

## Medical Assistant Certificate

This is to certify that \_\_\_\_\_ has demonstrated and completed on-the-job training as a medical assistant under the auspices of the undersigned as follows and in compliance with *California Code of Regulations, Title 16, Chapter 14, Sections 1366, 1366.1, 1366.3, and 1366.4* and *Business & Professions Code Sections 2069–2071*.

Please initial the areas of training:

- \_\_\_ Preparing patients for and assisting in exams, procedures, positioning, draping, shaving and disinfection treatment sites
- \_\_\_ Performing, collecting, and recording vital signs including pulse, respiration rate, blood pressure, and basic information about the presenting and previous conditions
- \_\_\_ Performing simple lab and screening tests, customarily performed in a medical office
- \_\_\_ Non-invasive collecting and preserving specimens for testing, including urine, sputum, semen, and stool
- \_\_\_ Assisting patients in ambulation and transfers
- \_\_\_ Performing ear lavage to remove impacted cerumen
- \_\_\_ Removing sutures or staples from superficial incisions or lacerations
- \_\_\_ Applying and removing bandages, dressings, orthopedic appliances, removing casts, splints, and other internal devices
- \_\_\_ Performing electrocardiogram
- \_\_\_ Administering medications orally, sublingually, topically, intranasally, vaginally, rectally, or by providing a single dose to a patient for immediate self-administration
- \_\_\_ Ten (10) clock hours of training in administering injections and satisfactory performance by the trainee of at least ten (10) each of intramuscular, subcutaneous, and intradermal injections
- \_\_\_ Ten (10) clock hours of training in venipuncture and skin puncture for the purpose of withdrawing blood, and satisfactory performance by the trainee of at least ten (10) each of venipunctures and skin punctures
- \_\_\_ For those only administering medication by inhalation, ten (10) clock hours of training in administering medication by inhalation
- \_\_\_ Training includes knowledge of the following: pertinent anatomy and physiology appropriate to the procedure, choice of equipment, proper technique, including sterile technique, hazards and complications, post treatment and test patient care, emergency procedure, and California law and regulations for medical assistants.
- \_\_\_ Other: \_\_\_\_\_

Pediatric preventive care screenings for ages 0 to 20 years based on the American Academy of Pediatrics requirements. Training modules are available at:

<http://publichealth.lacounty.gov/cms/CHDPTrain.htm#>

- \_\_\_\_\_ Anthropometric measurements: collecting and recording patients' data, including head circumference, height, weight, BMI, and plotting values on WHO and CDC growth charts. See *Body Mass Index (BMI) Training, Using the WHO Growth Chart to Assess Children for the CHDP Well Child Exam, and How to Accurately Weigh and Measure Children for the CHDP Well Child Exam* PowerPoint modules (approx. 30 minutes).
- \_\_\_\_\_ Hearing screening: performing audiometric testing, not requiring interpretation by the medical assistant to obtain test results. See *Audiometric Screening Training Videos Parts 1–3* (approx. 75 minutes).
- \_\_\_\_\_ Vision screening: performing visual field testing, simple or automated ophthalmic testing, not requiring interpretation by the medical assistant to obtain test results. See *Vision Screening Training Video* (approx. 31 minutes).
- \_\_\_\_\_ Dental services: performing oral and fluoride screenings, establish dental home, referral to a dentist at least annually, and applying fluoride varnish. See *Fluoride Varnish PowerPoint* (approx. 20 minutes).

\_\_\_\_\_  
Physician/qualified trainer signature

\_\_\_\_\_  
Date

Provider name: \_\_\_\_\_

Phone: \_\_\_\_\_

Office address: \_\_\_\_\_