

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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Mark Steyvers

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Administrative Medical Assisting Fordney,Marilyn Takahashi Fordney,Joan J. Follis,Follis,1997-12-29 Administrative Medical Assisting Marilyn Takahashi Fordney,Joan Johnson Follis,1998 Subject Guide to Books in Print ,1996

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Table of Contents Medical Assistant Certification Exam Study Guide Cody

1. Understanding the eBook Medical Assistant Certification Exam Study Guide Cody
 - The Rise of Digital Reading Medical Assistant Certification Exam Study Guide Cody
 - Advantages of eBooks Over Traditional Books
2. Identifying Medical Assistant Certification Exam Study Guide Cody
 - 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 Exam Study Guide Cody
 - User-Friendly Interface
4. Exploring eBook Recommendations from Medical Assistant Certification Exam Study Guide Cody
 - Personalized Recommendations
 - Medical Assistant Certification Exam Study Guide Cody User Reviews and Ratings

- Medical Assistant Certification Exam Study Guide Cody and Bestseller Lists
- 5. Accessing Medical Assistant Certification Exam Study Guide Cody Free and Paid eBooks
 - Medical Assistant Certification Exam Study Guide Cody Public Domain eBooks
 - Medical Assistant Certification Exam Study Guide Cody eBook Subscription Services
 - Medical Assistant Certification Exam Study Guide Cody Budget-Friendly Options
- 6. Navigating Medical Assistant Certification Exam Study Guide Cody eBook Formats
 - ePUB, PDF, MOBI, and More
 - Medical Assistant Certification Exam Study Guide Cody Compatibility with Devices
 - Medical Assistant Certification Exam Study Guide Cody Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Medical Assistant Certification Exam Study Guide Cody
 - Highlighting and Note-Taking Medical Assistant Certification Exam Study Guide Cody
 - Interactive Elements Medical Assistant Certification Exam Study Guide Cody
- 8. Staying Engaged with Medical Assistant Certification Exam Study Guide Cody
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Medical Assistant Certification Exam Study Guide Cody
- 9. Balancing eBooks and Physical Books Medical Assistant Certification Exam Study Guide Cody
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Medical Assistant Certification Exam Study Guide Cody
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Medical Assistant Certification Exam Study Guide Cody
 - Setting Reading Goals Medical Assistant Certification Exam Study Guide Cody
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Medical Assistant Certification Exam Study Guide Cody
 - Fact-Checking eBook Content of Medical Assistant Certification Exam Study Guide Cody
 - 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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