

**Community Health Center
Medical & Lab Assistant Checklist
Revised 5/09**

Employee Name:

Date:

	Patient Care Tasks	Date Sign Off	Signature Approving Task	Signature Approving Task	MD Signature
1.	Take blood pressure accurately: (Systolic within 10, diastolic within 5) Adult Child				
2.	Take pulse accurately: (Within 4/minute) Apical Radial				
3.	Count respirations accurately (Within 4/minute)				
4.	Chart chief complaint				
5.	Obtain signed waivers as appropriate				
6.	Prepare patient appropriately for assessment and treatment				
7.	Assist providers with exams				
8.	Review current meds, determine if med sheet accurate, advise provider				
9.	Obtain authorizations for drug refills, telephone prescriptions to pharmacies, document in chart				
10.	Assist with Medication Assistance Programs				
11.	Administer treatments:				
11.1	Nebulizer				
11.2	Label Oral Medications				
11.3	Adult Injections: vaccines				
11.4	Adult injections: other injectables				
11.5	Pediatric vaccines				
11.7	Ear irrigation				
12.	Remove sutures and staples as directed by nurse or provider				
13.	Change simple dressings				
14.	Explain urine collection process				
15.	Oxygen administration				
16.	Performance of screening tests:				
16.1	Vision Adult/Child				
16.2	Audiometry				
16.3	Tympanometry				
16.4	EKG Adult/Child				
16.5	Pulse OX Adult/Child				
16.6	Spirometry				
16.7	Peak flow meter				
16.8	TB testing				
17.	Apply ace bandage to hand and foot				
18.	Safe handling of blood/body fluid contamination				

19.	Fill standing orders for regularly prescribed medications.				
	General Back Office Support Tasks				
1.	Clean & Stock rooms				
2.	Disinfect exam room tables/lamps				
3.	Prepare and sterilize clinical instruments				
4.	Review expiration dates on sterilized equipment and re-sterilize as needed				
5.	Dispose of contaminated supplies				
6.	Sending/receiving medical records				
7.	Obtaining lab/x-ray reports, hospital notes etc.				
8.	Make referral appointments for patient at provider/nurse request				
9.	Completing forms/requisitions as needed				
10.	Schedule appointments				
11.	Manage charts to ensure accurate filing				
12.	Order medical supplies as needed				

The State of Oregon does not license medical assistants nor does it require medical assistants to be certified.

Physicians must determine the skill level and capabilities of each MA they supervise and take into account liability risk and quality control when assigning them their responsibilities.

I understand that triage advice, patient education, and counseling are not within the scope of my practice. Any patient in need of these services will be referred to a nurse.