

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

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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

Kathy Bonewit-West,Julie Pepper

Administrative Medical Assistant Study Guide:

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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

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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

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. **CMAA Study Guide 2017** Key Points Exam Prep Team, 2017-04-16. CMAA Study Guide 2017 is an exam study guide for the Certified Medical Administrative Assistant Certification test.

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