
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

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Certified Medical Assistant Exam Secrets Mometrix Media, 2013-02 Includes Practice Test Questions Certified Medical Assistant Exam Secrets will help you pass the Certified Medical Assistant Exam without spending weeks and months on endless boring study. Our comprehensive study guide is written by our exam experts. They've thoroughly researched every topic and concept that you need to know to ace your CMA Exam from the American Association of Medical Assistants. Inside, we reveal specific weaknesses of the exam that you can exploit to get a higher test score than you've ever imagined. Take a look for yourself at what's covered: Comprehensive General Concept Review, Medical Terminology, Anatomy and Physiology, Psychology, Professionalism, Communication, Medicolegal Guidelines and Requirements, Comprehensive Administrative Review, Data Entry, Equipment, Computer Concepts, Records Management, Screening and Processing, Mail, Scheduling and Monitoring, Appointments, Resource Information and Community Services, Maintaining the Office Environment, Policies and Procedures, Practice Finances, Comprehensive Clinical Review, Principles of Infection Control, Treatment Area, Patient Preparation, Assisting the Physician, Collecting and Processing Specimens, Preparing and Administering Medications, Emergencies, First Aid, Nutrition, Five Test Taking Secrets, Time Is Your Greatest Enemy, Guessing Is Not Guesswork, Practice Smarter Not Harder, Prepare Don't Procrastinate, Test Yourself and much more.

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