
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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Maria T. Codina Leik



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questions for a total of 680 Additional information about nonclinical topics including culture spirituality and health practices evidence based medicine and more **KEY FEATURES** Provides a succinct precisely targeted review of diseases commonly seen in primary care Delineates strategic question dissection techniques for study success Includes Exam Tips and Clinical Pearls to help prioritize and interpret test content Outlines Normal Findings and Benign Variants in physical assessment of each body system Offers intensive pharmacology review Content available digitally via ExamPrepConnect for study on the go ExamPrepConnect Features All the high quality content from the book Personalized study plan based on exam date 680 questions and answers with rationales study by topic to identify your strengths and weaknesses Lessons and flashcards on key information and abbreviations Discussion board to connect with AGNP exam prep community Games to make studying fun See access details inside book **The ETS Test Collection Catalog** ,1995-06-14 **Legal Aspects of Health Care**

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