
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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Clemens Wendtner



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Army Research and Development, 1968 Army RD & A, 1968 **Unofficial Practice Questions for the AMCA MAC Certification Exam** Chak Tin Yu, Examreview, 2021-07-10 The American Medical Certification Association AMCA has a Medical Assistant Certification MAC which is for individuals who perform a wide variety of functions in a healthcare setting To earn this certification one must have a high school diploma or equivalent and meet a training program or experience requirement before passing a written exam that covers Anatomy and Physiology Safety and Infection Control Medical Law and Ethics Patient Care Office Admin Healthcare Systems Medical Terminology We create these self practice test questions module referencing the concepts and principles currently valid in the exam Each question comes with an answer and a short

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Marconi's International Register ,1982 New York State Contract Reporter ,1996-10 **Encyclopedia of American Associations** ,1970

National Trade and Professional Associations of the United States ,1998 *Tko je tko u Hrvatskoj* Franjo Maletić,1993

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