

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 Administrative Assistant Certification Study Guide

Ph D Jane John Nwankwo Rn

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administrative assistant training to update medical histories transcribe treatment notes arrange for patient hospitalization process insurance forms and oversee inventory of office and medical supplies In some practices a medical administrative assistant may be the first contact a patient has with the medical team Professionals in this role might be responsible for greeting patients and visitors answering telephones scheduling appointments managing email inquiries and answering questions Medical administrative assistant requirements often include solid interpersonal skills proficiency in written and verbal communication and good spelling and grammar Strong organizational skills and the ability to work independently are also important attributes for aspiring medical administrative assistants This guide is intended to aid in preparation for the general certifications regarding the Certified Medical Administrative Assistant This text ALSO contains over 800 practice exam questions

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Table of Contents Medical Administrative Assistant Certification Study Guide

1. Understanding the eBook Medical Administrative Assistant Certification Study Guide
 - The Rise of Digital Reading Medical Administrative Assistant Certification Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Medical Administrative 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 Administrative Assistant Certification Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Medical Administrative Assistant Certification Study Guide
 - Personalized Recommendations
 - Medical Administrative Assistant Certification Study Guide User Reviews and Ratings
 - Medical Administrative Assistant Certification Study Guide and Bestseller Lists

5. Accessing Medical Administrative Assistant Certification Study Guide Free and Paid eBooks
 - Medical Administrative Assistant Certification Study Guide Public Domain eBooks
 - Medical Administrative Assistant Certification Study Guide eBook Subscription Services
 - Medical Administrative Assistant Certification Study Guide Budget-Friendly Options
6. Navigating Medical Administrative Assistant Certification Study Guide eBook Formats
 - ePUB, PDF, MOBI, and More
 - Medical Administrative Assistant Certification Study Guide Compatibility with Devices
 - Medical Administrative Assistant Certification Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Medical Administrative Assistant Certification Study Guide
 - Highlighting and Note-Taking Medical Administrative Assistant Certification Study Guide
 - Interactive Elements Medical Administrative Assistant Certification Study Guide
8. Staying Engaged with Medical Administrative Assistant Certification Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Medical Administrative Assistant Certification Study Guide
9. Balancing eBooks and Physical Books Medical Administrative Assistant Certification Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Medical Administrative Assistant Certification Study Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Medical Administrative Assistant Certification Study Guide
 - Setting Reading Goals Medical Administrative Assistant Certification Study Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Medical Administrative Assistant Certification Study Guide
 - Fact-Checking eBook Content of Medical Administrative 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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