

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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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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