
Clinical Medical Assistant Certification

AMCA Study Guide

Communication Methods Ans- • Listening

- Face the person
- Have good eye contact
- Lean toward the person
- Respond to the person
- Paraphrasing- in your own words (shows you're really listening)
- Clarifying
- Silence- don't always have to say something

Nonverbal Communication Ans- 1.) Kinesics- study of nonverbal communication

a.) kinesic slip- where verbal and nonverbal messages do not match

Zones of Comfort Ans- • Intimate space (18 in or closer

- Personal space (18 in. to 4ft)
- Social space (4ft to 12ft)
- Public space (12ft or more)

Phone Etiquette Ans- • When speaking on the phone always identify yourself to the caller.

- Give your undivided attention and willingness to help.
- Listen w/o interrupting, provide reasonable alternatives and take a clear concise message in order for the call to be returned.

Answering the Phone Ans- • Answer promptly and kindly.

- NEVER ALLOW AN ANGRY OR AGGRESSIVE CALLER TO UPSET YOU; REMAIN CALM AND COMPOSED.
- Speak clearly and concisely
- Be sure to ask the callers permission before placing them on hold

Amca Clinical Medical Assistant Certification Study Guide

Ph D Jane John-Nwankwo Rn



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National Trade and Professional Associations of the United States ,1998 Trade Shows Worldwide Matthew Miskelly,2008-12 **World Guide to Scientific Associations and Learned Societies** Helmut Opitz,2002 Previous editions are cited in Books for College Libraries 3rd ed This guide contains descriptions of about 17 500 associations and societies from the fields of science culture and technology Arrangement is alphabetically by name within an alphabetical listing of countries Indexing is by association names persons and subjects Each entry gives the association name where applicable extension to name abbreviation name in English former name contact information homepage year of foundation number of members names of officials details of periodical publications and whether or not a library and or archives exists New information includes details on aims and activities awards grants and events Distributed by Gale Annotation copyrighted by Book News Inc Portland OR 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

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