

A woman with blonde hair, wearing a white lab coat and a headset, is shown from the side, reaching into a large, light-colored metal filing cabinet. She is looking at a folder. The background is a dark blue wall.

# **CMAA CERTIFICATION STUDY GUIDE**

**MEDICAL ADMINISTRATIVE  
ASSISTANT CERTIFICATION PREP**

**KEY POINTS EXAM PREP TEAM**

# Cmaa Certification Study Guide Medical Administrative Assistant Certification Prep

**Marilyn Fenichel**



## **Cmaa Certification Study Guide Medical Administrative Assistant Certification Prep:**

**CMAA Exam Secrets Study Guide** Mometrix Medical Administrative Assistant Certification Test Team, 2023-07-11  
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**Edition 3.0** Assessment Technologies Institute, 2022-09 CMAA EXAM FLASHCARD STUDY SYSTEM MOMETRIX., 2021

**Certified Medical Administrative Assistant (CMAA) Study Guide** Dana Bartlett, Mandy Tallmadge, Anna Comstock, Nicole Hicks, Assessment Technologies Institute, 2011 Medical Administrative Assistant Exam Prep Jane John-Nwankwo, 2016-05-19 The Medical Administrative Assistant Exam Prep is a bank of 350 practice test questions similar to those that would be seen on the actual national certification exams for Certified Medical Administrative Assistant

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*Newman's Certified Medical Office Administrative Assistant Study Guide* Xavier Newman, Sharnera Burgess, Xavier R S Newman Nrccha Nrcs, 2014-03-15 While medical administrative assistant duties vary by employer professionals in this field typically perform a variety of tasks to support the medical team with 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 scheduling appointments managing email inquiries and answering questions Medical administrative assistant requirements often include solid interpersonal skills proficiency in written and verbal communication and good spelling and grammar Strong organizational skills and the ability to work independently are also important attributes for aspiring medical administrative assistants This guide is intended to aid in preparation for the general certifications regarding the Certified Medical Administrative Assistant This text ALSO contains over 800 practice exam questions      **Certified Medical Assistant Exam Secrets** Mometrix Media, 2013-02 Includes Practice Test Questions Certified Medical Assistant Exam Secrets will help you pass the Certified Medical Assistant Exam without spending weeks and months on endless boring study Our comprehensive study guide is written by our exam experts They've thoroughly researched every topic and concept that you need to know to ace your CMA Exam from the American Association of Medical Assistants Inside we reveal specific weaknesses of the exam that you can exploit to get a higher test score than you've ever imagined Take a look for yourself at what's covered Comprehensive General Concept Review Medical Terminology Anatomy and Physiology Psychology Professionalism Communication Medicolegal Guidelines and Requirements Comprehensive Administrative Review Data Entry Equipment Computer Concepts Records Management Screening and Processing Mail Scheduling and Monitoring Appointments Resource Information and Community Services Maintaining the Office Environment Policies and Procedures Practice Finances Comprehensive Clinical Review Principles of Infection Control Treatment Area Patient Preparation Assisting the Physician Collecting and Processing Specimens Preparing and Administering Medications Emergencies First Aid Nutrition Five Test Taking Secrets Time Is Your Greatest Enemy Guessing Is Not Guesswork Practice Smarter Not Harder Prepare Don't Procrastinate Test Yourself and much more

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