

NHA - Certified Medical Administrative Assistant (CMAA) Study Guide AVTEC

Already Passed

Computer Scheduling ✓✓ Electronic appointment book

Book Scheduling ✓✓ Hard copy appointment book

Wave Booking ✓✓ Patients are scheduled at the same time each hour to create short-term flexibility each hour.

Modified Wave Booking ✓✓ Wave booking can be modified in a couple of different ways. One example of this approach is to schedule two patients to come at 9 a.m. and one patient at 9:30 a.m. This hourly cycle is repeated throughout the day.

Double Booking ✓✓ Two patients are scheduled to come at the same time to see the same physician.

Stream/time-Specific Scheduling ✓✓ Scheduling patients for specific times at regular intervals. The amount of time allotted depends on the reason for the visit.

Administrative Medical Assistant Study Guide

Key Points Exam Prep Team

Administrative Medical Assistant Study Guide:

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 activities on Evolve provide practice with real world scenarios

Study Guide for Kinn's The Administrative Medical

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Kathy Bonewit-West,2025-03-21 **Study Guide for Kinn's The Administrative Medical Assistant - E-Book** Alexandra Patricia Adams,2013-10-11 Get more practice with medical assisting competencies and test your critical thinking skills Designed to reinforce your understanding of Kinn's The Administrative Medical Assistant An Applied Learning Approach 8th Edition by Alexandra P Adams this study guide offers a complete review of content and a wide range of exercises to help you master CAAHEP and ABHES competencies and prepare for your career in medical assisting A variety of exercises test your knowledge and critical thinking skills including vocabulary review multiple choice fill in the blank and true false questions The most current content and competencies associated with CAAHEP and ABHES are included such as emergency preparedness patient education and documentation Procedure checklists allow you to tear out each sheet and submit to your

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Kinn's The Administrative Medical Assistant - Text and Study Guide Package Brigitte Niedzwiecki,Brigitte Niedzwiecki, RN, MSN, RMA,Julie Pepper,Julie Pepper, BS, CMA

(AAMA),2022-12 **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 Study Guide for Kinn's the Administrative Medical Assistant Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Payel Madero,2016-07 Get more practice with the essential medical assisting job skills Designed to support Kinn s The Administrative Medical Assistant An Applied Learning Approach 13th Edition Kinn s The Administrative Medical Assistant Study Guide and Procedure Checklist Manual Package An Applied Learning Approach 13th Edition offers a wide range of exercises to reinforce your understanding of common administrative skills including CAAHEP and ABHES competencies A variety of exercises test your knowledge and critical thinking skills with vocabulary review multiple choice fill in the blank and true false questions Additional exercises enhance learning with skills and concepts word puzzles case studies workplace applications and Internet activities Procedure checklists help you track your performance of every procedure included in the textbook Work products allow you to provide documentation to instructors and to accrediting organizations when a competency has been mastered Cross references tie together exercises in the study guide to the Connections theme in the main text NEW Eight procedure checklists based on CAAHEP competencies provide an assessment tool for MA procedures NEW Glucometer test results and Mantoux test records allow you to assess how well you re able to perform these procedures NEW Coverage of ICD 10 prepares you to use this new code set NEW SimChart for the Medical Office Connection ties EHR cases to appropriate chapters

Kinn's the Administrative

Medical Assistant - Text and Study Guide Package Deborah B. Proctor, Deborah B. Proctor, EdD, RN, CMA, 2019-11 [Study Guide for Today's Medical Assistant](#) Kathy Bonewit-West, Sue Hunt, Edith Applegate, Edith MS Applegate, MS, 2015-09-30

Launch your career in medical assisting with Today's Medical Assistant Clinical Administrative Procedures 3rd Edition
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Not only does this new edition incorporate the latest standards and competencies throughout all of its content and resources but it also includes an incredibly wide assortment of engaging learning tools and activities that help readers fully understand and demonstrate those competencies [Administrative Medical Assisting](#) Laura Durham, Laura Southard

Durham, 2012-05-15 We're pleased to introduce the third edition of Lippincott Williams Wilkins Administrative Medical Assisting the medical assisting text designed to address the challenges of medical assisting faculty and to provide the necessary content for programs that address administrative skills separately from clinical skills. This dynamic package of text and resources represents more than just a textbook instead providing a suite of learning resources. This is the one text aimed at making sure that every graduate can quickly change their cap and gown for a set of scrubs and immediately be a vital member of the medical office. We do this by providing the content in an engaging style that speaks to students. Putting pedagogy to work in the text through key features like patent education boxes, competency checklists, procedure boxes, etc. Constantly reinforcing the learning through additional online ancillaries such as games and activities, animations, and ESL resources to round out the experience. Helping instructors lessen planning time with robust instructor resources. Competency mapping tools help faculty members and students track their progress through the material. New content in the third edition focuses on addressing crucial changes in policy and technology. Without changing the engaging writing style we're known for, we've made sure that the content is up to date and in line with the needs of the market. We've added content on emergency preparedness a crucial topic in today's medical office. In addition, instructors will be happy to find the latest CAAHEP and ABHES competencies clearly addressed throughout the text [Study Guide for Kinn's The Administrative Medical Assistant - E-Book](#) Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Madero, 2016-06-15 Get more practice with the essential medical assisting job skills. Designed to support Kinn's The Administrative Medical Assistant An Applied Learning Approach 13th Edition Kinn's The Administrative Medical Assistant Study Guide and Procedure Checklist Manual Package An Applied Learning Approach 13th Edition offers a wide range of exercises to reinforce your understanding of common administrative skills including CAAHEP and ABHES competencies. A variety of exercises test your knowledge and critical thinking skills with vocabulary review, multiple choice, fill in the blank, and true/false questions. Additional exercises enhance learning with skills and concepts, word puzzles, case studies, workplace applications, and Internet activities. Procedure checklists help you track

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