

Certified Administrative Medical Assistant Test (2024) || With Questions & 100% Correct Answers

Which of the following is the purpose of an encounter form?

- a) To save time and improve accuracy in data entry
- b) To establish financial responsibility
- c) To update the status of a worker's compensation case
- d) To verify patient demographics - ANSWER - a) To save time and improve accuracy in data entry

Wave booking - ANSWER - pts come in at the same time, appts scheduled at each hr, creates short term flexibility, late pts does not disrupt schedule

What is the difference between wave booking and stream/time specific scheduling? -

ANSWER - Wave booking is when multiple patients are scheduled at the same time and seen at a first-come, first served basis. Stream/time specific scheduling is when patients are schedule at the same time with the amount of time schedule contingent on the reason for visit.

Double booking - ANSWER - Two patients at the same time for the same provider.

Open booking - ANSWER - Tidal Wave scheduling, provider attends in order of arrival. Eliminates broken appts.

Cluster Booking - ANSWER - Categorization booking, book times a day for specific kinds of patients

Determining scheduling Needs - ANSWER - *Needs to consider

- patient
- provider
- facility
- *visits vary in length
- *new patients can take longer
- *provider preference
 - open lunch hour
 - break between patients
- *Facility limitations
 - room availability
 - equipment availability

Administrative Medical Assistant Answers

Yi-Tong Ma



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Niedzwiecki,Julie Pepper,2022-09-02 Designed to support the trusted content in Kinn s The Administrative Medical Assistant

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