

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

Janice K. Ledford

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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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Jones & Bartlett Learning's Clinical Medical Assisting Judy Kronenberger,2020-04-06 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Clinical Medical Assisting Fifth Edition is more than just a textbook it s an engaging dynamic suite of learning resources designed to train medical assisting students in the clinical skills they ll need in today s rapidly changing health care environment The Fifth Edition includes a full chapter on Emergency Preparedness new in book role playing activities and an expanded array of online resources We re pleased to continue to offer case studies skills videos and animations

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Medical Assistant Exam Prep 2020-2021 Ascencia Medical Exam Prep Team,2020-01-17

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 distractors and more

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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

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2014 Sunrise Review: Radiologist Assistants Colorado. Department of Regulatory Agencies. Office of Policy, Research, and Regulatory Reform, 2014

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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