



MEDICAL OFFICE MANAGEMENT

Suggested Entry Level Minimum Competencies

Rating Key

1. not essential
2. slightly essential
3. essential
4. very essential

| KEY VOCATIONAL BARRIER FACTORS | 1 | 2 | 3 | 4 |
|--|---|---|---|---|
| Visual Acuity—the ability to detect differences/details visually | | | X | |
| Auditory Acuity—the ability to detect differences in pitch/sound | | | X | |
| Oral Communication—the ability to verbally explain/express ideas | | | X | |
| Written Communication—the ability to communicate in written form/record information | | | X | |
| Physical Mobility/Strength | | X | | |
| Arm-Hand Coordination Dexterity | | X | | |
| Clerical Perception—the ability to detect pertinent detail in verbal or tabular material | | | X | |
| WORKER TRAIT CHARACTERISTICS | | | | |
| Ability to get along with other students | | | X | |
| Cooperativeness with instructor | | | X | |
| Attitude toward work, including work of minimal interest | | | X | |
| Ability to work independently, without close supervision | | | | X |
| Ability to stick to assigned task to a positive or expected conclusion | | | | X |
| Ability to work accurately, recheck and correct work, to an industry standard | | | | X |
| Ability to follow, interpret, and retain: | | | | |
| Oral instructions—multi-step | | | | X |
| Written instructions | | | | X |
| Diagram instructions | | | X | |
| Visual Model or demonstrated instructions | | X | | |
| Ability to use numerical data (count, compute, etc.) in an applied setting | | | X | |
| Ability to discriminate between objects of similar: | | | | |
| Size | | X | | |
| Shape | X | | | |
| Color | | X | | |
| Spatial Relationships | X | | | |
| Ability to use tools of the trade (computer, telephone, etc.) | | X | | |
| Computer skills and knowledge of programs used in this setting | | | X | |
| Ability to organize work process | | | | X |
| MATH SKILLS | | | | |
| Counting–Comparing–Calculating (whole numbers, decimals, money concepts) ~ Grade Level 1-3 | | | | X |
| Calculating (fractions, decimals, money, order of operations) ~ Grade Level 4-6 | | | | X |
| Pre-Algebra/Geometry, Formulas, Square Root ~ Grade Level 7-8 | | | | X |
| Geometry, Shop Math, Advanced Algebra ~ Grade Level 9+ | | X | | |
| READING SKILLS | | | | |
| Grade Level 1-3 | | | | X |
| Grade Level 4-6 | | | | X |
| Grade Level 7-8 | | | | X |
| Grade Level 9-12 | | | | X |

*The above was constructed from CT Supervisor and Instructor input and should be considered when exploring career technical programs at MVCTC.

Note: Final acceptance, for admittance, for a student on an IEP will be determined after an IEP meeting is convened with a MVCTC representative in attendance.

Work Preferences to Consider

- Professional dress code and grooming
- People skills
- Computer skills
- Strong memorization skills
- Seated work
- Attention to detail

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Suggested Coursework Prior to Entry:

- Keyboarding and/or business classes