

CACMA Exam Study Outline

Three and a half hour time limit, 160 multiple-choice questions (including 20 unscored Beta items)

Content Areas:

A Scrubbing Patient Charts- 3% of questions

- 1 Verify patient insurance and/or payment method
- 2 Review assessment and plan from previous visit
- 3 Obtain medical records
- 4 Determine health maintenance due
- 5 Review reason for visit
- 6 Confirm patient appointment

B Checking-In Patients- 5% of questions

- 1 Register the patient
- 2 Verify patient demographics
- 3 Obtain copies of insurance and identification
- 4 Verify patient insurance
- 5 Obtain patient copy

C Rooming Patients- 12% of questions

- 1 Prepare room for procedure
- 2 Verify patient identification
- 3 Obtain chief complaint
- 4 Obtain patient histories
- 5 Reconcile patient medications
- 6 Verify pharmacy information
- 7 Administer screening questions
- 8 Prepare patient for procedure

D Collecting Patient Vitals- 16% of questions

- 1 Obtain patient weight and height
- 2 Obtain patient temperature
- 3 Obtain patient blood pressure
- 4 Obtain patient respiration
- 5 Obtain patient heart rate
- 6 Obtain patient oxygen level

E Performing Point of Care Orders- 25% of questions

- 1 Perform EKG
- 2 Perform glucose test
- 3 Perform hemoglobin test (anemia)
- 4 Perform A1C test
- 5 Perform hearing test
- 6 Perform vision test
- 7 Perform PPD test

- 8 Perform flu test
- 9 Perform strep test
- 10 Perform pregnancy test
- 11 Perform urinalysis
- 12 Perform peak flow test
- 13 Ear Lavage
- 14 Drawing blood

F Administering Medications/Vaccines 16% of questions

- 1 Verify orders
- 2 Administer vaccines
- 3 Administer injectables

G Discharging Patients- 5% of questions

- 1 Provide after visit summary and discharge instructions
- 2 Setup follow-up appointments
- 3 Transcribe physician orders

H Responding to Codes/Emergencies- 13% of questions

- 1 Assess emergency situation
- 2 Conduct rapid response protocols
- 3 Perform CPR
- 4 Control bleeding
- 5 Instruct patient in emergency response
- 6 Report incident

I Managing Communication- 5% of questions

- 1 Respond to patient communications
- 2 Obtain physician signatures
- 3 Process orders and referrals
- 4 Process prescription requests
- 5 Obtain authorizations

It is important to also have knowledge in:

- Medical Terminology
- EHR/EMR
- HIPAA
- Insurance Types/Coverage
- Processing Payments
- Office Technology
- Cultural Diversity
- Communication/Customer Service Skills
- CA Medical Assistant "Scope of Practice"