

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

National Healthcareer Association Cmaa Study Guide

**Mometrix Medical Administrative
Assistant Certification Test Team**



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CMAA Exam Secrets Study Guide Mometrix Medical Administrative Assistant Certification Test Team, 2023-07-11

Mometrix Test Preparation's CMAA Exam Secrets Study Guide is the ideal prep solution for anyone who wants to pass their Certified Medical Administrative Assistant Exam. The exam is extremely challenging and thorough test preparation is essential for success. Our study guide includes Practice test questions with detailed answer explanations, Tips and strategies to help you get your best test performance. A complete review of all CMAA test sections. Mometrix Test Preparation is not affiliated with or endorsed by any official testing organization. All organizational and test names are trademarks of their respective owners. The Mometrix guide is filled with the critical information you will need in order to do well on your CMAA exam: the concepts, procedures, principles, and vocabulary that the National Healthcareer Association (NHA) expects you to have mastered before sitting for your exam. Test sections include: Scheduling, Patient Intake, Office Logistics, Compliance, Patient Education, General Office Policies and Procedures, Basic Medical Terminology, and much more. Our guide is full of specific and detailed information that will be key to passing your exam. Concepts and principles aren't simply named or described in passing but are explained in detail. The Mometrix CMAA study guide is laid out in a logical and organized fashion so that one section naturally flows from the one preceding it. Because it's written with an eye for both technical accuracy and accessibility, you will not have to worry about getting lost in dense academic language. Any test prep guide is only as good as its practice questions and answer explanations, and that's another area where our guide stands out. The Mometrix test prep team has provided plenty of CMAA practice test questions to prepare you for what to expect on the actual exam. Each answer is explained in depth in order to make the principles and reasoning behind it crystal clear. We've helped hundreds of thousands of people pass standardized tests and achieve their education and career goals. We've done this by setting high standards for Mometrix Test Preparation guides, and our CMAA Exam Secrets Study Guide is no exception. It's an excellent investment in your future. Get the CMAA review you need to be successful on your exam. **Cmaa certified medical**

administrative assistant exam prep 2025-2026 Elliot Spencer, 2025-08-01. Today's healthcare employers demand more than basic knowledge; they want job-ready professionals who can think on their feet, manage fast-paced front office operations, and communicate with empathy and precision. But how do you prepare for an exam that tests not just what you know but how well you can apply it in real-world clinical settings? That's the challenge. This book is the solution. Expertly crafted to align with the latest CMAA exam blueprint from the National Healthcareer Association (NHA), this powerful guide equips you with everything you need to pass with confidence. From mastering patient scheduling and navigating EHR systems to understanding HIPAA compliance and medical terminology, every chapter is designed with the practical tools, test-taking strategies, and insider insights that reflect what you'll actually encounter on exam day. What truly sets this book apart? Over 400 high-quality practice questions and realistic full-length exams. Are you feeling overwhelmed by the pressure to pass the

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Fenichel,2015-03-01 **National Healthcareer Association** Assessment Technologies Institute,2017-04-15 **Kinn's Medical Assisting Fundamentals** Brigitte Niedzwiecki,Julie Pepper,P. Ann Weaver,2018-08-31 Launch your Medical Assisting career with Kinn s Medical Assisting Fundamentals Administrative and Clinical Competencies with Anatomy RMA and CMAS from American Medical Technologist CCMA and CMAA from the National Healthcareer Association NCMA from the National Center for Competency Testing and CMAC from the American Medical Certification Association Emphasis on anatomy and physiology along with pathology signs symptoms diagnostic procedures and treatments enables you to meet key competencies Strong focus on medical terminology includes feature boxes that highlight chapter related medical terminology to help you learn word parts pronunciation and definitions Math exercises embedded throughout the text challenge you to sharpen your math skills Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step offer rationales for each step and can be conveniently performed in the classroom Customer Service boxes in appropriate chapters

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Saunders Medical Assisting Exam Review Deborah E. Barbier Holmes, 2013-09-10 A comprehensive guide to prepare certification candidates to successfully pass either the AAMA sponsored CMA exam or the AMT sponsored RMA Each pre and post test is 300 questions the same number as the AAMA national certification exam and are formatted in the same way with the same question type A practice CD ROM contains 800 additional questions in the same format found in the actual DMA and RMA certification exams Saunders Medical

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much more Our guide is full of specific and detailed information that will be key to passing your exam Concepts and principles aren't simply named or described in passing but are explained in detail The Mometrix CCMA study guide is laid out in a logical and organized fashion so that one section naturally flows from the one preceding it Because it's written with an eye for both technical accuracy and accessibility you will not have to worry about getting lost in dense academic language Any test prep guide is only as good as its practice questions and answer explanations and that's another area where our guide stands out The Mometrix test prep team has provided plenty of CCMA practice test questions to prepare you for what to expect on the actual exam Each answer is explained in depth in order to make the principles and reasoning behind it crystal clear All 4 practice tests are available to take in online interactive format allowing you to immediately score your test and see what you got wrong We've also printed 1 practice test in your guide for offline reference Many concepts include links to online review videos where you can watch our instructors break down the topics so the material can be quickly grasped Examples are worked step by step so you see exactly what to do We've helped hundreds of thousands of people pass standardized tests and achieve their education and career goals We've done this by setting high standards for Mometrix Test Preparation guides and our NHA CCMA Study Guide CCMA Exam Prep Book Secrets is no exception It's an excellent investment in your future Get the CCMA review you need to be successful on your exam

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