
Certified Medical Administrative Assistant Exam 2024 Questions With Complete Solutions

wave booking - ANSWERPatients are scheduled at the same time each hour to create short-term flexibility each hour.

modified wave booking - ANSWERWave booking can be modified in a couple of different ways. One example of this approach is to schedule two patients to come at 9 a.m. and one patient at 9:30 a.m. This hourly cycle is repeated throughout the day.

double-booking - ANSWERTwo patients are scheduled to come at the same time to see the same physician.

stream/time-specific scheduling - ANSWERScheduling patients for specific times at regular intervals. The amount of time allotted depends on the reason for the visit.

open booking (tidal wave scheduling) - ANSWERPatients are not scheduled for a specific time, but told to come in at intermittent times. They are seen in the order in which they arrive.

cluster or categorization booking - ANSWERBooking a number of patients who have specific needs together at the same time of day.

matrix - ANSWERA grid with time slots blocked out when physicians are unavailable or the office is closed.

template - ANSWERA document with a preset format that is used as a starting point so that it does not have to be recreated each time.

Health Insurance Portability and Accountability Act (HIPAA) of 1996. - ANSWERLegislation that includes Title II, the first parameters designed to protect the privacy and security of patient information.

Invoice - ANSWERA document that describes items purchased or services rendered and shows the amount due.

electronic medical record (EMR) - ANSWERAn electronic record of health information that is

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