

Goals for Christine Buckley - Kaiser - Oncology - Medical Assistant

Competency Objective	Please date and initial when completed		
	Observed Procedure	Performs with Supervision	Performs Alone
<ol style="list-style-type: none"> 1. Read and knows policy manual 2. Utilizes telephone correctly 3. Knows & Follows safety regulations 4. Greets Patients 5. Schedules Appointments 6. Room Patients 7. Running Blood Work 8. Urine Samples 9. Taking Vitals 10. Surgical Preparation 11. Stitches/Staple Removal 12. Develop X-Rays 13. Sterilization / Cleaning Equipment 14. Using Autoclave 15. Package Instrumentation 16. Probing 17. Holding/Restraining 18. Stocking 19. Giving Medication 20. Laundry 21. Heart Monitor Attachments 22. Apply heat and ice 23. Ultrasound 24. Stem Stimulator 25. Scan 26. Following HIPAA 27. Front Office Duties <ol style="list-style-type: none"> a. Filing b. Set Appointments c. Callbacks d. Insurance Paperwork e. Insurance Billing f. Website g. Adoption Paperwork 28. Transportation 29. EKG 30. Discharging Patients 31. Discharging Paperwork 32. Assist in Euthanasia 33. Assist in anesthesia 34. Bite Guards / Mouth Guards 35. Ear Wash 			

36. Eye Exam 37. Mole Removal 38. Tech Appointments 39. Flu Shots 40. Want to teach an exercise class 41. Want to give injections 42. Hearing exam 43. Charting 44. Use the oximeter 45. Inventory 46. Billing 47. Med expiration dates 48. Non Stress Tests 49. Pricing 50. Office Management 51. Splinting 52. Schedule labs 53. Giving insulin 54. Assist/observe the Drs. 55. Observe colonoscopy /EGD 56. Use the AED 57. Observe the ultrasound 58. Observe an angiogram 59. Assist patients 60. Manual Blood Pressure 61. Medical Term Abbreviation Usage 62. Blood Sugar levels 63. Bathe Patients 64. Feed Patients 65. Charting Exercises 66. DMV 67. Setting up X Rays 68. Using Microscope 69. Measuring Head Circumference 70. BMI exams 71. Set Up UTI exam trays 72. Fetal Heart Rate Monitor Etc...			
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