

# **Clinical Medical Assistant Certification**

## **AMCA Study Guide**

Communication Methods Ans- • Listening

- Face the person
- Have good eye contact
- Lean toward the person
- Respond to the person
- Paraphrasing- in your own words (shows you're really listening)
- Clarifying
- Silence- don't always have to say something

Nonverbal Communication Ans- 1.) Kinesics- study of nonverbal communication

a.) kinesic slip- where verbal and nonverbal messages do not match

Zones of Comfort Ans- • Intimate space (18 in or closer)

- Personal space (18 in. to 4ft)
- Social space (4ft to 12ft)
- Public space (12ft or more)

Phone Etiquette Ans- • When speaking on the phone always identify yourself to the caller.

- Give your undivided attention and willingness to help.
- Listen w/o interrupting, provide reasonable alternatives and take a clear concise message in order for the call to be returned.

Answering the Phone Ans- • Answer promptly and kindly.

- NEVER ALLOW AN ANGRY OR AGGRESSIVE CALLER TO UPSET YOU; REMAIN CALM AND COMPOSED.
- Speak clearly and concisely
- Be sure to ask the callers permission before placing them on hold

# Clinical Medical Assistant Certification Study Guide

## Tutorial

**Estridge, Ruth Reynolds**

## **Clinical Medical Assistant Certification Study Guide Tutorial:**

*Elsevier's Medical Assisting Exam Review - E-Book* Deborah E. Barbier Holmes, 2017-02-04 There's no better way to get ready for your Medical Assisting certification exam. With some 2,500 practice questions and customized online tests Elsevier's Medical Assisting Exam Review 5th Edition provides complete preparation for all six certification exams: the CMA, RMA, CMAS, CCMA, CMAA, and CMAC. An illustrated outline format makes it easy to review key medical assisting concepts and competencies including anatomy and physiology, medical terminology, diseases and disorders, and administrative and clinical tasks. Written by medical assisting educator Deborah Holmes, this review includes answers and rationales for each question to help you strengthen any weak areas and prepare effectively for your certification exam. UNIQUE: Six certification exams are covered: the CMA, AAMA, RMA, AMT, CMAS, AMT, CCMA, NHA, CMAA, NHT, and CMAC. Convenient easy-to-follow outline format provides at a glance review of the subject areas typically found on certification exams for Medical Assisting. Complete test preparation includes three pretests (administrative, clinical, and general) as well as a comprehensive posttest with answers and rationales for all questions. Study tips and test-taking strategies provide advice and insight into preparing effectively for your certification exam. Hundreds of additional practice questions are included on the Evolve companion website, along with flash cards and A+P animations to boost your exam readiness and test-taking confidence. NEW: 2,500 questions including 550 all-new questions; include answers, rationales, and mapping to six exam blueprints: CMA, RMA, CMAS, CCMA, CMAA, and CMAC. NEW: Content includes coverage of the Affordable Care Act, ICD-10, electronic office systems, vaccination updates, and more. NEW: Online test generator allows you to focus your practice on any topic and to create timed, simulated exams. NEW: Records Management chapter tackles both paper management and Electronic Health Records, emphasizing the most up-to-date electronic ways to manage records. UPDATED: High-quality illustrations reinforce your understanding of medical assisting content and include photos of clinical equipment and supplies.

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Niedzwiecki,Julie Pepper,Martha (Marti) Garrels,Helen Mills,2016-06-07 Get more practice with the essential medical assisting job skills Designed to support Kinn's The Clinical Medical Assistant An Applied Learning Approach 13th Edition Kinn's The Clinical Medical Assistant Study Guide and Procedure Checklist Manual Package An Applied Learning Approach 13th Edition offers a wide range of exercises to reinforce your understanding of common clinical skills including CAAHEP and ABHES competencies A variety of exercises test your knowledge and critical thinking skills with vocabulary review multiple choice fill in the blank and true/false questions Additional exercises enhance learning with skills and concepts word puzzles case studies workplace applications and Internet activities Procedure checklists help you track your performance of every procedure included in the textbook Work products allow you to provide documentation to instructors and to accrediting organizations when a competency has been mastered Cross references tie together exercises in the study guide to the

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