
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

Certified Medical Assistant Study Guide

**Kathy Bonewit-West, Sue Hunt, Edith
Applegate, MS**



Certified Medical Assistant Study Guide:

Practice the CMA! Certified Medical Assistant Practice Test Questions Complete Test Preparation Inc., 2025-06-03

Over 400 CMA practice questions prepared by a dedicated team of exam experts with detailed answer key exam tips and multiple choice strategies Certified Medical Assistant Practice Workbook Your Ultimate Guide to Mastering Medical Terminology Anatomy and Physiology Communication Skills Fundamental Writing Skills Legal Issues and Legislation and Insurance Achieve certification success with the Certified Medical Assistant Practice Workbook This all encompassing guide is designed to prepare you for the essential components of the medical assistant certification exam Perfect for both students nearing graduation and professionals seeking recertification this workbook offers a solid foundation for your exam preparation

Key Features

- 1 Medical Terminology** Extensive review of medical terms Practice questions that test your understanding and usage of medical vocabulary
- 2 Anatomy and Physiology** Comprehensive coverage of human body systems and functions Practice questions focused on anatomical structures and physiological processes Diagrams and illustrations to aid visual learning and retention
- 3 Communication Skills** Effective communication techniques for interacting with patients and healthcare professionals Practice questions that emphasize patient communication education and cultural competence Tips for enhancing patient engagement and building rapport
- 4 Fundamental Writing Skills** Essential writing skills for medical documentation and communication Practice questions to improve your ability to write clear and concise medical reports and notes Examples of well written medical documents
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- 6 Insurance** In depth understanding of health insurance policies and procedures Practice questions focused on billing coding and insurance claims Guidance on navigating insurance paperwork and ensuring accurate submissions

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- Detailed Answer Key with Explanations** Each practice question is accompanied by a detailed answer key with thorough explanations to enhance your understanding and retention
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Two) Ph D Jane John-Nwankwo Rn,2019-08-04 Medical Assistant Certification Study Guide Volume 1 2 is a complete guide to passing the CMA Test

Reviewing **Certidied Medical Assistant Study Guide**: Unlocking the Spellbinding Force of Linguistics

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