

# **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 Assistant Certification Study Guide Printable

**Ph D Jane John Nwankwo Rn**

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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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*The Respiratory Therapist as Disease Manager* Harry R Leen,2019-11-27 Written for both students and practicing clinicians The Respiratory Therapist as Disease Manager is a foundational resource for the Respiratory Therapist who desires to augment their acute care and technical skills with a knowledge base that will enable them to competently perform the duties of a Pulmonary Disease Manager *Medical Assistant Exam Prep 2019-2020* Ascencia Medical Exam Prep Team,2019-06-30 You might think this is just another study guide However our healthcare test prep isn't like other study guides Because Ascencia Test Prep's unofficial Medical Assistant Exam Prep 2019 2020 Study Guide for the RMA Registered Medical Assistant CMA Certification Exams with Comprehensive Practice Test Questions offers you examples graphics and information you'll benefit from a quick yet total review of everything on the exam Imagine having your test prep materials on your phone or tablet Ascencia Test Prep's Medical Assistant Exam Prep 2019 2020 comes with FREE practice questions online flash cards study cheat sheets and 35 test tips all available online These easy to use materials will give you the edge you need to pass your exam the first time The American Association of Medical Assistants AAMA was not involved in the creation or production of this product is not in any way affiliated with Ascencia Test Prep and does not sponsor or endorse this product Ascencia Test Prep's Medical Assistant Exam Prep 2019 2020 offers you a full review of the subjects covered on the RMA Registered Medical Assistant CMA Certification exam test tips and strategies real world examples and worked through practice problems Our book covers ONE Psychology and Communication TWO Legal and Ethical Responsibilities THREE Reception FOUR The Business Environment FIVE Finances SIX Anatomy and Physiology SEVEN Infection Control EIGHT Patient Intake and Examination NINE Specimens and Diagnostic Testing TEN Pharmacology ELEVEN Emergency Management TWELVE Practice Test APPENDIX Medical Terminology and also includes 1 FULL practice test so that you will be ready on test day **Medical Assistant Exam Prep** Kaplan Nursing,2022-06-07 Kaplan's Medical Assistant Exam Prep provides the in depth content comprehensive review and targeted practice you need to pass the Certified Medical Assistant and Registered Medical Assistant exams Whether you're a first time test taker or you're studying for recertification Kaplan's up to date content and proven test taking strategies will help you face the exam with confidence Kaplan is so certain that Medical Assistant Exam Prep offers all the knowledge you need to pass the exam that we guarantee it After studying with the book you'll score higher on your medical assistant exam or you'll get your money back Comprehensive Review Review of all

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**Certified Medical Assistant Exam Secrets** Mometrix Media,2013-02

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