



Certified Medical Office Study Guide

Matthew Bowling

Certified Medical Office Study Guide:

Newman's Certified Medical Office Administrative Assistant Study Guide Xaiver Newman, Sharnera Burgess, Xaiver R S Newman Nrcaha Nrccs, 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 [CMAA Exam Secrets Study Guide](#) Mometrix Medical Administrative Assistant

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Medical Assistant Exam Strategies, Practice & Review with Practice Test Kaplan,2015-12-08 Everything you need to pass the CMA and RMA exams Medical Assistant

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