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# **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

**Michael Hoelscher**



## **Amca Clinical Medical Assistant Certification Study Guide:**

*Cmac Exam Secrets Study Guide* Mometrix, 2025-08-09 Mometrix Test Preparation's CMAC Exam Secrets Study Guide is the ideal prep solution for anyone who wants to pass their Clinical Medical Assistant Certification 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, Step by step video tutorials to help you master difficult concepts, Tips and strategies to help you get your best test performance, A complete review of all CMAC 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 CMAC exam: the concepts, procedures, principles, and vocabulary that the American Medical Certification Association (AMCA) expects you to have mastered before sitting for your exam. The Professionalism section covers Professionalism, Medical Reception, Office Communication, Medical Transcription, Medical Terminology, Therapeutic Communication. The Medical Law and Ethics section covers Legal Regulations, Ethics, and Patients Rights. The Clinical Medical Assisting section covers Infection Control, Electrocardiography, Testing, Collecting Specimens, and Diagnostic Testing, Patient Intake, Assisting with Physical Examinations, and Procedures. The Administrative Medical Assisting section covers Office Reception, Medical Record Management, Patient Care Coordination and Education, Billing and Insurance, Medical Office Management, 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 CMAC 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 CMAC 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. 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 CMAC Exam Secrets Study Guide is no exception. It's an excellent investment in your future. Get the CMAC review you need to be successful on your exam.

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meet a training program or experience requirement before passing a written exam that covers Anatomy and Physiology Safety and Infection Control Medical Law and Ethics Patient Care Office Admin Healthcare Systems Medical Terminology We create these self practice test questions module referencing the concepts and principles currently valid in the exam Each question comes with an answer and a short explanation which aids you in seeking further study information For purpose of exam readiness drilling this product includes questions that have varying numbers of choices Some have 2 while some have 5 or 6 We want to make sure these questions are tough enough to really test your readiness and draw your focus to the weak areas Think of these as challenges presented to you so to assess your comprehension of the subject matters The goal is to reinforce learning to validate successful transference of knowledge and to identify areas of weakness that require remediation *New York State Contract Reporter* ,1996-10 **CCMA (Certified Clinical Medical Assistant) Exam**

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