

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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Elsevier's Medical Laboratory Science Examination Review Linda Graeter,Elizabeth Hertenstein,Charity Accurso,Gideon Labiner,2014-08-28 Elsevier s Medical Laboratory Science Examination Review is a brand new resource that

offers all the review practice and 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 distracters and more

Medical Assistant Certification Study Guide Volume 2 Msn Jane John-Nwankwo Rn,2014-04-27 Study guide to prepare for medical assistant examinations **Medical Assistant 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 Study Guide for Today's Medical Assistant - E-Book Kathy Bonewit-West,Sue Hunt,2020-03-02 Get unrivaled practice mastering all the concepts and skills necessary for success in today s fast paced medical office with the Study Guide for Today s Medical Assistant Filled with assignment sheets pre and post tests vocabulary practice short answer review questions critical thinking activities competency practice and evaluations for each chapter this comprehensive study guide is the perfect hands on resource to jump start your medical assisting expertise The 4th Edition features enhanced coverage of healthcare law certification electronic health records motivational interviewing office management and more as well as additional procedures to address behavior based competencies and more EHR practice Expanded application to SimChart for the Medical Office provides more realistic practice with EHRs Consistent and meticulous coverage throughout all elements of the text and its learning package provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant Chapter pre tests and post tests enable you to easily gauge how much content you have mastered Critical thinking activities encourage you to develop the judgment needed for real life medical office situations Laboratory assignments at the beginning of each chapter

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Study Guide for Today's Medical Assistant Kathy Bonewit-West, Sue Hunt, Edith Applegate, MS, 2012-10 Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments and make it easy to track your progress. Laboratory assignment tables list the procedures in each chapter including study guide page number references and indicate the procedures shown on the DVDs. A pretest and posttest in each chapter measure your understanding with 10 true/false questions. Key term assessments include exercises to help in reviewing and mastering new vocabulary. Evaluation of Learning questions let you assess your understanding, evaluate progress and prepare for the certification examination. Critical thinking activities let you apply your knowledge to real life situations. Practice for Competency sections offer extra practice on clinical skills presented in the book. Evaluation of Competency checklists evaluate your performance versus stated objectives and updated CAAHEP performance standards. Updated content includes exercises for topics such as electronic medical records, advanced directives, HIPAA, emergency preparedness, ICD 10 coding, documentation, medical office technology, medical asepsis, vital signs, pediatrics, colonoscopy, IV therapy and CLIA waived tests. New activities provide practice for the Today's Medical Assistant textbook's newest and most up to date content. New Emergency Protective Practices for the Medical Office chapter includes procedures, critical thinking questions and other activities to help you understand emergency preparedness. New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step by step guide to this important procedure. New video evaluation worksheets on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs. New practicum and externship activities on Evolve provide practice with real world scenarios.

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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

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