

CMAA Review Practice Test 2 - 2024

A medical administrative assistant's duties include all of the following except:

- A. Patient reception
- B. Filing medical records
- C. Performing EKGs
- D. Setting up appointments - ANSC

Please find below the phone call that CANNOT be handled by the medical administrative assistant.

- A. New patients and return appointments
- B. Directions to the facility
- C. Whether or not the physician is a member of their health plan
- D. Patient requesting emergency medical advice - ANSD

To maintain a professional appearance as a medical administrative assistant, you should:

- A. Wear expensive clothes
- B. Wear your best jewelry
- C. Wear bright colors
- D. Keep your shoes, clothes and appearance neat and clean - ANSD

The abbreviation for "cancer" is:

- A. C
- B. CA
- C. CAN
- D. CR - ANSB

Which of the following is NOT a "hard copy"?

- A. A record printed on paper
- B. A faxed copy of a document
- C. An unprinted file saved to a computer
- D. A typewritten report received in the mail - ANSC

Which of the following best defines what you will usually see on the "tab" of a patient's chart?

- A. Doctors name, patient phone, patient name
- B. Patient name, color coded labels, last year seen label
- C. Last year seen label, last date of service, patient name
- D. Numerical color coded labels, doctors name, patient DOB - ANSB

Arbitration means:

- A. Both parties agree to use a mediator to settle any disputes regarding medical care

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