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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 Exam Study Guide

**Sabine Zange**



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## **Table of Contents Medical Assistant Certification Exam Study Guide**

1. Understanding the eBook Medical Assistant Certification Exam Study Guide
  - The Rise of Digital Reading Medical Assistant Certification Exam Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Medical Assistant Certification Exam Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Medical Assistant Certification Exam Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Medical Assistant Certification Exam Study Guide
  - Personalized Recommendations
  - Medical Assistant Certification Exam Study Guide User Reviews and Ratings
  - Medical Assistant Certification Exam Study Guide and Bestseller Lists
5. Accessing Medical Assistant Certification Exam Study Guide Free and Paid eBooks
  - Medical Assistant Certification Exam Study Guide Public Domain eBooks
  - Medical Assistant Certification Exam Study Guide eBook Subscription Services
  - Medical Assistant Certification Exam Study Guide Budget-Friendly Options



6. Navigating Medical Assistant Certification Exam Study Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Medical Assistant Certification Exam Study Guide Compatibility with Devices
  - Medical Assistant Certification Exam Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Medical Assistant Certification Exam Study Guide
  - Highlighting and Note-Taking Medical Assistant Certification Exam Study Guide
  - Interactive Elements Medical Assistant Certification Exam Study Guide
8. Staying Engaged with Medical Assistant Certification Exam Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Medical Assistant Certification Exam Study Guide
9. Balancing eBooks and Physical Books Medical Assistant Certification Exam Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Medical Assistant Certification Exam Study Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Medical Assistant Certification Exam Study Guide
  - Setting Reading Goals Medical Assistant Certification Exam Study Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Medical Assistant Certification Exam Study Guide
  - Fact-Checking eBook Content of Medical Assistant Certification Exam Study Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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