

Sample Medical Assistant Scope of Practice & Delegation Policy

Applies To: Hospitals, physician practices, nursing facilities, allied health (MA, ME, NH, VT)

1. Purpose

To ensure consistent, safe, and compliant use of MAs across all states served.

2. Definitions

- Medical Assistant (MA): Unlicensed assistive personnel performing administrative and basic clinical tasks.
- Delegating Provider: MD/DO, NP, or PA authorized to delegate.
- Direct Supervision: Provider physically present.
- General/On-Site: Provider available on-site or by real-time communication.

3. Policy Statement

MAs may perform only tasks permitted by law, organizational policy, validated competency, and appropriate supervision. They may not perform any function requiring clinical judgment, including triage or interpretation of test results.

4. Permitted Duties (sample list of permitted duties)

- Vital signs and intake
- Rooming and history gathering
- Basic specimen collection
- CLIA-waived testing
- Medication administration with direct supervision when permitted
- Basic non-clinical patient instruction
- Routine workflow/documentation tasks

5. Prohibited Duties (sample list of prohibited duties)

- Assessment or triage
- Clinical decision-making
- IV meds or invasive procedures (excluding phlebotomy)
- Telephone triage
- Independent practice
- Tasks reserved for licensed nurses/providers

6. Delegation Requirements

- Providers must confirm appropriateness and competency.
- Supervision must match state requirements.
- Direct onsite supervision required for medication administration.

7. Training & Competency

- Standardized onboarding
- Documented initial and annual competency
- Training files retained

8. Documentation

- MAs document only tasks they perform
- No assessments or interpretations
- Supervising provider identified in med administration entries

9. Compliance Monitoring

- Regular audits
- Review of supervision practices
- Immediate corrective action when needed

10. References

- Add relevant state statutes and regulations for your state
- Organizational supervision and delegation standards