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Certified Medical Administrative Assistant Study Guide 2013

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administrative functions and care of patients They may use their medical administrative assistant training to update medical
histories transcribe treatment notes arrange for patient hospitalization process insurance forms and oversee inventory of
office and medical supplies In some practices a medical administrative assistant may be the first contact a patient has with
the medical team Professionals in this role might be responsible for greeting patients and visitors answering telephones
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often include solid interpersonal skills proficiency in written and verbal communication and good spelling and grammar
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