

# **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 Exam Study Guide

## **Cma Exam Preparation**

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*Certified Medical Assistant (CMA) Exam Prep Guide 2024-2025* Jonathan L. Reese, 2024-06-16 Are you passionate about making a difference in people's lives through healthcare? Dive into the world of Certified Medical Assistants (CMAs) where compassionate individuals become skilled professionals at the heart of patient care. Begin your transformative journey through the essential knowledge, skills, and responsibilities of a CMA. From mastering medical terminology to understanding anatomy and physiology, readers will explore the foundational principles that underpin the practice of medical assisting. Delve into the intricacies of clinical procedures from patient assessment and vital signs to diagnostic testing and laboratory procedures. Learn the art of phlebotomy, specimen collection, and assisting with minor surgeries, gaining hands-on experience in providing high-quality care under the guidance of experienced practitioners. Discover the critical role of pharmacology in healthcare delivery from understanding drug classifications to mastering medication administration and dosage calculations. Explore the complexities of healthcare law, ethics, and professionalism, and learn how to navigate legal responsibilities, maintain patient confidentiality, and handle ethical dilemmas with integrity and compassion. But being a CMA is not just about clinical expertise; it's about embracing the values of empathy, cultural competence, and patient advocacy. Learn how to communicate effectively with patients from diverse backgrounds, educate them on health and wellness, and empower them to take charge of their well-being. Throughout this journey, readers will gain invaluable insights into healthcare leadership and management, quality improvement, patient safety, and the integration of technology and informatics in modern healthcare practice. With a focus on continuous learning and professional growth, this guide equips aspiring CMAs with the knowledge, skills, and confidence to excel in their careers and make a positive impact in the lives of others. This book is your comprehensive companion to becoming a competent, compassionate, and confident Certified Medical Assistant. Join the ranks of healthcare professionals dedicated to providing quality care, promoting wellness, and improving the health outcomes of individuals and communities worldwide.

**Medical Assistant Certification Study Guide (Volume Two)** Ph.D. Jane John-Nwankwo, R.N., 2019-08-04. Medical Assistant Certification Study Guide Volume 1 & 2 is a complete guide to passing the CMA Test.

Medical Assistant Certification Study Guide Ph.D. Jane John Nwankwo, R.N., 2019-08-04. Medical Assistant Certification Study Guide Volume One and Two is a complete exam preparation tool for the CMA test. *Medical Assistant Exam Prep 2020-2021* Ascencia Medical Exam Prep Team, 2020-01-17. **CMA Exam Preparation Study Guide 2018-2019** Cma Exam Preparation, 2018-02-20. Each section of the test has a comprehensive review that goes into detail to cover all of the content likely to appear on the CMA exam. The practice test questions are each followed by detailed answer explanations. If you miss a question, it's important that you are able to understand the nature of your mistake and how to avoid making it again in the future. The answer explanations will help you to learn from your mistakes and overcome them. **Study Guide and Procedure Checklist Manual for Kinn's The Administrative Medical Assistant - E-Book** Brigitte Niedzwiecki, Julie

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*CMA Exam Preparation Study Guide* Ascencia,2020-08-14 *Medical Assistant Certification Study Guide* Jane John-Nwankwo,2016-05-24 The volume one and two of this study guide were written to prepare the medical assistant for the national certification exams Medical Assistant Certification Study Guide Volume 1 covers the basic responsibilities of the clinical medical assistant as well as EKG Volume 2 covers the remaining responsibilities of the medical assistant plus phlebotomy **Medical Assistant Certification Study Guide Volume 2** Msn Jane John-Nwankwo Rn,2014-04-27 Study guide to prepare for medical assistant examinations **Certified Medical Assistant Exam Secrets** Mometrix Media,2013-02 Includes Practice Test Questions Certified Medical Assistant Exam Secrets will help you pass the Certified Medical Assistant Exam without spending weeks and months on endless boring study Our comprehensive study guide is written by our exam experts They ve thoroughly researched every topic and concept that you need to know to ace your CMA Exam from the American Association of Medical Assistants Inside we reveal specific weaknesses of the exam that you can exploit to get a higher test score than you ve ever imagined Take a look for yourself at what s covered Comprehensive General Concept Review Medical Terminology Anatomy and Physiology Psychology Professionalism Communication Medicolegal Guidelines and Requirements Comprehensive Administrative Review Data Entry Equipment Computer Concepts Records Management Screening and Processing Mail Scheduling and Monitoring Appointments Resource Information and Community Services Maintaining the Office Environment Policies and Procedures Practice Finances Comprehensive Clinical Review Principles of Infection Control Treatment Area Patient Preparation Assisting the Physician Collecting and Processing Specimens Preparing and Administering Medications Emergencies First Aid Nutrition Five Test Taking Secrets Time Is Your Greatest Enemy Guessing Is Not Guesswork Practice Smarter Not Harder Prepare Don t Procrastinate Test Yourself and much more *CMA Exam Preparation 2015-2016* C. M. A. Exam CMA Exam Prep Team,2015-08-27 Preparation for the exams for Certified Medical Assistant CMA Includes comprehensive reviews of each section proven test taking strategies tips and advice and comprehensive practice test questions to increase your confidence and abilities **Medical Assistant Exam Prep 2019-2020** Ascencia Medical Exam Prep Team,2019-06-30 You might think this is just another study guide However

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