
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

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Ballweg's Physician Assistant: A Guide to Clinical Practice - E-Book Tamara S Ritsema, Darwin L. Brown, Daniel T. Vetrotsky, 2021-04-17 Designed as a highly visual and practical resource to be used across the spectrum of lifelong learning Ballweg's Physician Assistant 7th Edition helps you master all the core competencies needed for physician assistant certification recertification and clinical practice It remains the only textbook that covers all aspects of the physician assistant profession the PA curriculum and the PA's role in clinical practice Ideal for both students and practicing PAs it features a succinct bulleted writing style convenient tables practical case studies and clinical application questions that enable you to master key concepts and clinical applications Addresses all six physician assistant competencies as well as providing guidance for the newly graduated PA entering practice Includes five new chapters What Is a Physician Assistant and How Did We Get Here Effective Use of Technology for Patient Centered Care Success in the Clinical Year Transitioning to Practice and Working in Teams and Finding Your Niche Features an enhanced focus on content unique to the PA profession that is not readily found in other resources more illustrations for today's visually oriented learners a more consistent format throughout and a new emphasis on the appropriate use of social media among healthcare professionals Provides updated content throughout to reflect the needs of the PA profession including new content on self care for the PA to help prevent burnout suicide and other hazards faced by healthcare professionals Guides students in preparation for each core clinical rotation and common electives as well as working with special patient populations such as patients experiencing homelessness and patients with disabilities Includes quick use resources such as objectives and key points sections for each chapter tip boxes with useful advice abundant tables and images and more than 130 updated case studies Evolve Educator site with an image bank is available to instructors through their Elsevier sales rep or via request at <https://evolve.elsevier.com> Pharmacology Clear & Simple Cynthia J Watkins, 2018-04-18 Here's the must have knowledge and guidance you need to gain a solid understanding of pharmacology and the safe administration of medications in one text A body systems approach to pharmacology with a basic math review and a focus on drug classifications prepare you for administering specific drugs in the clinical setting **Administrative Medical Assisting** Fordney, Marilyn Takahashi Fordney, Joan J. Follis, Follis, 1997-12-29 **Pharmacology Clear and Simple** Mr. Rohit Manglik, 2024-07-30 A visually engaging and simplified resource that explains complex pharmacology concepts clearly for students in healthcare and nursing fields **Administrative Medical Assisting** Marilyn Takahashi Fordney, Joan Johnson Follis, 1998 **Subject Guide to Books in Print**, 1996 **Medical and Health Care Books and Serials in Print**, 1997 *Index Medicus*, 2003 Vols for 1963 include as pt 2 of the Jan issue Medical subject headings Resources in Education, 2001-10 **FAA Aviation News**, 1961 *National Library of Medicine Current Catalog* National Library of Medicine (U.S.), 1974 First multi year cumulation covers six years 1965-70 Bowker's Medical Books in Print, 1975 *Principles and Practice of Pediatric Infectious*

Disease Sarah S. Long, Larry K. Pickering, Charles G. Prober, 2012-01-01 Provides comprehensive coverage you need to understand diagnose and manage the ever changing high risk clinical problems caused by pediatric infectious diseases

National Library of Medicine Audiovisuals Catalog National Library of Medicine (U.S.), 1991 Rethinking Value-Added Models in Education Audrey Amrein-Beardsley, 2014-04-24 Since passage of the No Child Left Behind Act in 2001 academic researchers econometricians and statisticians have been exploring various analytical methods of documenting students academic progress over time Known as value added models VAMs these methods are meant to measure the value a teacher or school adds to student learning from one year to the next To date however there is very little evidence to support the trustworthiness of these models What is becoming increasingly evident yet often ignored mainly by policymakers is that VAMs are 1 unreliable 2 invalid 3 nontransparent 4 unfair 5 fraught with measurement errors and 6 being inappropriately used to make consequential decisions regarding such things as teacher pay retention and termination Unfortunately their unintended consequences are not fully recognized at this point either Given such the timeliness of this well researched and thoughtful book cannot be overstated This book sheds important light on the debate surrounding VAMs and thereby offers states and practitioners a highly important resource from which they can move forward in more research based ways

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Developmental-Behavioral Pediatrics E-Book Heidi M Feldman, Ellen Roy Elias, Nathan J Blum, Manuel Jimenez, Terry Stancin, 2022-08-18 Addressing the major advances in biomedical psychological social and environmental sciences over the past decade Developmental Behavioral Pediatrics 5th Edition remains the reference of choice for professionals in a wide range of fields including medicine and health care education social service advocacy and public policy This foundational pioneering resource emphasizes children s assets and liabilities not just categorical labels Comprehensive in scope it offers information and guidance on normal development and behavior psychosocial and biologic influences on development developmental disorders neurodevelopmental disabilities and mental health conditions It also discusses tools and strategies for diagnosis and management including new assessments that can be used in telehealth encounters Offers a highly practical focus emphasizing clinical approaches to evaluation counseling treatment and ongoing care Provides new or expanded information on theoretical foundations of human development and behavior trauma adverse childhood events and resilience across the life span mechanisms of genetic epigenetic and neurological conditions and principles of psychological assessment including a broad array of evaluation approaches Discusses management and treatment for developmental and behavioral conditions spanning common factors cognitive behavior therapies rehabilitative services integrative medicine and psychopharmacology Contains up to date chapters on celebrating socio cultural diversity and addressing racism and bias

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