Medical Office Skills (U.S.)

Assessment Fact Sheet

Overview

The Medical Office Skills (U.S.) test measures a candidate's knowledge of the office skills required to work in medical offices. This test is designed for office personnel.

Job Family/Title	Office Personnel

Details

Average Testing Time (minutes)	16 minutes
Allowed Time (minutes)	90 minutes
Maximum Number of Questions	30 questions
Number of Sittings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple Choice - Adaptive
Product Category	Healthcare

Knowledge, Skills, Abilities and Competencies Measured

Measures knowledge of office skills required to work in a medical office. The following areas are covered:

- General Knowledge
- Operations
- Facility Maintenance/Safety
- Patient Charts/Medical Records
- Collections
- Billing
- Insurance Coverage
- Biomedical Waste
- Medical Terminology
- Employee Relations
- Ethics