

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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Ph D Jane John Nwankwo Rn

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Certified Ophthalmic Assistant Exam Review Manual Janice K. Ledford,2024-06-01 The best selling exam preparation manual for more than 15 years has been extensively updated into a Third Edition With revisions and additional material that match the new JCAHPO criteria for Certified Ophthalmic Assistants COA this study resource will remain the top choice for those studying for certification With nearly 1 400 questions the Certified Ophthalmic Assistant Exam Review Manual Third Edition contains more questions with explanatory answers than any other study aid Additionally all 19 exam criteria headings are covered inside including history taking visual assessment medical ethics pharmacology ophthalmic imaging surgery and more Features Study tips hints and test taking strategies Explanatory answers for every question Updated to reflect new JCAHPO COA exam criteria Certified Ophthalmic Assistant Exam Review Manual Third Edition by Janice K Ledford will be the most talked about resource for those studying for the COA exam students in ophthalmic and optometric assisting programs and those who wish to review before taking the COT exam

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support you need to prepare for the either the MLS or MLT certification examination Each chapter in the book offers a thorough review on one of the core areas of Medical Laboratory Science as outlined by the ASCP Board of Certification Practice questions are also featured at the end of each chapter and explanations and rationales for each correct answer appear at the end of the text Plus an eight page full color insert displays photomicrographs of hematological and microbiological specimens exactly as they appear under the microscope and on the MLS and MLT certification exams A mock certifications exam is included in the print book as well as online at the companion Evolve website which also houses additional practice questions totaling 1 000 questions in all Inclusion of both MLS and MLT level content and questions enables the book to be used for both certification exams Print mock exam at the end of the book contains 100 certification examination preparation questions Content reviews in outline form enables each topic to be easily reviewed but covered in an appropriate depth Online mock exams on the companion Evolve website include all the practice questions from the book plus additional unique questions that can be used to create mock exams for extra practice Eight page full color insert within the book features 50 illustrations that show hematological and microbiological photomicrographs Test taking tips and suggestions discuss the exam how it's set up and scored when to answer guess and not answers questions how to identify distractors and more

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Medical Assistant Study Guide Ascencia,2020-08-14

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2014 Sunrise Review: Radiologist Assistants Colorado. Department of

Regulatory Agencies. Office of Policy, Research, and Regulatory Reform,2014

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Kathy Bonewit-West,Sue Hunt,Edith Applegate, MS,2012-10 Chapter assignment tables at the beginning of chapters guide

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