

# **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 Study Guide

**Elliot Spencer**

## Nha Cmaa Study Guide:

**Certified Medical Administrative Assistant (CMAA) Study Guide 2.0** Marilyn Fenichel,2015-03-01 **Cmaa**  
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### **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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*2025-2026* Lucita Wynngold, 2025 The path to certification might seem challenging but that's where this book comes in. I've designed this guide specifically to help you navigate the complexities of the Certified Clinical Medical Assistant exam with confidence. My goal isn't just to help you memorize facts, though that's important, but to help you truly understand the material so you can apply it both on the exam and in your future career.

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