

# Professional Organizations

**Unit:** General Skills

**Problem Area:** Professional Practice

**Lesson:** Professional Organizations

■ **Student Learning Objectives.** Instruction in this lesson should result in students achieving the following objectives:

- 1 Define terms associated with professional organizations and professional development.**
- 2 Identify professional organizations for medical assistant students and medical assistants.**
- 3 Describe the benefits of membership in a professional organization.**

■ **Resources.** The following resources may be useful in teaching this lesson:

*Accrediting Bureau of Health Education Schools (ABHES).* Accessed April 20, 2010. <<http://www.abhes.org>>.

*American Association of Medical Assistants (AAMA).* Accessed April 22, 2010. <<http://aama-ntl.org>>.

*American Medical Technologists (AMT).* Accessed April 22, 2010. <<http://www.amt1.com>>.

Bonewit-West, Kathy, Sue Hunt, and Edith J. Applegate. *Today's Medical Assistant: Clinical and Administrative Procedures.* Elsevier Health Sciences, 2008.

Booth, Kathryn A., et al. *Clinical Procedures for Medical Assisting with Student CD,* 3rd ed. McGraw-Hill, 2009.



Booth, Kathryn A., et al. *Medical Assisting—Administrative and Clinical Procedures with Student CD-ROMS*, 3rd ed. McGraw-Hill, 2009.

Commission on Accreditation of Allied Health Education Programs (CAAHEP). Accessed April 22, 2010. <<http://www.caahep.org>>.

Fordney, Marilyn, Linda L. French, and Joan J. Follis. *Administrative Medical Assisting*, 6th ed. Delmar, 2008.

Keir, Lucille, et. al. *Medical Assisting: Administrative and Clinical Competencies*, 6th ed. Thomson Delmar Learning, 2008.

Klieger, Diane M. *Saunders Essentials of Medical Assisting*, 2nd ed. W.B. Saunders, 2009.

Young, Alexandra Patricia, and Deborah B. Proctor. *Kinn's the Medical Assistant: An Applied Learning Approach*, 10th ed. Saunders Elsevier, 2007.

## ■ **Equipment, Tools, Supplies, and Facilities**

- ✓ Overhead or PowerPoint projector
- ✓ Visual(s) from accompanying master(s)
- ✓ Copies of sample test, lab sheet(s), and/or other items designed for duplication
- ✓ Materials listed on duplicated items
- ✓ Computers with printers and Internet access
- ✓ Classroom resource and reference materials

## ■ **Key Terms.** The following terms are presented in this lesson (shown in bold italics):

- ▶ AAMA
- ▶ ABHES
- ▶ accredit
- ▶ AMT
- ▶ AMTIE
- ▶ CAAHEP
- ▶ CE
- ▶ certification
- ▶ CEUs
- ▶ CMA
- ▶ RMA

## ■ **Interest Approach.** Use an interest approach that will prepare the students for the lesson. Teachers often develop approaches for their unique class and student situations. A possible approach is included here.

Ask the students how they obtained information about their medical assistant program. Ask them to describe how and where they would gather additional information about medical assistants, their responsibilities, and legislation that

affects their positions. Ask students to describe how they plan to keep current with the roles and responsibilities of a medical assistant after they graduate.

Then have students conduct research on professional organizations relevant to medical assistants. After students have completed their research, discuss terms and relevant professional organizations and their benefits.

## CONTENT SUMMARY AND TEACHING STRATEGIES

**Objective 1:** Define terms associated with professional organizations and professional development.

**Anticipated Problem:** What terms are associated with professional organizations and professional development?

- I. Terms associated with professional organizations and professional development
  - A. **Accredit** is to recognize an educational institution as one that maintains standards that qualify its graduates for professional practice.
  - B. **Certification** is a voluntary process by which an individual is evaluated and recognized as meeting a certain standard of knowledge and skill.
  - C. **CE** is continuing education.
  - D. **CEUs** are continuing education units, which are often requirements for state licensure.
  - E. **CMA** is Certified Medical Assistant; the designation CMA indicates an individual has graduated from a CAAHEP or ABHES-accredited program and has passed the Certified Medical Assistant Exam of the American Association of Medical Assistants (AAMA).
  - F. **RMA** is Registered Medical Assistant; the designation RMA indicates that an individual has graduated from a CAAHEP or ABHES-accredited program and has passed the Registered Medical Assistant Exam of the American Medical Technologists (AMT).

**Teaching Strategy:** List the terms for this objective on the board before class. Have students write down their definitions before instruction. Gather their papers just to see how many students know the answers. Then use VM–A to explain the terms.

**Objective 2:** Identify professional organizations for medical assistant students and medical assistants.

**Anticipated Problem:** What are some professional organizations relevant to medical assistant students and medical assistants?

- II. Professional organizations relevant to medical assistant students and medical assistants
  - A. Professional organizations
    1. Some are involved in program accreditation.
    2. Some are involved in the certification of individuals.
    3. Most offer information on careers.
    4. Many offer professional development and continuing education opportunities.
  - B. Accrediting agencies
    1. The Accrediting Bureau of Health Education Schools (**ABHES**)
      - a. It is a private, non-profit accrediting agency recognized by the U.S. Secretary of Education. It was established in 1968.
      - b. It is involved in the accreditation of allied health programs (e.g., medical assistant, medical laboratory technician, and surgical technology programs).
    2. The Commission on Accreditation of Allied Health Education Programs (**CAAHEP**)
      - a. It is involved in the accreditation of allied health and health science programs.
      - b. It is recognized by the Council for Higher Education Accreditation.
  - C. Certifying agencies
    1. The American Association of Medical Assistants (**AAMA**)
      - a. It was founded in 1956.
      - b. It offers certification for medical assistants.
    2. The American Medical Technologists (**AMT**)
      - a. It is a nationally and internationally recognized non-profit certification agency and professional membership society that was established in 1939.
      - b. It offers certification opportunities for allied health professionals (e.g., medical assistants, medical technologists, medical lab assistants, and phlebotomy technicians).
  - D. Agency for professional development
    1. The AMT Institute for Education (**AMTIE**) is an agency for professional development.
    2. It is a separate non-profit agency that was established by AMT in 1979 to assist AMT-certified members in maintaining their technical competence through continuing education.

**Teaching Strategy:** Ask students to complete research on various professional organizations associated with medical assistants and medical assistant students. Use VM–B. Assign LS–A.

**Objective 3:** Describe the benefits of membership in a professional organization.

**Anticipated Problem:** What are the benefits of membership in a professional organization?

- III. Benefits of membership in a professional organization
- A. Career information
  - B. Continuing education/professional development opportunities
  - C. Method by which to keep current with duties, responsibilities, and continuing education requirements
  - D. Job placement services
  - E. Links to job opportunities
  - F. Job referral services
  - G. Discounts on insurance, travel, and products
  - H. Professional journals, periodicals, and newsletters
    - I. Information and discounts on conferences, seminars, workshops
  - J. Networking opportunities
  - K. Opportunities to publish
  - L. Funding or links to opportunities for grants and scholarships
  - M. Opportunity to provide input into local, state, and national issues related to career
  - N. Opportunities for legislative leadership and advocacy
  - O. Advertising opportunities for business

**Teaching Strategy:** Ask students to share results of their research on benefits of membership in professional organizations. Use VM–C. Divide the class into several small groups. Have each group research a different professional organization. Each group should share its findings.

■ **Review/Summary.** Use the student learning objectives to summarize the lesson. Have students explain the content associated with each objective. Student responses can be used in determining which objectives need to be reviewed or taught from a different angle. Questions at the ends of chapters in the textbook may also be used in the review/summary.

■ **Application.** Use the included visual master(s) and lab sheet(s) to apply the information presented in the lesson.

- **Evaluation.** Evaluation should focus on student achievement of the objectives for the lesson. Various techniques can be used, such as student performance on the application activities. A sample written test is provided.

- **Answers to Sample Test:**

**Part One: Matching**

1. d
2. a
3. e
4. b
5. c
6. g
7. f

**Part Two: True/False**

1. T
2. F
3. T
4. F
5. F
6. T

**Part Three: Short Answer**

Answers will vary. Any five of the benefits identified would be acceptable. See “Content Summary”: III.A–O.

# Professional Organizations

## ► Part One: Matching

**Instructions:** Match the term with the correct definition.

- |                  |          |
|------------------|----------|
| a. CMA           | e. CEUs  |
| b. RMA           | f. AMT   |
| c. accredit      | g. ABHES |
| d. certification |          |

- \_\_\_\_\_ 1. A voluntary process by which an individual is evaluated and recognized as meeting a certain standard of knowledge and skill
- \_\_\_\_\_ 2. A designation that indicates an individual has graduated from a CAAHEP or ABHES-accredited program and has passed the Certified Medical Assistant Exam of the American Association of Medical Assistants (AAMA)
- \_\_\_\_\_ 3. Continuing education units
- \_\_\_\_\_ 4. A designation that indicates an individual has graduated from a CAAHEP or ABHES-accredited program and has passed the Registered Medical Assistant Exam of the American Medical Technologists (AMT)
- \_\_\_\_\_ 5. To recognize an educational institution as one that maintains standards that qualify its graduates for professional practice
- \_\_\_\_\_ 6. A private, non-profit accrediting agency established in 1968 and recognized by the U.S. Secretary of Education that is involved in the accreditation of allied health programs
- \_\_\_\_\_ 7. A nationally and internationally recognized non-profit certification agency established in 1939





► **Part Two: True/False**

**Instructions: Write T for true or F for false.**

- \_\_\_\_\_ 1. Most professional organizations offer career information.
- \_\_\_\_\_ 2. Certification is a mandatory process required by all professional organizations.
- \_\_\_\_\_ 3. Many professional organizations offer professional development and continuing education.
- \_\_\_\_\_ 4. Certification is a process by which an educational institution is recognized as one that maintains standards that qualify its graduates for professional practice.
- \_\_\_\_\_ 5. Accreditation is a voluntary process by which an individual is evaluated and recognized as meeting a certain standard of knowledge and skill.
- \_\_\_\_\_ 6. Some accrediting agencies are involved in accrediting several different types of allied health programs.

► **Part Three: Short Answer**

**Instructions: Answer the following.**

List and briefly explain five benefits of membership in a professional organization.



# EXPLANATION OF TERMS

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- ◆ **Accredit**—to recognize an educational institution as one that maintains standards that qualify its graduates for professional practice
- ◆ **Certification**
  - A voluntary process by which an individual is evaluated and recognized as meeting a certain standard of knowledge and skill
  - Typically accomplished by passing a national exam
  - Usually awarded by a non-governmental agency
- ◆ **CE**—continuing education
- ◆ **CEUs**—continuing education units
- ◆ **CMA**
  - Certified Medical Assistant
  - A designation indicating an individual has graduated from a CAAHEP or ABHES-accredited program and has passed the Certified Medical Assistant Exam of the American Association of Medical Assistants (AAMA)
- ◆ **RMA**
  - Registered Medical Assistant
  - A designation indicating an individual has graduated from a CAAHEP or ABHES-accredited program and has passed the Registered Medical Assistant Exam of the American Medical Technologists (AMT)

# PROFESSIONAL ORGANIZATIONS

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## ◆ Accrediting Agencies

- Accrediting Bureau of Health Education Schools (ABHES)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)

## ◆ Certifying Agencies

- American Association of Medical Assistants (AAMA)
- American Medical Technologists (AMT)

## ◆ Professional Development Agencies

- AMT Institute for Education (AMTIE)



# BENEFITS OF MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

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- ◆ Career information
- ◆ Continuing education/professional development opportunities
- ◆ Method by which to remain current with career duties, responsibilities, and continuing education requirements
- ◆ Job placement services
- ◆ Links to job opportunities
- ◆ Job referral services
- ◆ Discounts on insurance, travel, and products
- ◆ Professional journals, periodicals, and newsletters



- ◆ Information and discounts on conferences, seminars, and workshops
- ◆ Networking opportunities
- ◆ Opportunities to publish
- ◆ Funding or links to opportunities for grants and scholarships
- ◆ Opportunity to provide input into local, state, and national issues related to career
- ◆ Opportunities for legislative leadership and advocacy
- ◆ Advertizing opportunities for business

# Professional Organizations

## Purpose

The purpose of this activity is to provide students with an opportunity to research professional organizations related to medical assisting and to research the benefits of membership in a professional organization.

## Objectives

1. Identify professional organizations relevant to medical assistant students and medical assistants.
2. Describe benefits of membership in a professional organization.

## Materials

- ◆ lab sheet
- ◆ writing utensil

## Procedure

1. Use the listed Web sites to research professional organizations relevant to medical assistant students and medical assistants.
2. As you research each organization, complete the information on the provided chart.
3. As you proceed with your research, list the benefits to membership in a professional organization (in the designated area). List the benefits you find for membership in a professional organization.
4. Turn in your completed lab sheet to your instructor for review.
5. Be prepared to discuss your research findings in class.



Name of Organization	Type of Organization? Local? National? International?	Year Founded?	Brief Description of Purpose of Organization	Involved in Certification of Individuals or Accreditation of Programs?	Types of Memberships Available	Additional Information
<b>American Medical Technologists (AMT)</b> http://www.amt1.com				<input type="checkbox"/> Accredits programs <input type="checkbox"/> Certifies individuals		
<b>American Association of Medical Assistants</b> http://www.aama-ntl.org.org				<input type="checkbox"/> Accredits programs <input type="checkbox"/> Certifies individuals		
<b>Accrediting Bureau of Health Education Schools (ABHES)</b> http://www.abhes.org				<input type="checkbox"/> Accredits programs <input type="checkbox"/> Certifies individuals		
<b>Commission on Accreditation of Health Education Programs (CAAHEP)</b> http://www.caahep.org				<input type="checkbox"/> Accredits programs <input type="checkbox"/> Certifies individuals		
<b>AMT Institute for Education (AMTIE)</b> http://www.amt1.com				<input type="checkbox"/> Accredits programs <input type="checkbox"/> Certifies individuals		

### Benefits of Membership in a Professional Organization

List as many benefits as you can find for being a member of a professional organization.