



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, listing, making, managing, describing
 - c. Accurate record

B. Anatomy and physiology

1. Body plan, including multiple systems
 - a. Structural units
 - b. Functional division
 - c. Movement and movement
 - d. Body planes
 - e. Common disease and pathology
2. Systems, including systems, systems, related conditions and diseases, and their interrelationships
 - 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) Clinical psychology
2. Developmental stages of the life cycle
 - a. Developmental theories used to explain behavior and development

D. Human growth and development

1. Human maturation

- a. Development
- b. Management

2. Psychosocialism

1. Displaying professional attitude
 - a. Supporting professional responsibility
 - b. Accepting responsibility for one's actions
2. Interactions and working relationships
 - a. Interpersonal and team work
 - b. Multicultural understanding
 - c. Interacting on team projects
3. Working as a team member to achieve goals
 - a. Shared responsibility
 - b. Promoting consistent patient care
 - c. Encouraging professional growth

E. 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. Native
 - j. Bilingual/multilingual
 - k. 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. Individual communication and behavior
 - a. Professionalism
 - (1) Fair
 - (2) Efficient
 - (3) Complete
 - (4) Organizing/organizing
 - b. Therapeutic relationships
 - (1) Supportive behavior
 - (2) Empathy/empathy

(3) Understanding personal behavior

4. Personalizing workplace

- a. Personal qualities
 - (1) Empathy
 - (2) Empathy
 - (3) Empathy
- b. Identifying differences
 - (1) Empathy
 - (2) Active listening
 - (3) Feedback
- c. Legal/ethical

5. Monitoring, organizing, prioritizing, and presenting information

- a. Methods for assessing and reporting data (e.g., oral, written, electronic, computer)
- b. Monitoring information and reporting data (e.g., computer, reporting, oral, written, electronic)

6. Workplace workplace

- a. Identifying workplace-related issues
 - (1) Learning
 - (2) Monitoring workplace
 - (3) Workplace data
 - (4) Workplace communication
 - (5) Workplace communication
- b. Identifying issues, ethics, and law
 - (1) Learning
 - (2) Learning
 - (3) Learning
- c. Monitoring special skills
 - (1) Problem solving (e.g., workplace, workplace, workplace, workplace, workplace, workplace)
 - (2) Workplace skills

7. Professional writing skills

- a. Written documents
- b. Computer
- c. Management

F. Professional guidelines and requirements

1. Learning
 - a. Medical procedures
 - b. Monitoring/monitoring of issues
 - (1) Monitoring/monitoring of issues
 - (2) Monitoring/monitoring of issues
2. Application
 - a. Professional documents
 - b. Professional data
 - c. Professional documents

Ma Certification Exam Study Guide

Ph D Jane John Nwankwo Rn



Ma Certification Exam Study Guide:

Certified Medical Assistant Exam Prep Joshua Rueda, 2021-09-14 Test Prep Books Certified Medical Assistant Exam Prep CMA Study Guide and Practice Test Questions Updated for New Outline Made by Test Prep Books experts for test takers trying to achieve a great score on the CMA exam This comprehensive study guide includes Quick Overview Find out what's inside this guide Test Taking Strategies Learn the best tips to help overcome your exam Introduction Get a thorough breakdown of what the test is and what's on it Subarea I Clinical Competency Clinical Workflow Patient Intake and Discharge Safety and Infection Control Procedures Examinations and Pharmacology Subarea II General Legal and Ethical Issues and Communication Subarea III Administrative Billing Coding and Insurance and Scheduling Appointments and Health Information Management Practice Questions Practice makes perfect Detailed Answer Explanations Figure out where you went wrong and how to improve Studying can be hard We get it That's why we created this guide with these great features and benefits Comprehensive Review Each section of the test has a comprehensive review created by Test Prep Books that goes into detail to cover all of the content likely to appear on the test CMA Practice Test Questions We want to give you the best practice you can find That's why the Test Prep Books practice questions are as close as you can get to the actual test Answer Explanations Every single problem is followed by an answer explanation We know it's frustrating to miss a question and not understand why The answer explanations will help you learn from your mistakes That way you can avoid missing it again in the future Test Taking Strategies A test taker has to understand the material that is being covered and be familiar with the latest test taking strategies These strategies are necessary to properly use the time provided They also help test takers complete the test without making any errors Test Prep Books has provided the top test taking tips Customer Service We love taking care of our test takers We make sure that you interact with a real human being when you email your comments or concerns Anyone planning to take this exam should take advantage of this Test Prep Books study guide Purchase it today to receive access to CMA review materials CMA practice test questions Test taking strategies *CMA Exam Preparation Study Guide* Trivium, 2020-08-14 *Medical Assistant Study Guide* Ascencia, 2020-08-14 **CMA Exam Preparation Study Guide** Ascencia, 2020-08-14 Medical Assistant Exam Prep Kaplan Nursing, 2020-02-04 Always study with the most up to date prep Look for Medical Assistant Exam Prep ISBN 9781506278193 on sale April 5 2022 Publisher's Note Products purchased from third party sellers are not guaranteed by the publisher for quality authenticity or access to any online entitles included with the product Practice the CMA! Certified Medical Assistant Practice Test Questions Complete Test Preparation Inc., 2025-06-03 Over 400 CMA practice questions prepared by a dedicated team of exam experts with detailed answer key exam tips and multiple choice strategies Certified Medical Assistant Practice Workbook Your Ultimate Guide to Mastering Medical Terminology Anatomy and Physiology Communication Skills Fundamental Writing Skills Legal Issues and Legislation and Insurance Achieve certification success with the Certified Medical Assistant Practice

Workbook This all encompassing guide is designed to prepare you for the essential components of the medical assistant certification exam Perfect for both students nearing graduation and professionals seeking recertification this workbook offers a solid foundation for your exam preparation Key Features 1 Medical Terminology Extensive review of medical terms Practice questions that test your understanding and usage of medical vocabulary 2 Anatomy and Physiology Comprehensive coverage of human body systems and functions Practice questions focused on anatomical structures and physiological processes Diagrams and illustrations to aid visual learning and retention 3 Communication Skills Effective communication techniques for interacting with patients and healthcare professionals Practice questions that emphasize patient communication education and cultural competence Tips for enhancing patient engagement and building rapport 4 Fundamental Writing Skills Essential writing skills for medical documentation and communication Practice questions to improve your ability to write clear and concise medical reports and notes Examples of well written medical documents 5 Legal Issues and Legislation Detailed overview of healthcare laws and regulations Practice questions that test your knowledge of legal responsibilities and compliance Insight into recent legislative changes affecting medical practice 6 Insurance In depth understanding of health insurance policies and procedures Practice questions focused on billing coding and insurance claims Guidance on navigating insurance paperwork and ensuring accurate submissions Additional Benefits Detailed Answer Key with Explanations Each practice question is accompanied by a detailed answer key with thorough explanations to enhance your understanding and retention Comprehensive Coverage Each section is tailored to cover all critical topics necessary for your certification exam Realistic Practice Questions Hundreds of questions designed to mirror the format and difficulty of the actual certification exam User Friendly Layout Easy to navigate sections and clear formatting make your study sessions efficient and productive Self Assessment Tools Progress trackers and self assessment tools to help you gauge your readiness and focus your study efforts where needed most Equip yourself with the knowledge and skills to confidently pass your certification exam and excel as a Certified Medical Assistant with this indispensable practice workbook Practice Really Does Make Perfect The more questions you see the more likely you are to pass the test And between our practice tests you ll have over 400 practice questions that cover every category You can fine tune your knowledge in areas where you feel comfortable and be more efficient in improving your problem areas Our practice test questions have been developed by our dedicated team of experts All the material in the practice test question are designed to engage the critical thinking skills that are needed to pass the Certified Medical Assistant Test CMA and Certified Medical Assistant are registered trademarks of the American Association of Medical Assistants who are not involved in the production of and do not endorse this book Why not do everything you can to get the best score on the CMA CMA Exam Preparation Study Guide 2020 and 2021 Test Prep Books,2020-04-07 Test Prep Books CMA Exam Preparation Study Guide 2020 and 2021 CMA Study Guide 2020 2021 and Practice Test Questions for the Certified Medical Assistant Exam 5th Edition Made by Test Prep Books experts for test takers

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