical Office Business Procedures/Management	
1. Manual and computerized records management	9, 10
(1) Patient case histories (confidentiality)	4, 9, 10
(2) Filing	10
(3) Appointments and scheduling	11, 12
(4) Inventory/Control	5, 8
2. Financial Management	
(1) Basic bookkeeping	18
(2) Billing and collections	17
(3) Purchasing	8
(4) Banking and payroll	18
3. Insurance (including HMO's, PPO's, co-pays, CPT coding, etc.)	15, 16
4. Equipment and Supplies (including ordering/maintaining/storage/inventory)	5, 8
5. Reception, public, and interpersonal relations	4, 13
(1) Telephone techniques	11
(2) Professional conduct and appearance	1, 4
(3) Professional office environment and safety	13, 20, 22
6. Office safety and security	13, 22
B. Basic Keyboarding	
1. Office machines, transcriptions, computerized systems/medical data processing	5, 6
2. Transcribing medical correspondence and medical reports	5-7
3. Medical terminology review	23-35, Appendices
III. CLINICAL MEDICAL ASSISTING	
A. Medical Office Clinical Procedures	
1. Basic clinical skills (e.g., vital signs)	37
2. Basic skills and procedures used in medical emergencies	44
3. Patient examination	
(1) Patient histories	36
(2) Patient preparation	38, 40-42
(3) Physical exam	38, 40, 41
(4) Instruments	42
(5) Assisting the physician	38, 40-42
(6) Housekeeping	22
4. Medical Equipment	
(1) Electrocardiogram, centrifuge, etc.	45-48, 52
(2) Physical therapy	43
(3) Radiology	53
(a) Safety	53
(b) Patient preparation	53

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(c) Radiography of chest and extremities	53
(4) Medical asepsis/sterilization and minor office surgery	19-21, 42
(5) Specialties	39,41
(6) First Aid, CPR	44
(7) Injections (dosage calculations)	
(a) IM	51
(b) Subq	51
(c) ID	51
(8) Universal precautions in the medical office	19-21
B. Medical Laboratory Procedures	
1. Orientation	
(1) Laboratory equipment and maintenance	45
(2) Safety	45
(3) Storage of chemicals and supplies	45
(4) Fire safety	22
(5) Care of microscope (introduction)	46
2. Urinalysis	
(1) Specimen collection	47
(2) Physical exam	47
(3) Chemical analysis	47
(4) Microscopic exam	47
3. Hematology	
(1) Personal protection equipment	48
(2) Specimen collection	48
(a) Venipuncture	48
(b) Finger puncture	48
(3) Hemoglobin	48
(4) Hematocrit	48
(5) WBC	48
(6) RBC	48
(7) Slide preps	48
(8) Serology	48
(a) Blood typing	48
(b) Blood morphology	48
(9) Quality control	3, 48
4. Basic blood chemistries	48
5. HIV/AIDS and blood-borne pathogens	21
6. OSHA compliance rules and regulations	20, 21, 45
C. Pharmacology	
1. Occupational math and metric conversions (drug calculations)	50
2. Use of PDRs and medication books	50
3. Common abbreviations used in prescription writing	50, Appendices
4. Legal aspects of writing prescriptions	3, 50
5. FDC and state laws	50
6. Medications prescribed for the treatment of illness and	50

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disease based on a systems method	