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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 Administrative Assistant Certification Exam Study Guide

**Kathy Bonewit-West, Sue Hunt, Edith  
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## **Medical Administrative Assistant Certification Exam Study Guide:**

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web the cell is the basic structural and functional unit of all forms of life every cell consists of cytoplasm enclosed within a

membrane and contains many macromolecules such as proteins dna and rna as well as many small molecules of nutrients and metabolites 1 the term comes from the latin word cellula meaning small room 2

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web nov 15 2023 cell in biology the basic membrane bound unit that contains the fundamental molecules of life and of which all living things are composed a single cell may be a complete organism in itself such as a bacterium or it may acquire a specialized function becoming a building block of a multicellular organism