



# DDI SKILLS TESTS

## MEDICAL OFFICE

### ASSESSING CRITICAL SKILLS FOR HEALTH CARE SUPPORT STAFF

Medical office personnel contribute to the foundation of a healthcare organization's operational excellence—highlighting the importance of hiring a top-notch medical office staff to support a thriving hospital or medical practice.

DDI's Medical Office Assessments\* reliably measure knowledge and skills required for office work in the medical and healthcare professions.

These assessments include dependable tests for skills such as medical billing and filing practices, knowledge of different medical specialties, medical terminology, typing, audio transcription, and understanding of business issues relating to work in today's healthcare industry.

SkillCheck Medical Office tests are available for PC, network, and Internet deployment.

#### AVAILABLE TESTS

- > Medical Secretary
- > Medical Insurance
- > Medical-Abbreviations

- > Medical-Cardiovascular
- > Medical-Dental
- > Medical-Endocrine
- > Medical-Gastrointestinal
- > Medical-Integumentary
- > Medical-Musculoskeletal
- > Medical-Neurological
- > Medical-Oncological
- > Medical-Ophthalmological
- > Medical-Otolaryngology
- > Medical-Pediatric
- > Medical-Pharmacological
- > Medical-Prefixes/Suffixes
- > Medical-Psychiatric
- > Medical-Respiratory
- > Medical-Urogenital
- > Medical Billing-Entry Level
- > Medical Billing-Standard
- > Medical Billing-Forms
- > Medical Coding-Standard
- > Typing Test-Medical
- > Audio Transcription-Medical
- > Shorthand (Audio)-Medical
- > Spelling-Medical
- > Vocabulary-Medical
- > HIPAA Compliance

## RELATED SOLUTIONS

DDI also offers a number of off-the-shelf, configurable and/or customizable tests and inventories that target various industries, measuring such items as work-related judgment, work style and disposition, and background experience. Multiple delivery modalities (online, IVR, paper and pencil, fax service) provide options that are tailored to suit your organizational needs. Specific roles and job types include:

- > Team members/associates
- > Professionals/individual contributors
- > Team leaders/supervisors
- > Managers and leaders (including executives)
- > Sales representatives (professional and entry-level)

- > Retail sales
- > Customer service and call center associates
- > Retail customer service
- > Health care provider and support roles

In addition, for each job family, DDI has drawn upon its extensive research base to develop Screening & Testing content sets that measure a candidate's personal attributes, work-related experience, job-specific competencies, and motivational fit. These content sets have been pre-configured to minimize adverse impact against protected groups (i.e. on the basis of race, gender, and age) while maximizing validity for predicting job performance.

## CONTACT INFORMATION

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