
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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Medical Assistant Certification Study Guide Ph D Jane John Nwankwo Rn,2019-08-04 Medical Assistant Certification Study Guide Volume One and Two is a complete exam preparation tool for the CMA test *Medical Assistant Certification Study Guide (Volume 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 **Medical Assistant Certification Study Guide** Jane

John-Nwankwo,2016-05-24 The volume one and two of this study guide were written to prepare the medical assistant for the national certification exams Medical Assistant Certification Study Guide Volume 1 covers the basic responsibilities of the clinical medical assistant as well as EKG Volume 2 covers the remaining responsibilities of the medical assistant plus phlebotomy **Certified Medical Assistant Exam Secrets** Mometrix Media,2013-02 Includes Practice Test Questions

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Table of Contents Tx Medical Assistant Certification Exam Study Guide

1. Understanding the eBook Tx Medical Assistant Certification Exam Study Guide
 - The Rise of Digital Reading Tx Medical Assistant Certification Exam Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Tx Medical Assistant 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 Tx Medical Assistant Certification Exam Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Tx Medical Assistant Certification Exam Study Guide
 - Personalized Recommendations
 - Tx Medical Assistant Certification Exam Study Guide User Reviews and Ratings
 - Tx Medical Assistant Certification Exam Study Guide and Bestseller Lists
5. Accessing Tx Medical Assistant Certification Exam Study Guide Free and Paid eBooks

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