

# **NHA CMAA Certification EXAM STUDY GUIDE 2023 Questions and Answers**

A dental office increases the cost of a routine teeth cleaning. The medical administrative assistant should take which of the following actions? - Answer- Update the fee schedule

Employers are mandated to provide a training program to employees regarding OSHA guidelines within which of the following timeframes - Answer- Before a employee begins work and annually thereafter

Which of the following actions should a medical administrative assistant take if a patient has an existing workers' compensation case? - Answer- Obtain the carrier case number

Required when a patient needs a diagnostic procedure - Answer- Written order from the provider

The amount owed when out-of-pocket medical expenses have not been met - Answer- Deductible

When reviewing laboratory results, a medical administrative assistant should take which of the following actions after pulling the patient's chart and flagging abnormal results? - Answer- -Place the results on the providers desk for review

Necessary to confirm pt demographics - Answer- -Occupation

Necessary to confirm pt demographics - Answer- -Occupation

Which of the following terms indicates the improper release of phi? - Answer- Breach of confidentiality

A patient request a follow up visit for an unavailable time slot. Which of the following actions is appropriate for the medical administrative assisytant to take? - Answer- - Schedule an appointment closest to the requested time slot.

What should be included when creating a reception area for a pediatric clinic - Answer- - Artificial plants and floral arrangement for aesthetics

What should be done when the MA discovers an error in an EMR from a previous pt visit? - Answer- -Make a new entry in the EMR with the corrected information

Removal of all or part of an organ or tissue - Answer- -Lymphadenectomy

# Nha Cmaa Exam Study Guide

**Elliot Spencer**

## Nha Cmaa Exam Study Guide:

**Cmaa certified medical administrative assistant exam prep 2025-2026** Elliot Spencer,2025-08-01 Today s healthcare employers demand more than basic knowledge they want job ready professionals who can think on their feet manage fast paced front office operations and communicate with empathy and precision But how do you prepare for an exam that tests not just what you know but how well you can apply it in real world clinical settings That s the challenge This book is the solution Expertly crafted to align with the latest CMAA exam blueprint from the National Healthcare Association NHA this powerful guide equips you with everything you need to pass with confidence From mastering patient scheduling and navigating EHR systems to understanding HIPAA compliance and medical terminology every chapter is designed with the practical tools test taking strategies and insider insights that reflect what you ll actually encounter on exam day What truly sets this book apart Over 400 high quality practice questions and realistic full length exams Are you feeling overwhelmed by the pressure to pass the CMAA exam but unsure where to even begin You re not alone Every year thousands of aspiring medical administrative assistants find themselves lost in a sea of outdated materials confusing terminology and generic practice tests that don t reflect the real exam If you ve ever felt stuck anxious or second guessed your ability to pass on the first try CMAA Certified Medical Administrative Assistant Exam Prep 2025 2026 by Elliot Spencer is the clear confident path forward Today s healthcare employers demand more than basic knowledge they want job ready professionals who can think on their feet manage fast paced front office operations and communicate with empathy and precision But how do you prepare for an exam that tests not just what you know but how well you can apply it in real world clinical settings That s the challenge This book is the solution Expertly crafted to align with the latest CMAA exam blueprint from the National Healthcare Association NHA this powerful guide equips you with everything you need to pass with confidence From mastering patient scheduling and navigating EHR systems to understanding HIPAA compliance and medical terminology every chapter is designed with the practical tools test taking strategies and insider insights that reflect what you ll actually encounter on exam day What truly sets this book apart Over 400 high quality practice questions and realistic full length exams that mirror the structure tone and difficulty of the actual test so you can walk in prepared not panicked Imagine walking into your exam room knowing you ve trained for every question format mastered the content inside and out and practiced under conditions that feel just like the real thing This is more than a study guide it s your personal roadmap to certification career advancement and long term success in the growing field of healthcare administration Whether you re a recent graduate a career changer or a working professional ready to take the next step this book meets you where you are and gets you where you need to go Don t leave your future to chance Start your journey today with the guide trusted by tomorrow s certified medical administrative assistants Buy now and take control of your CMAA success because your career is worth the best Translator Nicolle Raven PUBLISHER TEKTIME Certified Medical Administrative Assistant (CMAA)

Study Guide 2. 0 Marilyn Fenichel,2015-03-01

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Holmes,2013-09-10 A comprehensive guide to prepare certification candidates to successfully pass either the AAMA sponsored CMA exam or the AMT sponsored RMA Each pre and post test is 300 questions the same number as the AAMA national certification exam and are formatted in a the same way with the same question type A practice CD ROM contains 800 additional questions in the same format found in the actual DMA and RMA certification exams *Elsevier's Medical Assisting Exam Review - E-Book* Deborah E. Holmes,2021-03-13 There s no better way to get ready for Medical Assisting certification exams With content review plus 3 000 test items and a customized online exam engine to generate practice sessions and mock exams Elsevier s Medical Assisting Exam Review 6th Edition provides complete preparation for seven certification exams the CMA RMA CMAS CCMA CMAA CMAC and NCMA An illustrated outline format makes it easy to review key medical assisting concepts and competencies including anatomy and physiology medical terminology diseases and disorders and administrative and clinical tasks Answers and rationales for each question help you strengthen any weak areas and prepare effectively for test day success UNIQUE Online custom test generator allows students to focus on any topic and to create unique timed simulated exams at each visit UNIQUE Seven certification exams are covered the CMA AAMA RMA AMT CMAS AMT CCMA NHA CMAA NHT CMAC AMCA and NCMA NCCT Convenient easy to follow outline format provides at a glance review of the subject areas covered in Medical Assisting certification exams Complete test preparation includes three pretests administrative clinical and general as well as a comprehensive posttest with answers and rationales for all questions Study tips and test taking strategies provide students with advice and insight into preparing effectively for certification exams Hundreds of additional practice questions are included on the Evolve website along with flash cards and A P animations to boost students exam readiness and test taking confidence NEW 3 000 questions including 500 all new items include answers rationales and mapping to seven exam blueprints CMA RMA CMAS CCMA CMAA CMAC and NCMA NEW content is aligned with the latest exam blueprints including the new CMA exam format effective in 2021 NEW Full color illustrations reinforce student understanding of medical assisting content and include photos of clinical equipment and supplies

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**Kinn's The Administrative Medical Assistant E-Book** Deborah B. Proctor, Brigitte

Niedzwiecki,Julie Pepper,Payel Madero,2016-05-13 Administrative Medical Assisting begins with Kinn Elsevier's Kinn's The Administrative Medical Assistant 13th Edition provides you with the real world administrative skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary in today's healthcare setting. Paired with our adaptive solutions EHR documentation, ICD 10 coverage and detailed procedural videos you will learn the professional and interpersonal skills of modern administrative medical assisting. Professionalism in applicable procedures teaches you how to properly interact with patients and coworkers. Professional behavior boxes provide guidelines on how to interact with patients, families and coworkers. Step by step procedures explain complex conditions and abstract concepts. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. Critical thinking applications test your understanding of the content. Threaded case scenarios help you to apply concepts to realistic administrative situations. Portfolio builder helps you demonstrate proficiency to potential employers. NEW Chapter on The Health Record reviews how you'll be working with a patient's medical record. NEW Chapter on Technology in the Medical Office introduces you to the role technology plays in the medical office. NEW Administrative procedure videos helps you visualize and review key procedures. NEW Chapter on Competency Based Education helps you to understand how your mastery of the material will affect your ability to get a job. Basics of Diagnostic Coding prepares you to use ICD 10 coding system

### **Kinn's The**

**Medical Assistant** Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Payel Madero,Marti Garrels,Helen Mills,2016-05-04 Comprehensive Medical Assisting begins with Kinn Elsevier's 60th Anniversary edition of Kinn's The Medical Assistant 13th Edition provides you with real world administrative and clinical skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary for working in today's healthcare setting. Paired with our adaptive solutions real world simulations EHR documentation and HESI remediation and assessment you will learn the leading skills of modern administrative and clinical medical assisting in the classroom. Basics of Diagnostic Coding prepares you to use the ICD 10 coding system. Learning objectives listed in the same order as content makes it easy to review material. Clinical procedures integrated into the TOC give you a quick reference point. Professional behavior boxes provide guidelines on how to interact with patients, families and coworkers. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. Applied approach to learning helps you use what you've learned in the clinical setting. Learning objectives and vocabulary with definitions highlight what's important in each chapter. Critical thinking applications test your understanding of the content. Step by step procedures explain complex conditions and abstract concepts. Rationales for each procedure clarify the need for each step and explains why it's being performed. Portfolio builder helps you demonstrate your mastery of the material to potential employers. NEW Chapter on The Health Record reviews how you'll be working with a patient's

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Walton,2024 The Medical Assistant CCMA Printed Study Guide 2.0 is a comprehensive review module for the Medical Assistant CCMA Certification Exam With 404 pages of concise core content it will help prepare candidates for their Medical Assistant CCMA Certification Exam

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