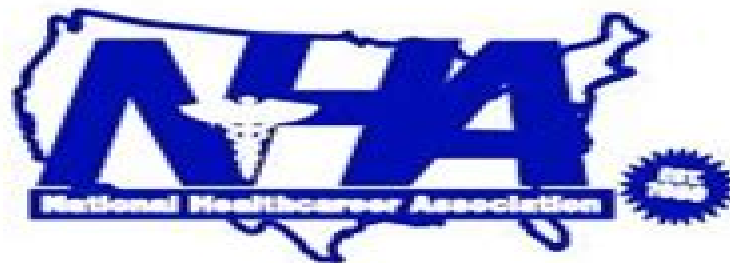


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**Certified Medical Administrative Assistant**

## **Study Guide**

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# Certified Medical Administrative Assistant Study Guide 2013

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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  
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