

CCMA Study Guide 2.0

Health Care Systems and Settings

Roles and Responsibilities

1. Roles and Responsibilities of the Medical Assistant
 - a. Medical assistants- screen patients before the provider visit.
 - i. **Ambulatory:** able to walk
 - b. Medical assistant's role is to primarily work alongside a provider in an outpatient or ambulatory setting.
 - i. Responsible for the clinical tasks of obtaining medical histories from patient, explaining treatments or procedures, drawing laboratory tests, and preparing and administering immunizations.
 - ii. Might be trained to perform administrative and clinical duties.
 - c. Administrative duties include greeting patient, handling correspondence, and answering telephones.
2. Roles and Responsibilities of Health Care Providers
 - a. Medical doctors (MDs): considered allopathic providers and most widely recognized type of doctor.
 - i. Diagnose illnesses, provide treatments, perform procedures such as surgical interventions and write prescriptions.
 - ii. **Allopathic:** homeopathic medicine; categorized by an effort to counteract the symptoms of disease by administration of treatments that produce effects opposite to the symptoms.
 - b. Osteopathic providers (DOs): complete requirement similar to MDs to practice medicine.
 - i. Use modern medicine and perform surgical procedures
 - ii. Do use osteopathic manipulative therapy (OMT) in treating their patients.
 - iii. **Osteopathic:** a type of medicine based on the concept that disturbance in the musculoskeletal system affect other bodily parts, causing many disorders that can be improved by various manipulative methods in combination with conventional* medical, surgical, pharmacologic, and other therapeutic procedures.
 - c. Nurse practitioners: provide basic patient care services, diagnosing, and prescribing medications for common illnesses.
 - i. NPs require advanced academic training beyond the RN degree and have extensive amount of clinical experience.
 - ii. Generally, focus on preventive care and disease prevention.
 - d. Physician assistant: practice medicine under the direction and supervision of a licensed MD or DO.
 - i. Make clinical decisions and responsible for a variety of services.
3. Roles and Responsibilities of Allied Health Personnel
 - a. Medical laboratory technicians: perform diagnostic testing on blood, bodily fluids, and other specimens under supervision of medical technologist.
 - b. Medical receptionists: check patients in and out, answer phone calls, and perform filing, faxing, and other tasks.

Nhanow Study Guide

Elliot Spencer



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