

A woman with blonde hair, wearing a white lab coat and a headset, is shown from the side. She is standing next to a large, light-colored metal filing cabinet. Her right hand is resting on one of the drawers, which is slightly open, revealing several colorful folders inside. The background is a solid dark blue.


# **CMAA CERTIFICATION STUDY GUIDE**

**MEDICAL ADMINISTRATIVE  
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**KEY POINTS EXAM PREP TEAM**

# Medical Administrative Assistant Certification Study Guide

**Jane John-Nwankwo**



## **Medical Administrative Assistant Certification Study Guide:**

*CMAA Study Guide 2017* Key Points Exam Prep Team, 2017-04-16 *CMAA Study Guide 2017* is an exam study guide for the Certified Medical Administrative Assistant Certification test *CMAA Study Guide 2019 & 2020* Points Exam Prep Team, 2019-07-23 This book is a concise study guide for the Medical Administrative Assistant Certification Exam *CMAA Certification Study Guide* Key Points Exam Prep Team, 2015-01-12 Contents The Medical Assistant Duties and Responsibilities Medical Law Medical Profession Liability The Patient Care Partnership Patient's Bill of Rights The HIPAA Patient Privacy Rule Legal Terms Communication Phone Etiquette Verbal and Nonverbal Communication Respect Scheduling Appointment Booking Appointment Setting Types of Scheduling Scheduling New Patients Scheduling Established Patients Scheduling Conflicts Letter Writing Mail Processing Incoming Mail Outgoing Mail Health Insurance Verification of Insurance Benefits Insurance Terms Medical Records Management Creating a Medical Record Filing Indexing Alphabetical Filing Numerical Filing Subject Filing Tickler File Medical Terminology Plus 500 review questions *Certified Medical Administrative Assistant (CMAA) Study Guide* Ascend Learning, 2012-05-08 **Medical Administrative Assistant Exam Prep** Jane John-Nwankwo, 2016-05-19 The Medical Administrative Assistant Exam Prep is a bank of 350 practice test questions similar to those that would be seen on the actual national certification exams for Certified Medical Administrative Assistant *Study Guide for Today's Medical Assistant* Kathy Bonewit-West, Sue Hunt, Edith Applegate, MS, 2012-10 Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments and make it easy to track your progress Laboratory assignment tables list the procedures in each chapter including study guide page number references and indicate the procedures shown on the DVDs A pretest and posttest in each chapter measure your understanding with 10 true false questions Key term assessments include exercises to help in reviewing and mastering new vocabulary Evaluation of Learning questions let you assess your understanding evaluate progress and prepare for the certification examination Critical thinking activities let you apply your knowledge to real life situations Practice for Competency sections offer extra practice on clinical skills presented in the book Evaluation of Competency checklists evaluate your performance versus stated objectives and updated CAAHEP performance standards Updated content includes exercises for topics such as electronic medical records advanced directives HIPAA emergency preparedness ICD 10 coding documentation medical office technology medical asepsis vital signs pediatrics colonoscopy IV therapy and CLIA waived tests New activities provide practice for the Today's Medical Assistant textbook's newest and most up to date content New Emergency Protective Practices for the Medical Office chapter includes procedures critical thinking questions and other activities to help you understand emergency preparedness New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step by step guide to this important procedure New video evaluation worksheets on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs New practicum and externship

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**Certified Medical Administrative Assistant (CMAA) Study Guide 2.0** Marilyn Fenichel, 2015-03-01     *Newman's Certified Medical Office Administrative Assistant Study Guide* Xavier Newman, Sharnera Burgess, Xavier R S Newman Nrccha Nrcs, 2014-03-15

While medical administrative assistant duties vary by employer, professionals in this field typically perform a variety of tasks to support the medical team with administrative functions and care of patients. They may use their medical administrative assistant training to update medical histories, transcribe treatment notes, arrange for patient hospitalization, process insurance forms, and oversee inventory of office and medical supplies. In some practices, a medical administrative assistant may be the first contact a patient has with the medical team. Professionals in this role might be responsible for greeting patients and visitors, answering telephones, scheduling appointments, managing email inquiries, and answering questions. Medical administrative assistant requirements often include solid interpersonal skills, proficiency in written and verbal communication, and good spelling and grammar. Strong organizational skills and the ability to work independently are also important attributes for aspiring medical administrative assistants. This guide is intended to aid in preparation for the general

certifications regarding the Certified Medical Administrative Assistant This text ALSO contains over 800 practice exam questions Certified Medical Administrative Assistant (CMAA) Study Guide Edition 3.0 Assessment Technologies Institute,2022-09 *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** 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 2 Msn Jane John-Nwankwo Rn,2014-04-27 Study guide to prepare for medical assistant examinations **Study Guide for Today's Medical Assistant - E-Book** Kathy Bonewit-West,Sue Hunt,2020-03-02 Get unrivaled practice mastering all the concepts and skills necessary for success in today s fast paced medical office with the Study Guide for Today s Medical Assistant Filled with assignment sheets pre and post tests vocabulary practice short answer review questions critical thinking activities competency practice and evaluations for each chapter this comprehensive study guide is the perfect hands on resource to jump start your medical assisting expertise The 4th Edition features enhanced coverage of healthcare law certification electronic health records motivational interviewing office management and more as well as additional procedures to address behavior based competencies and more EHR practice Expanded application to SimChart for the Medical Office provides more realistic practice with EHRs Consistent and meticulous coverage throughout all elements of the text and its learning package provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant Chapter pre tests and post tests enable you to easily gauge how much content you have mastered Critical thinking activities encourage you to develop the judgment needed for real life medical office situations Laboratory assignments at the beginning of each chapter offer a guide on each chapter s procedures Practice for Competency checklists for each procedure help you practice each of your clinical skills Perforated pages offer on the go review and enable easy assignment submission NEW New content on healthcare trends and laws certification for Medical Assistants electronic health records motivational interviewing office management and more ensures that you have the latest information needed to obtain employment and long term success on the job NEW Competency evaluation for new procedures addresses affective behavior based MAERB competencies to provide example driven teaching and learning tools **Study Guide for Kinn's The Administrative Medical Assistant - E-Book** Brigitte Niedzwiecki,Julie Pepper,P. Ann Weaver,2022-06-24 Designed to support the trusted content in Kinn s The Administrative Medical Assistant 14th Edition this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure you master and apply administrative medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative skills including new certification preparation questions that offer additional practice for certification exams a review of medical terminology and anatomy and need to know

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