

# **NHA CMAA Certification EXAM STUDY GUIDE 2023 Questions and Answers**

A dental office increases the cost of a routine teeth cleaning. The medical administrative assistant should take which of the following actions? - Answer- Update the fee schedule

Employers are mandated to provide a training program to employees regarding OSHA guidelines within which of the following timeframes - Answer- Before a employee begins work and annually thereafter

Which of the following actions should a medical administrative assistant take if a patient has an existing workers' compensation case? - Answer- Obtain the carrier case number

Required when a patient needs a diagnostic procedure - Answer- Written order from the provider

The amount owed when out-of-pocket medical expenses have not been met - Answer- Deductible

When reviewing laboratory results, a medical administrative assistant should take which of the following actions after pulling the patient's chart and flagging abnormal results? - Answer- -Place the results on the providers desk for review

Necessary to confirm pt demographics - Answer- -Occupation

Necessary to confirm pt demographics - Answer- -Occupation

Which of the following terms indicates the improper release of phi? - Answer- Breach of confidentiality

A patient request a follow up visit for an unavaialable time slot. Which of the following actions is appropriate for the medical administrative assisyant to take? - Answer- - Schedule an appointment closest to the requested time slot.

What should be included when creating a reception area for a pediatric clinic - Answer- - Artificial plants and floral arrangement for aesthetics

What should be done when the MA discovers an error in an EMR from a previous pt visit? - Answer- -Make a new entry in the EMR with the corrected information

Removal of all or part of an organ or tissue - Answer- -Lymphadenectomy

# Cmaa Certification Exam Study Guide

**Deborah E. Barbier Holmes**



## **Cmaa Certification Exam Study Guide:**

**CMAA Exam Secrets Study Guide** Mometrix Medical Administrative Assistant Certification Test Team, 2023-07-11  
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### **Table of Contents Cmaa Certification Exam Study Guide**

1. Understanding the eBook Cmaa Certification Exam Study Guide
  - The Rise of Digital Reading Cmaa Certification Exam Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Cmaa Certification Exam Study Guide
  - 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 Cmaa Certification Exam Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Cmaa Certification Exam Study Guide
  - Personalized Recommendations

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

- 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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