
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 For Certified Medical Int

Clemens Wendtner



Study Guide For Certified Medical Int:

Clinical Informatics Study Guide John T. Finnell, Brian E. Dixon, 2015-11-09 This book provides content that arms clinicians with the core knowledge and competencies necessary to be effective informatics leaders in health care organizations. The content is drawn from the areas recognized by the American Council on Graduate Medical Education (ACGME) as necessary to prepare physicians to become Board Certified in Clinical Informatics. Clinical informaticians transform health care by analyzing, designing, selecting, implementing, managing, and evaluating information and communication technologies (ICT) that enhance individual and population health outcomes, improve patient care processes, and strengthen the clinician-patient relationship. As the specialty grows, the content in this book covers areas useful to nurses, pharmacists, and information science graduate students in clinical health informatics programs. These core competencies for clinical informatics are needed by all those who lead and manage ICT in health organizations, and there are likely to be future professional certifications that require the content in this text. ISTQB: Int. Software Testing Qualifications Board Certification Study Guide: Covers ISEB, ISTQB/ITB, QAI certification (2008 Edition) w/CD Dr. K. V. K. Prasad, 2006-11 This book aims at providing the necessary knowledge in understanding the concepts of software testing and software quality assurance so that you can take any internationally recognized software testing quality assurance certification examination and come out with flying colors. Also equipped with this knowledge, you can do a great job as a testing and quality assurance professional in your career and contribute in developing reliable software for different applications, which in turn improves the quality of life of everyone on this earth. Introduction, Software Development Life Cycle, and Quality Assurance Fundamentals of Testing, Testing Levels and Types, Static Testing Techniques, Dynamic Testing, and Test Case Design Techniques, Managing the Testing Process, Software Testing Tools, Code of Ethics for Software Professionals. **A Case Manager's Study Guide** Nancy E. Skinner, Stefany H. Almaden, 2018-03-20 A Case Manager's Study Guide: Preparing for Certification Fifth Edition is an essential study guide for case managers preparing to take the Certified Case Manager (CCM) exam offered by the Commission for Case Manager Certification (CCMC). Based on the five knowledge domains and eight essential activities from the CCMC, it contains hundreds of questions and answers with comprehensive rationales. Completely updated and revised, the Fifth Edition reflects the latest CCM exam blueprint. International Science and Technology Data Update, 1991 Essentials of Nursing Informatics Study Guide Juliana J. Brixey, Jack E. Brixey, Virginia K. Saba, Kathleen A. McCormick, 2015-09-05 Introducing the most complete compact guide to teaching and learning nursing informatics. If you're looking for a clear, streamlined review of nursing informatics fundamentals, *Essentials of Nursing Informatics Study Guide* is the go-to reference. Drawn from the newly revised 6th Edition of Saba and McCormick's bestselling textbook *Essentials of Nursing Informatics*, this indispensable study guide helps instructors sharpen their classroom teaching skills while offering students an effective self-study and review tool both in and out of the classroom. Each chapter features a concise, easy-to-

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