
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 Test Study Guide

Falgout



Medical Assistant Certification Test Study Guide:

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.

Certified Medical Assistant Exam Prep 2024-2025 Maritza Heidi Lloyd, Aishwarya Mugisa Stephenson, Manuela Alondra Tanner, Certified Medical Assistant Exam Prep 2024-2025 1200 Practice Questions and Detailed Answer Explanations for the Certified Medical Assistant Exam is your all-in-one resource for mastering the Certified Medical Assistant CMA exam. Designed to give you the most comprehensive preparation possible, this book provides everything you need to build confidence, reinforce your knowledge, and excel on exam day. This book includes an extensive collection of 1200 practice questions that reflect the style, content, and difficulty level of the actual CMA exam. Each question is crafted to test your understanding of key concepts across all areas of the exam, from general medical knowledge to clinical procedures, administrative tasks, and patient interaction. Along with the questions, you'll find detailed answer explanations that not only reveal the correct answers but also clarify why those answers are correct, helping you to grasp the underlying principles and avoid common pitfalls. Key features of this CMA Study Guide 2024-2025 include 1200 Realistic Practice Questions. Dive into a vast array of practice questions that cover every topic on the CMA exam. These questions are designed to challenge your knowledge and mirror the complexity of the real test, giving you a true sense of what to expect on exam day. In-Depth Answer Explanations. Each question is followed by a thorough explanation that breaks down the reasoning behind the correct answer. This detailed feedback helps you understand each concept fully and learn from any mistakes, ensuring you are well-prepared. Comprehensive Topic Coverage. The book covers all essential topics needed for the CMA exam, including anatomy and physiology, medical terminology, pharmacology, medical law and ethics, clinical procedures, and administrative knowledge. This ensures a well-rounded preparation, leaving no stone unturned. Full

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detailed answer explanations If you miss a question it s important that you are able to understand the nature of your mistake and how to avoid making it again in the future The answer explanations will help you to learn from your mistakes and overcome them CMA Exam Preparation Cma Exam Prep Team, Trivium Test Prep, 2016-08-01 Trivium Test Preps CMA exam Study Guide provides the information secrets and confidence needed to get you the score you need the first time around

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