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# **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

# Medical Assistant Certification Fl Test Study Guide

**G Thomas**



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

## **Medical Assistant Certification Fl Test Study Guide** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the power of words has be more evident than ever. They have the capability to inspire, provoke, and ignite change. Such is the essence of the book **Medical Assistant Certification Fl Test Study Guide**, a literary masterpiece that delves deep into the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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web toujours accompagné de son ami fantasio et de spip son écureuil fétiche spirou combat des méchants de tout poil aux quatre coins de la planète c est ainsi qu il luttera contre le terrible savant zorglub ou le malfaisant pirate john hélène qu il affrontera mafia italienne et triades chinoises à new york ou qu il ira percer en

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web date of publication 1943 1946 language french chronology followed by spirou et fantasio 1948 spirou et l aventure written and drawn by jijé is the first published album containing spirou et fantasio adventures

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