



Fifty-second Legislature - Second Regular Session

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A. A medical assistant may perform the following medical procedures under the direct supervision of a doctor of medicine, physician assistant or nurse practitioner:

1. Take body fluid specimens.
2. **Administer injections.**

B. The board by rule may prescribe other medical procedures which a medical assistant may perform under the direct supervision of a doctor of medicine, physician assistant or nurse practitioner on a determination by the board that the procedures may be competently performed by a medical assistant.

C. Without the direct supervision of a doctor of medicine, physician assistant or nurse practitioner, a medical assistant may perform the following tasks:

1. Billing and coding.
 2. Verifying insurance.
 3. Making patient appointments.
 4. Scheduling.
 5. Recording a doctor's findings in patient charts and transcribing materials in patient charts and records.
 6. Performing visual acuity screening as part of a routine physical.
 7. Taking and recording patient vital signs and medical history on medical records.
- D. The board by rule shall prescribe medical assistant training requirements.
- E. A person who uses the title medical assistant or a related abbreviation is guilty of a class 3 misdemeanor unless that person is working as a medical assistant under the direct supervision of a doctor of medicine, physician assistant or nurse practitioner.

ARTICLE 4. MEDICAL ASSISTANTS

R4-22-401. Approval of Educational Programs for Medical Assistants

- A. For purposes of this Section, a Board-approved medical assistant training program is a program:
1. Accredited by the CAAHEP;
 2. Accredited by the ABHES;
 3. Accredited by any accrediting agency recognized by the United States Department of Education; or
 4. Designed and offered by a licensed osteopathic physician, that meets or exceeds the standards of one of the accrediting programs listed in subsections (A)(1) through (A)(3), and the licensed osteopathic physician verifies that those who complete the program have the entry level competencies referenced in R4-22-402.
- B. A person seeking approval of a training program for medical assistants shall submit to the Board the application required under R4-22-201 and verification that the program meets the requirements in subsection (A).

R4-22-402. Medical Assistants – Authorized Procedures

- A. A medical assistant may, under the direct supervision of a licensed osteopathic physician perform the medical procedures listed in the Commission on Accreditation of Allied Health Education Programs' *Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting*, revised 2008. This material is incorporated by reference, does not include any later revisions, amendments or editions, is on file with the Board, and may be obtained from the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, or www.caahep.org.
- B. Additionally, a medical assistant working under the direct supervision of a licensed osteopathic physician may:
1. Perform physical medicine modalities, including administering whirlpool treatments, diathermy treatments, electronic galvanic stimulation treatments, ultrasound therapy, massage therapy, and traction treatments;
 2. Apply Transcutaneous Nerve Stimulation units and hot and cold packs;
 3. Administer small volume nebulizers;
 4. Draw blood;
 5. Prepare proper dosages of medication and administer the medication as directed by the physician;
 6. Assist in minor surgical procedures;
 7. Perform urine analyses, strep screens, and urine pregnancy tests;
 8. Perform EKGs; and
 9. Take vital signs.

R4-22-403. Medical Assistant Training Requirement

- A. The licensed osteopathic physician who will provide direct supervision to a medical assistant shall ensure that the medical assistant satisfies one of the following training requirements before the medical assistant is employed:
1. Completes an approved medical assistant training program,
 2. Completes an unapproved medical assistant training program and passes a medical assistant examination administered by either the American Association of Medical Assistants or the American Medical Technologists, or
 3. Completes a medical services training program of the Armed Forces of the United States.
- B. This Section does not apply to a person who completed a medical assistant training program before August 7, 2004, and was employed continuously as a medical assistant since completing the program.

R4-16-402. Authorized Procedures for Medical Assistants

A. A medical assistant may perform, under the direct supervision of a physician or a physician assistant, the medical procedures listed in the 2003 revised edition, Commission on Accreditation of Allied Health Education Program's, "Standards and Guidelines for an Accredited Educational Program for the Medical Assistant, Section (III)(C)(3)(a) through (III)(C)(3)(c)." This material is incorporated by reference, does not include any later amendments or editions of the incorporated matter, and may be obtained from the publisher at 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601, www.caahep.org, or the Arizona Medical Board at 9545 E. Doubletree Ranch Road, Scottsdale, AZ 85258, www.azmd.gov.

B. In addition to the medical procedures in subsection (A), a medical assistant may administer the following under the direct supervision of a physician or physician assistant:

1. Whirlpool treatments,
2. Diathermy treatments,
3. Electronic galvaton stimulation treatments,
4. Ultrasound therapy,
5. Massage therapy,
6. Traction treatments,
7. Transcutaneous Nerve Stimulation unit treatments,
8. Hot and cold pack treatments, and
9. Small volume nebulizer treatments.

Historical Note

New Section made by final rulemaking at 8 A.A.R. 830, February 7, 2002 (Supp. 02-1). Amended by final rulemaking at 8 A.A.R. 4270, effective November 18, 2002 (Supp. 02-3). Former Section R4-16-402 recodified to R4-16-502; New Section R4-16-402 recodified from R4-16-302 at 11 A.A.R. 1283, effective March 25, 2005 (Supp. 05-1). Former Section R4-16-402 renumbered to R4-16-401; New Section R4-16-402 renumbered from R4-16-403 and amended by final rulemaking at 12 A.A.R. 823, effective February 23, 2006 (Supp. 06-1).



Commission on Accreditation of Allied Health Education Programs

Standards and Guidelines *for Medical Assisting Educational Programs*

Essentials/Standards initially adopted in 1969; Revised in 1971, 1977, 1984, 1991, 1999, 2003

Adopted by
The American Association of Medical Assistants
American Medical Association
and
Commission on Accreditation of Allied Health Education Programs

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Curriculum Review Board of The American Association of Medical Assistants Endowment (CRB-AAMAE).

These accreditation **Standards** are the minimum standards of quality used in accrediting programs that prepare individuals to enter the medical assisting profession. The accreditation **Standards** therefore constitute the minimum requirements to which an accredited program is held accountable.

Standards are printed in regular typeface in outline form. *Guidelines* are printed in *italic* typeface in narrative form.

Preamble

The Commission on Accreditation of Allied Health Education Programs (CAAHEP), The American Association of Medical Assistants and American Medical Association cooperate to establish, maintain and promote appropriate standards of quality for educational programs in medical assisting and to provide recognition for educational programs that meet or exceed the minimum standards outlined in these accreditation **Standards**. Lists of accredited programs are published for the information of students, employers, educational institutions and agencies, and the public.

These standards are to be used for the development, evaluation, and self-analysis of medical assisting programs. On-site review teams assist in the evaluation of a program's relative compliance with the accreditation **Standards**.

Description of Profession: Medical assistants are multiskilled allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices, performing administrative and clinical procedures.

I. Sponsorship

A. Sponsoring Educational Institution

A sponsoring institution must be a postsecondary academic institution accredited by an institutional accrediting agency that is recognized by the U.S. Department of Education, and must be authorized under applicable law or other acceptable authority to provide a post-secondary program, which awards a minimum of a diploma/certificate at the completion of the program.

B. Consortium Sponsor

1. A consortium sponsor is an entity consisting of two or more members that exists for the purpose of operating an educational program. In such instances, at least one of the members of the consortium must meet the requirements of a sponsoring educational institution as described in I.A.

“Competency-based format” has three components: (1) the specific task to be mastered; (2) the conditions under which the student is expected to perform the task; and (3) the standard of performance for the task.

1. Content

To provide for student attainment of the Entry-Level Competencies for the Medical Assistant, the curriculum must include, as a minimum:

a. Anatomy and Physiology

- (1) Anatomy and physiology of all body systems
- (2) Common pathology/diseases
- (3) Diagnostic/treatment modalities

b. Medical Terminology

- (1) Basic structure of medical words
- (2) Word building and definitions
- (3) Applications of medical terminology

c. Medical Law and Ethics

- (1) Legal guidelines/requirements for health care
- (2) Medical ethics and related issues

d. Psychology

- (1) Basic principles
- (2) Developmental stages of the life cycle
- (3) Hereditary, cultural and environmental influences on behavior

e. Communication

- (1) Principles of verbal and nonverbal communication
- (2) Recognition and response to verbal and nonverbal communication
- (3) Adaptations for individualized needs
- (4) Applications of electronic technology
- (5) Fundamental writing skills

f. Medical Assisting Administrative Procedures

- (1) Basic medical assisting clerical functions
- (2) Bookkeeping principles
- (3) Insurance, procedural and diagnostic coding
- (4) Operational functions

g. Medical Assisting Clinical Procedures

- (1) Asepsis and infection control
- (2) Specimen collection and processing
- (3) Diagnostic testing
- (4) Patient care and instruction
- (5) Pharmacology
- (6) Medical emergencies
- (7) Principles of IV Therapy

h. Professional Components

- (1) Personal attributes
- (2) Job readiness
- (3) Workplace dynamics
- (4) Allied health professions and credentialing
- (5) Provider level CPR certification and first aid training