

**REQUIREMENTS FOR CME  
(CONTINUING MEDICAL EDUCATION CREDITS)**

Certificates of participation or other proof of attendance at an educational presentation must be maintained by each individual. This documentation should clearly indicate the topic category as shown in the following examples.

**BASIC CATEGORY** *Credits in this category would apply to all medical assistants.  
(Clinical or Administrative)*

**Medical Terminology, Anatomy and Physiology**

Examples would include programs on Congestive Heart Failure, Women's Health, Understanding Asthma

**Psychological Aspects of Medical Assisting**

Examples would include Stress Management, The Medical Office Professional, Making the Most of Your Skills

**Legal and Ethical Issues**

Examples would include programs on Ethical/Legal Implications of Scheduling, Medical Assistants Scope of Practice, HIPAA

**Providing Instruction**

Examples would include Drugs and the Elderly, Diet and Nutrition, Helping the Patient Prepare for Surgery

**CLINICAL CATEGORY** *Credits in this category would apply to the Back-Office.  
Medical Assistant*

**Infection Control**

Examples would include Blood Borne Pathogens, Preparing Instruments, OSHA Requirements

**Assisting the Physician/Patient Preparation**

Examples would include Safety in the Exam Room, Inventory Procedures for Drugs and Supplies

**The Patient History**

Examples would include Documentation Guidelines, Essential Parts of a Medical Record

**Collecting/Processing Specimens/Testing**

Examples would include CDC Guidelines for Specimen Collection, Instructing the Patient, EKG, Spirometry

**Administering Medications**

Examples would include Immunizations Update, Classification of Drugs, Drug Reactions

**Office Emergencies**

Examples would include Preparing for Office Emergencies, Emergency Action Documentation, CPR, Heimlich Maneuver

<b>ADMINISTRATIVE CATEGORY</b> <i>Credits in this category would apply to the Front- Office Medical Assistant</i>
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**Secretarial Skills/Office Equipment and Scheduling**

Examples would include Business Communications, Filing Tips, Preparing an Office Manual, Maintenance of Office Machines, Tips for Managed Care Authorization, Scheduling Systems

**Records Management**

Examples would include Correcting Medical Records, Protocol for Filing Lab Results, Record Management Systems

**Computer Concepts**

Examples would include Accounts Receivable Management, Database Management, Word Processing

**Managing Practice Finances**

Examples would include Collections and Truth in Lending, Banking, Management Reports

**Coding/Insurance Billing**

Examples would include Coding for Maximum Payment, How to Make Coding Work for You, Coding Updates

**Facilities/Time Management**

Examples would include Equipment/Supply Purchase Tips, Inventory Procedures, Establishing Priorities, Organizational Skills