

# **CMAA EXAM STUDY GUIDE 2024**

## **QUESTIONS WITH COMPLETE**

### **SOLUTIONS!!**

when should an MA assistant schedule a return appointment for a pt. Answer - when pt checks out.

proper protocol when following up on nonpayment and of claims from third party payers. Answer - notify the pt of the claim; contact third party payer

when reviewing a pts history, a cmaa should identify the acronyms as setting for medical care. Answer - SNF

which of the following is a characteristic of a block style letter. Answer - salutations is flushed left.

which new patient form becomes part of the pt medical record. Answer - health history

in which of the following places should the office computer back up information stored. Answer - in an offsite location

information that needs to be removed from the sign in sheet. Answer - the full name of the pt

a provider will be out of the office. the cmaa action would take first. Answer - update the schedule to reflect provider is away

before releasing medical records. Answer - ask pt to sign a release form requesting record

which of the following owns a pt medical record. Answer - creator

reason why the cmaa would print and review appt schedule. Answer - to ensure charts are prepared

rhinoplasty is the surgical repair of. Answer - the nose

# Study Guide For Cmaa Exam

**Construction Management Association  
of America (CMAA)**

## **Study Guide For Cmaa Exam:**

**CMAA Exam Secrets Study Guide** Mometrix Medical Administrative Assistant Certification Test Team,2023-07-11

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