

October 22, 2020

ALIGNING THE NHA TEST PLAN WITH YOUR CURRICULUM

Tools You Will Need to Conduct the Alignment

- Course Syllabi
- Alignment Guide
- This Power Point

						
NHA TEST PLAN NUMBER	CCMA TEST PLAN ALIGNMENT GUIDE		On-Line Study Guide Model/Section Reference	Video Enhancements/Challenges	Professionalism Tips Available in the CCMA Study Guide	
1	SCIENCE	# of scored items	Course Number	Course Name		
	Knowledge of					
I.A.	Health Care Systems and Settings			Health Care Systems and Settings		Agility
I.A.1.	Role and responsibilities of the MA, other healthcare providers, and allied health personnel			Role and Responsibilities		Adaptation
I.A.2.	Scope of practice			Role and Responsibilities		Collaboration
I.A.3.	Title and credentialing			Title and Credentialing		Compassion
I.A.4.	Licensing and certification			Licensing and Certification		Customer Service
I.A.5.	Healthcare delivery models (primary care, specialty care, ambulatory care organizations/physician for performance (ACOG), hospitals, collaborative care model)			Health Care Delivery Models		Detail Oriented
I.A.6.	General practice, geriatrics and specialty settings			Health Care Delivery Models		Emotional Intelligence
I.A.7.	Acute care, ambulatory, chronic therapy			Health Care Delivery Models		Empathy
I.A.8.	Insurance fundamentals			Insurance Fundamentals		Organization
I.B.	Medical Terminology			Medical Terminology Models		Professionalism
I.B.1.	Common abbreviations, acronyms, and symbols			Medical Terminology Models		
I.B.2.	Condition, procedure, and instrument			Medical Word Building for Conditions, Instruments and Procedures		Time Management
I.B.3.	Medical word building (prefixes, suffixes, blends)			Medical Word Building for Conditions, Instruments and Procedures		Self-Motivation
I.B.4.	Footnotes and directional terminology			Footnotes and Directional Terminology		Work Ethic and Ethical Integrity
I.C.	Basic Pharmacology			Basic Pharmacology Models		Confidence
I.C.1.	Commonly prescribed medications and common approved abbreviations			Common Medications and Abbreviations		Communication
I.C.2.	Drug distribution and drug schedules			Medication Classification and Scheduling		Dependability
I.C.3.	Side effects, adverse effects, indications, and contra-indications			Therapeutic Effects, Adverse Effects, Indications, and Contra-indications		Good Attitude
I.C.4.	Measurement (for both metric and household systems), mathematical conversions, and dosage calculations			Measurements, Mathematical Conversions, and Dosage Calculations		
I.C.5.	Forms of medication (for example, pill, capsule, tablet)			Forms of Medications		
I.C.6.	Look-alike/sound-alike medications			Look-alike/sound-alike Medications		
I.C.7.	Routes of administration			Routes of Administration		
I.C.8.	Pharmacokinetics (absorption, distribution, metabolism, excretion)			Pharmacokinetics		
I.C.9.	Pharmacodynamics (mechanism of action)			Pharmacodynamics		
I.C.10.	Pharmacokinetics and pharmacodynamics			Pharmacokinetics and Pharmacodynamics		
I.C.11.	Preceptor of storage and disposal					
I.D.	Nutrition			Nutrition Models		
I.D.1.	Dietary nutrients			Dietary Nutrients		
I.D.2.	Dietary needs and patient education (general, and related to disease and condition)			Dietary Needs and Patient Education		
I.D.3.	Vitamins and supplements			Dietary Nutrients		
I.D.4.	Eating disorders			Dietary Needs and Patient Education		



Alignment Guide Column Descriptions



Description of the Columns

Columns A & B:

Represent the task number and the task from the NHA test plan.

A	B
	
NHA TEST PLAN NUMBER	CCMA TEST PLAN ALI
1	FOUNDATIONAL KNOWLEDGE AND BASIC SCIENCE
	Knowledge of
1.A.	Health Care Systems and Settings
1.A.1.	Role and responsibilities of the MA, other healthcare providers, and allied health personnel
1.A.2.	Scope of practice
1.A.3.	Titles and credentials
1.A.4.	Licensing and certification
1.A.5.	Healthcare delivery models (HMOs, PPOs, POS, PCMH, accountable care organizations/payment for performance [ACOs], hospice, collaborative care model.
1.A.6.	General versus specialties and services offered
1.A.7.	Ancillary services; alternative therapies
1.A.8.	Insurance fundamentals
1.B.	Medical Terminology
1.B.1.	Common abbreviations, acronyms, and symbols
1.B.2.	Conditions, procedures, and instruments
1.B.3.	Medical word building (prefixes, suffixes, plurals)
1.B.4.	Positional and directional terminology



Description of the Columns

Column C:

Represents the number of test items from the featured section that will be on the certification exam.

B	C	D
		
CCMA TEST PLAN ALIGNMENT GUIDE		
FOUNDATIONAL KNOWLEDGE AND BASIC SCIENCE	# of scored items	Course Number:
Knowledge of	[15]	
Health Care Systems and Settings		
Role and responsibilities of the MA, other healthcare providers, and allied health personnel		
Scope of practice		
Titles and credentials		
Licensing and certification		
Healthcare delivery models (HMOs, PPOs, POS, PCMH, accountable care organizations/payment for performance [ACOs], hospice, collaborative care model.		
General versus specialties and services offered		
Ancillary services; alternative therapies		
Insurance fundamentals		
Medical Terminology		
Common abbreviations, acronyms, and symbols		
Conditions, procedures, and instruments		
Medical word building (prefixes, suffixes, plurals)		
Positional and directional terminology		
Basic Pharmacology		
Commonly prescribed medications and common approved abbreviations		
Drug classifications and drug schedules		
Side effects, adverse effects, indications, and contraindications		
Measurement (for both metric and household systems), mathematical conversions, and dosage calculations		
Forms of medication (for example, pill, capsule, ointment)		



Description of the Columns

Columns D and E:

Each represent the columns you will complete which lists where in the program the featured task is taught.

These columns are labeled “Course Number” and “Course Name”; however, you can change the names of the columns to reflect how courses are listed in your program. (i.e. “Module Names”, “Module Number”)

C	D	E
ALIGNMENT GUIDE		
# of scored items	Course Number:	Course Name
[15]		



Description of the Columns

Column F:

Represents the module name and section where you will find the featured task in the online study guide.

B	C	D	E	F
CCMA TEST PLAN ALIGNMENT GUIDE		Course Number:	Course Name	On-Line Study Guide Module/Section Reference
FOUNDATIONAL KNOWLEDGE AND BASIC SCIENCE; SCORED ITEMS: (10)				
Knowledge of				
Health Care Systems and Settings				Health Care Systems and Settings Module
Role and responsibilities of the MA, other healthcare providers, and allied health personnel		MAT 1100	Medical Assisting I	Roles and Responsibilities
Scope of practice		MAT 1100	Medical Assisting I	Roles and Responsibilities
Titles and credentials				Titles and Credentials
Licensing and certification		MAT 1100	Medical Assisting I	Licensing and Certification
Healthcare delivery models (HMOs, PPOs, POS, PCMH, accountable care organizations/payment for performance ACOs), hospice, collaborative care model.		MAT 1100	Medical Assisting I	Health Care Delivery Models
General versus specialties and services offered				Health Care Delivery Models
Ancillary services; alternative therapies		MAT 1100	Medical Assisting I	Health Care Delivery Models
Insurance fundamentals		MAT 1122 and 1123	Administrative Medical Assisting and Lab	Insurance Fundamentals
Medical Terminology				Medical Terminology Module
Common abbreviations, acronyms, and symbols		MULT 1110	Medical Terminology	Medication Classifications and Schedules
Conditions, procedures, and instruments		MULT 1110	Medical Terminology	Medical Word Building for Conditions, Instruments and Procedures
Medical word building (prefixes, suffixes, plurals)		MULT 1110	Medical Terminology	Medical Word Building for Conditions, Instruments and Procedures
Positional and directional terminology		MULT 1110	Medical Terminology	Positional and Directional Terminology
Basic Pharmacology				Basic Pharmacology Module



Description of the Columns

Column G:

Represents video enhancements and challenges that can be found in different modules. These are great to show and discuss as a class.

G
Video Enhancements/Challenges
General Patient Care Module: Comprehensive Clinical Intake Section (MA self diagnoses the patient.)
General Patient Care Module: Preparing and Administering Medications and Injectables. (Drawing up a medication based on the provider's order.)



How to Use the Alignment Guide



Step 2

For any task that is not included in your program, shade the course number and course name boxes pink.

D	E
Course Number:	Course Name
MAT 1100	Medical Assisting I
MAT 1100	Medical Assisting I
MAT 1100	Medical Assisting I
MAT 1100	Medical Assisting I
MAT 1100	Medical Assisting I
MAT 1122 and 1123	Administrative Medical Assisting and Lab
MULT 1110	Medical Terminology



Step 3

Once you have completed columns D and E for the entire alignment guide and identified which tasks are not included in your curriculum, you will need to decide how to move forward. Most institutions will just add the task to the course where it makes the most sense. You may need to supplement information if your textbooks do not cover the task.

Step 4:

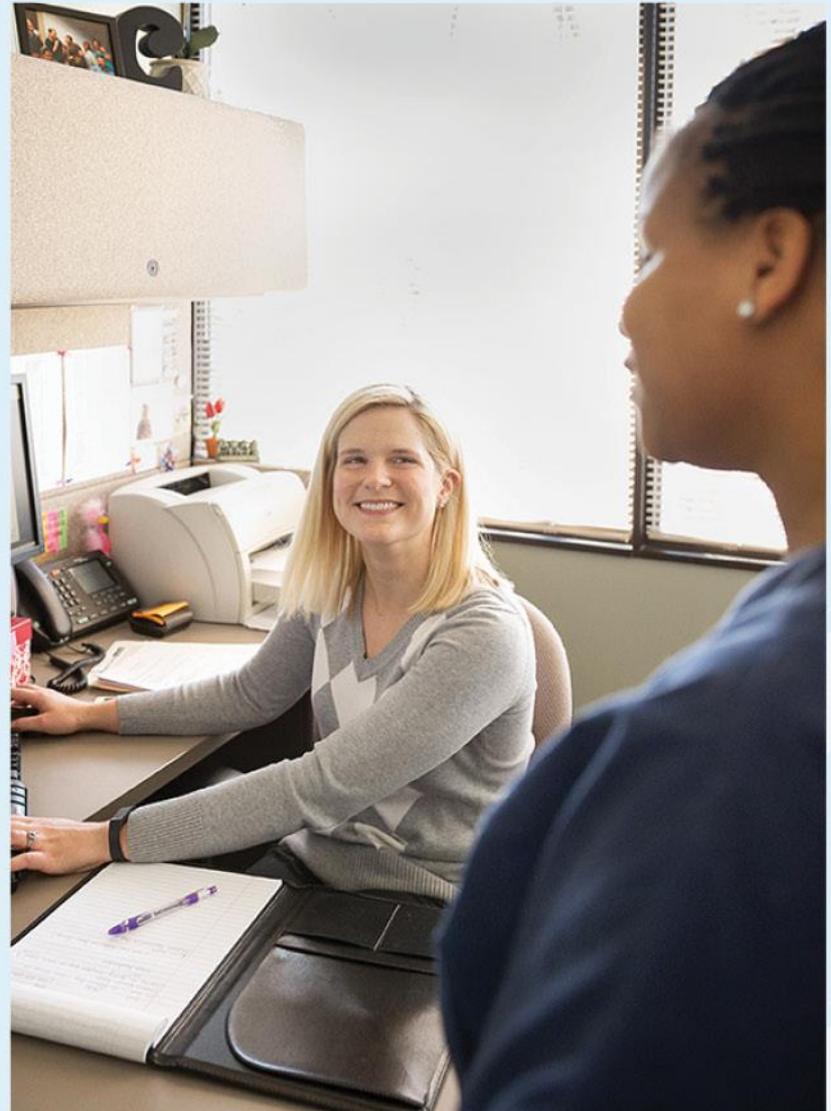
- Incorporate NHA study guide assignments in your lesson plans by aligning **columns D, E and F**.
- Example, it appears this institution is teaching the majority of tasks from section 1.A of the test plan in their MAT 1100 course. The on-line study guide presents these same tasks in the Health Care Systems and Setting Module, so you will want to assign the sections listed under the Health Care Systems and Settings Module when teaching these tasks.

A	B	C	D	E	F
NHA TEST PLAN NUMBER	CCMA TEST PLAN ALIGNMENT GUIDE		Course Number:	Course Name	On-Line Study Guide Module/Section Reference
1	FOUNDATIONAL KNOWLEDGE AND BASIC SCIENCE; SCORED ITEMS: 100				
	Knowledge of				
1.A.	Health Care Systems and Settings				Health Care Systems and Settings Module
1.A.1.	Role and responsibilities of the MA, other healthcare providers, and allied health personnel		MAT 1100	Medical Assisting I	Roles and Responsibilities
1.A.2.	Scope of practice		MAT 1100	Medical Assisting I	Roles and Responsibilities
1.A.3.	Titles and credentials				Titles and Credentials
1.A.4.	Licensing and certification		MAT 1100	Medical Assisting I	Licensing and Certification
1.A.5.	Healthcare delivery models (IMOs, PPOs, POS, PCHM, accountable care organizations/payment for performance (ACOs), hospice, collaborative care model)		MAT 1100	Medical Assisting I	Health Care Delivery Models
1.A.6.	General versus specialties and services offered				Health Care Delivery Models
1.A.7.	Ancillary services; alternative therapies		MAT 1100	Medical Assisting I	Health Care Delivery Models
1.A.8.	Insurance fundamentals		MAT 1122 and 1123	Administrative Medical Assisting and Lab	Insurance Fundamentals
1.B.	Medical Terminology				Medical Terminology Module
1.B.1.	Common abbreviations, acronyms, and symbols		MULT 1110	Medical Terminology	Medication Classifications and Schedules
1.B.2.	Conditions, procedures, and instruments		MULT 1110	Medical Terminology	Medical Word Building for Conditions, Instruments and Procedures
1.B.3.	Medical word building (prefixes, suffixes, plurals)		MULT 1110	Medical Terminology	Medical Word Building for Conditions, Instruments and Procedures
1.B.4.	Positional and directional terminology		MULT 1110	Medical Terminology	Positional and Directional Terminology



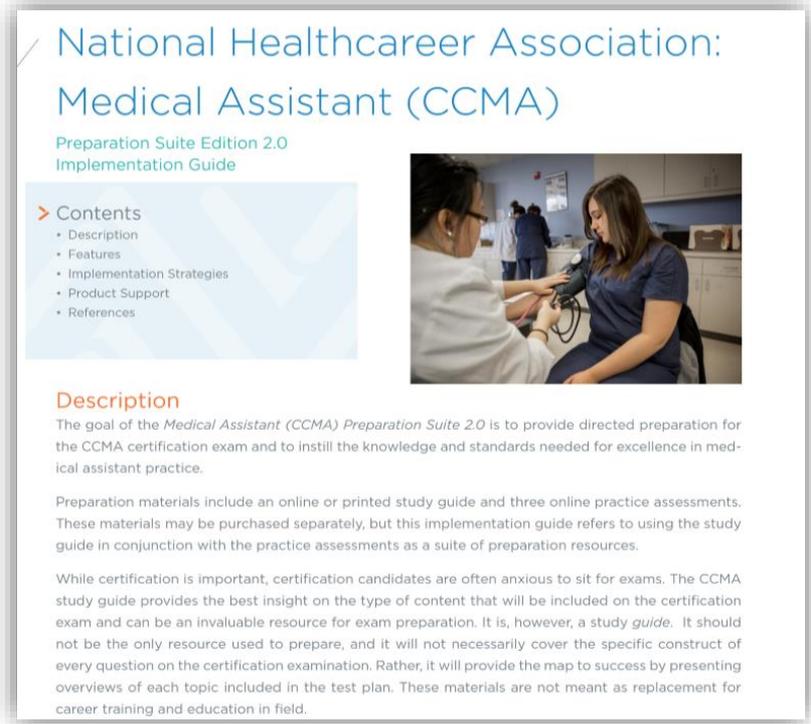
Additional Tips

- Some courses only cover sections of modules, so wait to have students take module quizzes until the entire module has been completed.
- Assign module quizzes based on when students complete a module.



Use the NHA Implementation Guide for Best Practices

- Once you have concluded the alignment guide and identified where you will incorporate the study guide materials, use the implementation guide to assist you with other implementation strategies.
- Follow best practices for using the prep materials which lists recommendations for how long students should spend in each module, the number of times they should take each quiz and when to assign practice tests as well as many other helpful tips.



National Healthcareer Association:
Medical Assistant (CCMA)
Preparation Suite Edition 2.0
Implementation Guide

> Contents

- Description
- Features
- Implementation Strategies
- Product Support
- References

Description

The goal of the *Medical Assistant (CCMA) Preparation Suite 2.0* is to provide directed preparation for the CCMA certification exam and to instill the knowledge and standards needed for excellence in medical assistant practice.

Preparation materials include an online or printed study guide and three online practice assessments. These materials may be purchased separately, but this implementation guide refers to using the study guide in conjunction with the practice assessments as a suite of preparation resources.

While certification is important, certification candidates are often anxious to sit for exams. The CCMA study guide provides the best insight on the type of content that will be included on the certification exam and can be an invaluable resource for exam preparation. It is, however, a study *guide*. It should not be the only resource used to prepare, and it will not necessarily cover the specific construct of every question on the certification examination. Rather, it will provide the map to success by presenting overviews of each topic included in the test plan. These materials are not meant as replacement for career training and education in field.



We hope this was helpful.
Contact your NHA representative
with any additional questions.

