
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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Matthew Bowling



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Deborah B. Proctor, 2013-08-19 PART Study Guide for Kinn's The Medical Assistant

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- E-Book Brigitte Niedzwiecki,Julie Pepper,2022-09-08 Designed to support the trusted content in Kinn s The Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common administrative and clinical skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Comprehensive coverage of all administrative

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L. Akason,2007-04-01 Designed to accompany Medical Assisting Made Incredibly Easy Clinical Competencies this Study Guide includes Competency Evaluation Forms for each of the clinical competencies required by CAAHEP and ABHES It also includes exercises and activities to reinforce the material in the text and certification review practice **Administrative Competencies** Geri Kale-Smith,2007-04-01 Presents the core administrative skills needed by medical assistants Lab Competencies Peter J. Doolin,2007-04-01 Part of the new Medical Assisting Made Incredibly Easy series this text presents the core lab skills for routine tests performed in the medical office in a light hearted humorous readable extremely practical style that makes teaching and learning fun A host character guides students through all the lab skills needed to pass certification exams required by CAAHEP and ABHES Boxes with eye catching icons provide practical advice about workplace scenarios and other topics More than 350 full color illustrations enhance visual learning A Study Guide and an online course are available as additional purchases A free Instructor s Resource CD ROM including PowerPoint slides and lecture notes is available from Lippincott Williams Wilkins to instructors who adopt the text Online Tutoring powered by Smarthinking Free online tutoring powered by Smarthinking gives students access to expert nursing and allied health science educators whose mission like yours is to achieve success Students can access live tutoring support critiques of written work and other valuable tools Certified Medical Assistant (CMA) Exam Prep Guide 2024-2025 Jonathan L. Reese,2024-06-16 Are you passionate about making a difference in people s lives through healthcare Dive into the world of Certified Medical Assistants CMAs where compassionate individuals become skilled professionals at the heart of patient care Begin transformative journey through the essential knowledge skills and responsibilities of a CMA From mastering medical terminology to understanding anatomy and physiology readers will explore the foundational principles that underpin the practice of medical assisting Delve into the intricacies of clinical procedures from patient assessment and vital signs to diagnostic testing and laboratory procedures Learn the art of phlebotomy specimen collection and assisting with minor surgeries gaining hands on experience in providing high quality care under the guidance of experienced practitioners Discover the critical role of pharmacology in healthcare delivery from understanding drug classifications to mastering medication administration and dosage calculations Explore the complexities of healthcare law ethics and professionalism and learn how to navigate legal responsibilities maintain patient confidentiality and handle ethical dilemmas with integrity and compassion But being a CMA is not just about clinical expertise it s about embracing the values of empathy cultural competence and patient advocacy Learn how to communicate effectively with patients from diverse backgrounds educate them on health and wellness and empower them to take charge of their well being Throughout this journey readers will gain invaluable insights into healthcare leadership and management quality improvement patient safety and the integration of technology and informatics in modern healthcare practice With a focus on continuous learning and professional growth this guide equips aspiring CMAs with the knowledge skills and confidence to excel in their careers and make a positive impact in the lives of others This book

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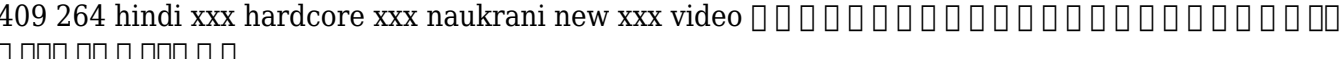

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