

# **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

# Medical Assistant Study Guide

**Msn Jane John-Nwankwo Rn**

## Medical Assistant Study Guide:

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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**

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## **Table of Contents Medical Assistant Study Guide**

1. Understanding the eBook Medical Assistant Study Guide
  - The Rise of Digital Reading Medical Assistant Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Medical Assistant Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Medical Assistant Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Medical Assistant Study Guide
  - Personalized Recommendations
  - Medical Assistant Study Guide User Reviews and Ratings
  - Medical Assistant Study Guide and Bestseller Lists
5. Accessing Medical Assistant Study Guide Free and Paid eBooks
  - Medical Assistant Study Guide Public Domain eBooks
  - Medical Assistant Study Guide eBook Subscription Services
  - Medical Assistant Study Guide Budget-Friendly Options
6. Navigating Medical Assistant Study Guide eBook Formats

- ePub, PDF, MOBI, and More
- Medical Assistant Study Guide Compatibility with Devices
- Medical Assistant Study Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Medical Assistant Study Guide
- Highlighting and Note-Taking Medical Assistant Study Guide
- Interactive Elements Medical Assistant Study Guide

8. Staying Engaged with Medical Assistant Study Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Medical Assistant Study Guide

9. Balancing eBooks and Physical Books Medical Assistant Study Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Medical Assistant Study Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Medical Assistant Study Guide

- Setting Reading Goals Medical Assistant Study Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Medical Assistant Study Guide

- Fact-Checking eBook Content of Medical Assistant Study Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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