

# Medical Assistant Certification (CMA/RMA)

QUICK REFERENCE CHEAT SHEET | AAMA CMA / AMT RMA

## VITAL SIGNS NORMAL RANGES

Vital Sign	Normal Adult Range	Notes
Temperature	97.8-99.1 F (36.5-37.3 C)	Oral most common; rectal +1 F; axillary -1 F
Pulse	60-100 bpm	Radial artery most common; apical for 1 full minute if irregular
Respiration	12-20 breaths/min	Count 1 full minute; do not tell patient
Blood Pressure	<120/80 mmHg (normal)	Systolic/diastolic; hypertension: 130+/80+
SpO2	95-100%	Below 90% = hypoxemia -- notify provider
Height / Weight	Per patient chart	Calculate BMI: weight(kg) / height(m)^2

## INJECTION SITES & TECHNIQUES

Route	Site	Needle Gauge & Length	Max Volume
Intradermal (ID)	Forearm inner surface	25-27G / 3/8-5/8 in	0.1 mL (TB test, allergy)
Subcutaneous (SC/SQ)	Upper arm, abdomen, thigh	23-25G / 5/8 in	1 mL
Intramuscular (IM)	Deltoid, ventrogluteal, vastus lateralis	21-23G / 1-1.5 in	1-3 mL (deltoid 1 mL max)
Z-track	Ventrogluteal for irritating drugs	Same as IM	Pull skin 1-1.5 in laterally before injection

## ADMINISTRATIVE DUTIES

Area	Key Points
CPT Codes	5-digit codes for procedures and services
ICD-10 Codes	Diagnosis codes -- needed for insurance billing
HIPAA	Patients control their own health info; PHI must be protected
Scheduling Systems	Wave, modified wave, open, cluster -- know each type
Chain of Custody	For drug and lab specimens -- maintain with documentation

## EXAM-DAY TIPS

- + Order of draw (blood tubes): Yellow, Light Blue, Red, Gold, Green, Lavender, Gray.
- + Normal fasting glucose: 70-99 mg/dL. Pre-diabetes: 100-125. Diabetes: 126+.
- + CLIA waived tests: glucometer, rapid strep, rapid flu, urinalysis dipstick -- MA can perform.
- + EKG lead placement: RA, LA, RL, LL on limbs; V1-V6 across precordium.
- + Informed consent: patient must understand procedure, risks, alternatives, and right to refuse.
- + Practice 1,000+ questions -> [voltexam.com/apps/medical-assistant](http://voltexam.com/apps/medical-assistant)

Practice 1,000+ questions + built-in tools | [voltexam.com/apps/medical-assistant](http://voltexam.com/apps/medical-assistant)