
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

Amca Clinical Medical Assistant Certification Study Guide

Terry C. Jones



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Elsevier's Medical Assisting Exam Review - E-Book Deborah E. Barbier Holmes, 2017-02-04 There is no better way to get ready for your Medical Assisting certification exam. With some 2,500 practice questions and customized online tests, Elsevier's Medical Assisting Exam Review, 5th Edition, provides complete preparation for all six certification exams: the CMA, RMA, CMAS, CCMA, CMAA, and CMAC. An illustrated outline format makes it easy to review key medical assisting concepts and competencies, including anatomy and physiology, medical terminology, diseases and disorders, and administrative and clinical tasks. Written by medical assisting educator Deborah Holmes, this review includes answers and rationales for each question to help you strengthen any weak areas and prepare effectively for your certification exam. **UNIQUE:** Six certification exams are covered: the CMA, AAMA, RMA, AMT, CMAS, AMT, CCMA, NHA, CMAA, NHT, and CMAC. **AMCA:** Convenient, easy-to-follow outline format provides at a glance a review of the subject areas typically found on certification exams for Medical Assisting. **Complete test preparation:** includes three pretests (administrative, clinical, and general) as well as a comprehensive posttest with answers and rationales for all questions. **Study tips and test-taking strategies:** provide advice and insight into preparing effectively for your certification exam. **Hundreds of additional practice questions:** are included on the Evolve companion website, along with flash cards and AP animations to boost your exam readiness and test-taking confidence. **NEW:** 2,500 questions, including 550 all-new questions, include answers, rationales, and mapping to six exam blueprints: CMA, RMA, CMAS, CCMA, CMAA, and CMAC. **NEW content:** includes coverage of the Affordable Care Act, ICD-10, electronic office systems, vaccination updates, and more. **NEW Online test generator:** allows you to focus your practice on any topic and to create timed simulated exams. **NEW Records Management chapter:** tackles both paper management and Electronic Health Records, emphasizing the most up-to-date electronic ways to manage records. **UPDATED:** High-quality illustrations reinforce your understanding of medical assisting content and include photos of clinical equipment and supplies.

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levels of learners in all types of Medical Assisting programs Emphasis on foundational content includes in depth coverage of anatomy and physiology medical terminology basic math calculations and job readiness to build a strong base of knowledge Illustrated step by step procedure boxes demonstrate how to perform and document key administrative and clinical skills Content supports Medical Assisting certification test plans to help you prepare for board examinations Real world scenario in each chapter presents a situation for you to follow as you read through the material helping you understand and apply key concepts as they are presented Learning features include key terms and definitions Being Professional boxes study tips critical thinking exercises and review and summary sections all focusing on developing the soft skills that employers seek when hiring Chapter learning tools include terms with definitions study tips critical thinking boxes and review and summary sections Medical Terminology boxes highlight chapter related medical terms to help you learn word parts pronunciation and definitions Evolve website includes skills videos chapter quizzes five practice certification exams and a portfolio builder NEW chapters on intravenous procedures and limited scope radiography provide coverage of expanded Medical Assisting functions approved in many states NEW Expanded content addresses behavioral health catheterization procedures disease states medical office organization expanding MA roles and more

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to passing your exam Concepts and principles aren't simply named or described in passing but are explained in detail The Mometrix CMAC study guide is laid out in a logical and organized fashion so that one section naturally flows from the one preceding it Because it's written with an eye for both technical accuracy and accessibility you will not have to worry about getting lost in dense academic language Any test prep guide is only as good as its practice questions and answer explanations and that's another area where our guide stands out The Mometrix test prep team has provided plenty of CMAC practice test questions to prepare you for what to expect on the actual exam Each answer is explained in depth in order to make the principles and reasoning behind it crystal clear Many concepts include links to online review videos where you can watch our instructors break down the topics so the material can be quickly grasped Examples are worked step by step so you see exactly what to do We've helped hundreds of thousands of people pass standardized tests and achieve their education and career goals We've done this by setting high standards for Mometrix Test Preparation guides and our CMAC Exam Secrets Study Guide is no exception It's an excellent investment in your future Get the CMAC review you need to be successful on your exam

Strategies for Clinical Teaching in the Health Professions Wendy Miller, 2021-02-22 High quality instruction in an authentic clinical environment is a must for all healthcare programs Packed with strategies to help clinical instructors develop as educators and strengthen their teaching practice this text is a key resource for those new to educating in a clinical setting The first part of this practical book explores becoming a clinical instructor It looks at the responsibilities of the role as well as the traits of effective clinical instructors Introducing the concept of teacher identity it offers suggestions for making the transition from healthcare practitioner to clinical educator The book's second part provides information on teaching in the healthcare environment It introduces principles of curriculum design and planning pedagogy and teaching strategies performance assessment and the delivery of constructive feedback The final chapter in this part discusses helping students prepare for entry into the healthcare workforce The book ends with a chapter on ways to support clinical instructors Including reflective practice exercises practical tips for dealing with challenging situations and sample rubrics and templates this useful book provides a foundation for the healthcare practitioner who is beginning a career in clinical education It is also a valuable guide for more experienced instructors and those who manage clinical instructors

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

explanation which aids you in seeking further study information For purpose of exam readiness drilling this product includes questions that have varying numbers of choices Some have 2 while some have 5 or 6 We want to make sure these questions are tough enough to really test your readiness and draw your focus to the weak areas Think of these as challenges presented to you so to assess your comprehension of the subject matters The goal is to reinforce learning to validate successful transference of knowledge and to identify areas of weakness that require remediation

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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