



CMA (AAMA)

Certification/Recertification Examination Content Outline

LA-F General

A. Medical terminology

1. Word building and building
 - a. Basic structure
 - (1) Root word
 - (2) Prefix
 - (3) Suffix
 - (4) Abbreviation
 - b. Surgical procedures
 - c. Diagnostic procedures
 - d. Medical specialties
2. Use of terminology
 - a. Spelling
 - b. Definition and meaning, describing, explaining, naming, discussing, defining, abbreviating, comparing, using, describing, demonstrating, listing, terms, medical language, vocabulary
 - c. Accurate record

B. Anatomy and physiology

1. Body plan, whole, including multiple systems
 - a. Structural units
 - b. Functional division
 - c. Movement and response
 - d. Body planes
 - e. Common disease and pathology
2. Systems, including systems, tissues, related conditions and diseases, and their interrelation ships
 - a. Respiratory
 - b. Musculoskeletal
 - c. Nervous
 - d. Cardiovascular, hematopoietic and lymphatic
 - e. Reproductive
 - f. Digestive
 - g. Urinary
 - h. Endocrine
 - i. Integumentary

C. Psychology

1. Basic principles
 - a. Understanding human behavior
 - (1) Behavioral theories
 - (2) Client analysis
2. Developmental stages of the life cycle
 - a. Developmental theories used to explain behavior and development

b. Human growth and development

D. Human relationships

- a. Supervision
- b. Management

E. Professionalism

1. Displaying professional attitude
 - a. Supporting professional responsibilities
 - b. Accepting responsibility for one's actions
2. Professionalism and working relationships
 - a. Business and work ethics
 - b. Interpersonal relationships
 - c. Interviewing or conducting
3. Working as a team member to achieve goals
 - a. Shared responsibility
 - b. Promoting competent practice
 - c. Encouraging professional growth

F. Communication

1. Applying communication according to an individual's needs
 - a. Blind
 - b. Deaf
 - c. Elderly
 - d. Children
 - e. Nervously ill
 - f. Mentally impaired
 - g. Illness
 - h. Non-English speaking
 - i. Nervous
 - j. Incontinent
 - k. Language barriers
 - l. Cultural differences
2. Recognizing and responding to verbal and nonverbal communication
 - a. Body language
 - b. Communication skills
 - c. Eye contact
 - d. Nonverbal communication
 - e. Identifying needs of others
3. Interpersonal communication and behavior
 - a. Professionalism
 - (1) Fair
 - (2) Efficient
 - (3) Confident
 - (4) Organized/organized
 - b. Therapeutic relationships
 - (1) Empathetic
 - (2) Empathetic

(3) Understanding personal behavior

G. Professionalizing workplace

- a. Special guidelines
 - (1) Efficiency
 - (2) Effectiveness
 - (3) Client
- b. Identifying effectiveness
 - (1) Efficiency
 - (2) Active listening
 - (3) Feedback
- c. Legal requirements
2. Monitoring, organizing, prioritizing, and presenting information
 - a. Methods for assessing and reporting data (i.e., audit, data collection, research)
 - b. Monitoring information and reporting data (i.e., information reporting, research, evaluation)
3. Workplace workplace
 - a. Identifying workplace-related issues
 - (1) Learning
 - (2) Monitoring workplace
 - (3) Coaching data
 - (4) Workplace management
 - (5) Workplace supervision
 - b. Identifying culture, ethics, and law
 - (1) Learning
 - (2) Coaching
 - (3) Monitoring workplace
 - c. Monitoring special skills
 - (1) Problem solving (e.g., workplace, business, legal, personal, family members)
 - (2) Workplace skills
4. Professional writing skills
 - a. Business documents
 - b. Computer
 - c. Organization

H. Professional guidelines and requirements

1. License
 - a. Medical procedure
 - b. Administrative/professional standards
 - (1) Professional/professional standards
 - (2) Professional/professional standards
2. Regulation
 - a. Professional documents
 - b. Professional skills
 - c. Professional standards

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