

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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Medical Assistant Certification Study Guide (Volume Two) Ph D Jane John-Nwankwo Rn,2019-08-04 Medical Assistant Certification Study Guide Volume 1 2 is a complete guide to passing the CMA Test **Medical Assistant Certification Study Guide** Ph D Jane John Nwankwo Rn,2019-08-04 Medical Assistant Certification Study Guide Volume One and Two is a complete exam preparation tool for the CMA test *Study Guide for Kinn's Medical Assisting Fundamentals E-Book* Brigitte Niedzwiecki,2021-11-23 Get the review and practice you need to master essential medical assisting skills Corresponding to the chapters in Kinn s Medical Assisting Fundamentals 2nd Edition this study guide offers a wide range of exercises to reinforce your understanding of administrative and clinical competencies Review questions test your proficiency with subjects such as anatomy and physiology medical terminology math basics and key administrative and clinical concepts Hands on activities and competency checklists help you apply your knowledge to patient care The 2nd edition adds coverage of expanded skills approved in many states It s all the review and practice you need to succeed in the classroom and begin preparing for a successful and rewarding career as a Medical Assistant Review and practice supports educational competencies and certification test plan coverage Focus on foundational areas includes a solid review of medical terminology anatomy and physiology and basic math calculations Vocabulary review multiple choice fill in the blank and true false questions test student knowledge and understanding of key concepts Skills Concepts Word Puzzles Case Studies Workplace Applications and Internet Activities enhance study with application and critical thinking exercises Chapter review quizzes assess student comprehension and serve as an excellent review for classroom and certification exams Procedure Checklists help students confirm mastery of key administrative and clinical skills Work Products provide documentation of key tasks and help in building a skills portfolio NEW chapters on intravenous procedures and limited scope radiography provide coverage of expanded Medical Assisting functions approved in many states NEW Expanded content addresses behavioral health catheterization procedures disease states medical office organization expanding MA roles and more

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Table of Contents Medical Assistant Certification Study Guide

1. Understanding the eBook Medical Assistant Certification Study Guide
 - The Rise of Digital Reading Medical Assistant Certification Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Medical Assistant Certification 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 Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Medical Assistant Certification Study Guide
 - Personalized Recommendations
 - Medical Assistant Certification Study Guide User Reviews and Ratings
 - Medical Assistant Certification Study Guide and Bestseller Lists
5. Accessing Medical Assistant Certification Study Guide Free and Paid eBooks
 - Medical Assistant Certification Study Guide Public Domain eBooks
 - Medical Assistant Certification Study Guide eBook Subscription Services
 - Medical Assistant Certification Study Guide Budget-Friendly Options
6. Navigating Medical Assistant Certification Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Medical Assistant Certification Study Guide Compatibility with Devices
 - Medical Assistant Certification Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Medical Assistant Certification Study Guide
 - Highlighting and Note-Taking Medical Assistant Certification Study Guide
 - Interactive Elements Medical Assistant Certification Study Guide
8. Staying Engaged with Medical Assistant Certification Study Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Medical Assistant Certification Study Guide

9. Balancing eBooks and Physical Books Medical Assistant Certification Study Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Medical Assistant Certification Study Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Medical Assistant Certification Study Guide

- Setting Reading Goals Medical Assistant Certification Study Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Medical Assistant Certification Study Guide

- Fact-Checking eBook Content of Medical Assistant Certification 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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