
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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Janice K. Ledford



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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 distracters and more

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Table of Contents Medical Assistant Certification Study Guide Printable

1. Understanding the eBook Medical Assistant Certification Study Guide Printable
 - The Rise of Digital Reading Medical Assistant Certification Study Guide Printable
 - Advantages of eBooks Over Traditional Books
2. Identifying Medical Assistant Certification Study Guide Printable
 - 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 Study Guide Printable
 - User-Friendly Interface
4. Exploring eBook Recommendations from Medical Assistant Certification Study Guide Printable
 - Personalized Recommendations
 - Medical Assistant Certification Study Guide Printable User Reviews and Ratings
 - Medical Assistant Certification Study Guide Printable and Bestseller Lists
5. Accessing Medical Assistant Certification Study Guide Printable Free and Paid eBooks
 - Medical Assistant Certification Study Guide Printable Public Domain eBooks
 - Medical Assistant Certification Study Guide Printable eBook Subscription Services
 - Medical Assistant Certification Study Guide Printable Budget-Friendly Options

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