
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 is 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. **AMCA:** Convenient, easy-to-follow outline format provides at a glance a 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 AP 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. *Resources in Education*, 1986. *Medical Assistant Certification Study Guide (Volume Two)* Ph.D. Jane John-Nwankwo Rn, 2019-08-04 *Medical Assistant Certification Study Guide Volume 1 & 2* is a complete guide to passing the CMA Test. *Medical Assistant Certification Study Guide* Ph.D. Jane John-Nwankwo Rn, 2019-08-04 *Medical Assistant Certification Study Guide Volume One and Two* is a complete exam preparation tool for the CMA test. **Essentials of Human Diseases and Conditions - E-Book** Margaret Schell Frazier, Tracie Fuqua, 2020-08-22 Enhance your patient care with a basic knowledge of pathology and disease. *Essentials of Human Diseases and Conditions*, 7th Edition, is an invaluable handbook for healthcare providers in any healthcare setting. It profiles hundreds of diseases and disorders in a way that is easy to understand and easy to use, following the progression of a patient's experience from signs and symptoms to screening, diagnosis, treatment options, and patient education. This edition adds new coverage of the opioid crisis, cancer treatment, and other emerging issues. From noted educators Margaret Schell Frazier and Tracie Fuqua, this reference prepares you for success in the classroom, on board exams, and as a medical assistant or health

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Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2022-06-18 Designed to support the trusted content in Kinn's The Medical Assistant 14th Edition this study guide is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure that you learn to master and apply key medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative and clinical skills including new certification preparation questions that offer additional practice for certification exams a review of medical terminology and anatomy and need to know workplace applications Trusted for more than 60 years as a key part of the student journey from classroom to career it also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant Comprehensive coverage of all administrative and clinical procedures is built from Medical Assisting accreditation standards and competencies Hundreds of practice questions multiple choice true false fill in the blank help students with essential content review and practice Skills practice workplace applications and online activities promote critical thinking before students enter practice Procedure checklists help students track their performance of every procedure included in the textbook Work products allows students to provide documentation of skills mastery for classroom or job searching requirements Chapter by chapter correlation with the textbook allows students to easily follow core textbook competencies Perforated pages for on the go study or turn in assignments and evaluations NEW Chapter reviews medical terminology anatomy and physiology and pathology to reinforce key foundational knowledge NEW Expanded content on medical office accounts collections banking and practice management prepares students to step into the role of a Medical Assistant NEW Certification Preparation questions help students focus on certification from the beginning of their studies NEW Streamlined presentation combines chapters and

focuses on need to know content **Medical Assistant Certification Study Guide** Jane John-Nwankwo,2016-05-24 The volume one and two of this study guide were written to prepare the medical assistant for the national certification exams Medical Assistant Certification Study Guide Volume 1 covers the basic responsibilities of the clinical medical assistant as well as EKG Volume 2 covers the remaining responsibilities of the medical assistant plus phlebotomy **Resources in Education** ,1996 Instructor Curriculum Guide for the Medical Assistant Mary E Kinn, CPS Cma-A,Kinn,Woods,1999-05

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Kinn's The Medical Assistant Alexandra Patricia Young-Adams, 2003 **National Healthcareer Association** Assessment Technologies Institute, 2017-04-15 **Basic Medical Lab Techniques-Iml 4e** Estridge, Ruth Reynolds, 2000-05 *The Software Encyclopedia 2000* Bowker Editorial Staff, 2000-05 *Peterson's Annual Guides to Graduate Study*, 1978 This vol Graduate Programs in the Physical Sciences Mathematics Agricultural Sciences the Environment Natural Resources

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