

# **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

# Study Guide Medical Assistant Certification

**Brigitte Niedzwiecki,Julie Pepper,P.  
Ann Weaver**

## **Study Guide Medical Assistant Certification:**

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**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 *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

**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

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**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 *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

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*The Complete Medical Assistant + Study Guide* Janet Sesser,2020-07 Bundle of

The Complete Medical Assistant Study Guide is aligned with the latest CAHEEP and ABHES competencies and is your source to transform engaged students into successful medical assistants

**Saunders Medical Assisting Exam Review** Deborah

E. Barbier Holmes,2013-09-10 A comprehensive guide to prepare certification candidates to successfully pass either the AAMA sponsored CMA exam or the AMT sponsored RMA Each pre and post test is 300 questions the same number as the

AAMA national certification exam and are formatted in a the same way with the same question type A practice CD ROM contains 800 additional questions in the same format found in the actual DMA and RMA certification exams

**Study Guide**

**for Today's Medical Assistant** Kathy Bonewit-West,Sue Hunt,Edith Applegate,Edith MS Applegate, MS,2015-09-30 Launch your career in medical assisting with Today s Medical Assistant Clinical Administrative Procedures 3rd Edition Bringing

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*Certified Medical Assistant (CMA) Exam Prep Guide 2024-2025* Jonathan L.

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them on health and wellness and empower them to take charge of their well being Throughout this journey readers will gain

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### **CMA Exam Preparation Study Guide**

**2018-2019** Cma Exam Preparation,2018-02-20 Each section of the test has a comprehensive review that goes into detail to cover all of the content likely to appear on the CMA exam The practice test questions are each followed by detailed answer explanations If you miss a question it's important that you are able to understand the nature of your mistake and how to avoid making it again in the future The answer explanations will help you to learn from your mistakes and overcome them

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