

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

**Kathy Bonewit-West, Sue Hunt, Edith
Applegate, MS**

Study Guide Medical Assistant Certification:

Study Guide for Today's Medical Assistant - E-Book Kathy Bonewit-West, Sue Hunt, 2020-03-02 Get unrivaled practice mastering all the concepts and skills necessary for success in today's fast paced medical office with the Study Guide for Today's Medical Assistant. Filled with assignment sheets, pre and post tests, vocabulary practice, short answer review questions, critical thinking activities, competency practice, and evaluations for each chapter, this comprehensive study guide is the perfect hands on resource to jump start your medical assisting expertise. The 4th Edition features enhanced coverage of healthcare law, certification, electronic health records, motivational interviewing, office management, and more, as well as additional procedures to address behavior based competencies and more EHR practice. Expanded application to SimChart for the Medical Office provides more realistic practice with EHRs. Consistent and meticulous coverage throughout all elements of the text and its learning package provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant. Chapter pre tests and post tests enable you to easily gauge how much content you have mastered. Critical thinking activities encourage you to develop the judgment needed for real life medical office situations. Laboratory assignments at the beginning of each chapter offer a guide on each chapter's procedures. Practice for Competency checklists for each procedure help you practice each of your clinical skills. Perforated pages offer on the go review and enable easy assignment submission. NEW! New content on healthcare trends and laws, certification for Medical Assistants, electronic health records, motivational interviewing, office management, and more ensures that you have the latest information needed to obtain employment and long term success on the job. NEW! Competency evaluation for new procedures addresses affective behavior based MAERB competencies to provide example driven teaching and learning tools.

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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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Table of Contents Study Guide Medical Assistant Certification

1. Understanding the eBook Study Guide Medical Assistant Certification
 - The Rise of Digital Reading Study Guide Medical Assistant Certification
 - Advantages of eBooks Over Traditional Books
2. Identifying Study Guide Medical Assistant Certification
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Study Guide Medical Assistant Certification
 - User-Friendly Interface
4. Exploring eBook Recommendations from Study Guide Medical Assistant Certification
 - Personalized Recommendations
 - Study Guide Medical Assistant Certification User Reviews and Ratings
 - Study Guide Medical Assistant Certification and Bestseller Lists

5. Accessing Study Guide Medical Assistant Certification Free and Paid eBooks
 - Study Guide Medical Assistant Certification Public Domain eBooks
 - Study Guide Medical Assistant Certification eBook Subscription Services
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6. Navigating Study Guide Medical Assistant Certification eBook Formats
 - ePUB, PDF, MOBI, and More
 - Study Guide Medical Assistant Certification Compatibility with Devices
 - Study Guide Medical Assistant Certification Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Study Guide Medical Assistant Certification
 - Highlighting and Note-Taking Study Guide Medical Assistant Certification
 - Interactive Elements Study Guide Medical Assistant Certification
8. Staying Engaged with Study Guide Medical Assistant Certification
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Study Guide Medical Assistant Certification
9. Balancing eBooks and Physical Books Study Guide Medical Assistant Certification
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Study Guide Medical Assistant Certification
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Study Guide Medical Assistant Certification
 - Setting Reading Goals Study Guide Medical Assistant Certification
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Study Guide Medical Assistant Certification
 - Fact-Checking eBook Content of Study Guide Medical Assistant Certification
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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