

# AAMA Code of Conduct

## For CMAs (AAMA) and examination candidates

*Published by the Certifying Board of the American Association of Medical Assistants*



The American Association of Medical Assistants supports and promotes medical assisting certification. This Code of Conduct for CMAs (AAMA) and candidates for the CMA (AAMA) Certification/Recertification

Examination enables the Certifying Board to define and clarify the professional responsibilities for present and future credentialed CMAs (AAMA). It is essential that CMAs (AAMA) conduct their work as medical assistants in a professional manner to earn and maintain the confidence and respect of colleagues, employers, students, and the public.

As certified professionals in the field of medical assisting, CMA (AAMA) certificants will do the following at all times:

- Act with integrity and adhere to the highest standards for personal and professional conduct
- Accept responsibility for their actions
- Continually seek to enhance their professional capabilities
- Practice with fairness and honesty
- Abide by all federal, state, and local laws and regulations
- Encourage other medical assistants to act in a professional manner consistent with the certification standards and responsibilities set forth below

Where the term “certificant” is used, the terms “applicant or candidate” are included in its scope.

### **Principle 1**

Certificants shall provide accurate and truthful representations to the Certifying Board concerning all information related to aspects of the certification program, including, but not limited to, the submission of information:

- On the examination and certification renewal applications
- Requested by the Certifying Board for a disciplinary action situation
- Requested by the Certifying Board, concerning allegations related to:
  - Test security violations and/or disclosure of confidential examination materials and content

- Misrepresentations by a certificant regarding one’s credential(s) and/or education
- The unauthorized use of the Certifying Board’s intellectual property, trademarks, certification marks, and other legally protected materials

### **Principle 2**

Certificants who are the subject of a complaint shall cooperate with the Certifying Board concerning investigations of violations of the CMA (AAMA) Code of Conduct, including the submission of relevant information.

### **Principle 3**

Certificants shall be accurate, truthful, and complete in any and all communications, direct or indirect, with any patient, employer, regulatory agency, or other parties as it relates to their professional work, education, credentials, research, and contributions to the field of medical assisting.

### **Principle 4**

Certificants shall comply with laws, regulations, and statutes governing the practice of medical assisting.

### **Principle 5**

Certificants shall not engage in behavior or conduct, lawful or otherwise, that causes them to be, or reasonably perceived to be, a threat or potential threat to the privacy, health, well-being, or safety of recipients of certified medical assisting services.

### **Principle 6**

Certificants shall not engage in the practice of medical assisting while one’s ability to practice is impaired due to use of chemical substances, drugs, or alcohol.

### **Principle 7**

Certificants shall maintain current knowledge of the policies, procedures and fees for CMA (AAMA) recertification and other matters.

### **Principle 8**

Certificants shall notify the AAMA in a timely manner of address, e-mail, and phone changes in order to be notified of issues impacting certification or recertification, including potential disciplinary review or action.