# NHA CMAA Certification EXAM STUDY GUIDE 2023 Questions and Answers

A dental office increases the cost of a routine teeth cleaning. The medical administrative assistant should take which of the following actions? - Answer- Update the fee schedule

Employers are mandated to provide a training program to employees regarding OSHA guidelines within which of the following timeframes - Answer- Before a employee begins work and annually thereafter

Which of the following actions should a medical administrative assistant take if a patient has an existing workers' compensation case? - Answer- Obtain the carrier case number

Required when a patient needs a diagnostic procedure - Answer- Written order from the provider

The amount owed when out-of-pocket medical expenses have not been met - Answer-Deductible

When reviewing laboratory results, a medical administrative assistant should take which of the following actions after pulling the patient's chart and flagging abnormal results? - Answer- -Place the results on the providers desk for review

Necessary to confirm pt demographics - Answer- - Occupation

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Which of the following terms indicates the improper release of phi? - Answer- Breach of confidentiality

A patient request a follow up visit for an unavailable time slot. Which of the following actions is appropriate for the medical administrative assisyant to take? - Answer--Schedule an appointment closest to the requested time slot.

What should be included when creating a reception area for a pediatric clinic - Answer - Artificial plants and floral arrangement for aesthetics

What should be done when the MA discovers an error in an EMR from a previous pt visit? - Answer- -Make a new entry in the EMR with the corrected information

Removal of all or part of an organ or tissue - Answer- - Lymphadenectomy

## **Nha Cmaa Exam Study Guide**

**Deborah E. Barbier Holmes** 

Nha Cmaa Exam Study Guide:

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#### **Table of Contents Nha Cmaa Exam Study Guide**

- 1. Understanding the eBook Nha Cmaa Exam Study Guide
  - o The Rise of Digital Reading Nha Cmaa Exam Study Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Nha Cmaa Exam 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 Nha Cmaa Exam Study Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Nha Cmaa Exam Study Guide
  - Personalized Recommendations
  - Nha Cmaa Exam Study Guide User Reviews and Ratings
  - Nha Cmaa Exam Study Guide and Bestseller Lists

- 5. Accessing Nha Cmaa Exam Study Guide Free and Paid eBooks
  - o Nha Cmaa Exam Study Guide Public Domain eBooks
  - Nha Cmaa Exam Study Guide eBook Subscription Services
  - Nha Cmaa Exam Study Guide Budget-Friendly Options
- 6. Navigating Nha Cmaa Exam Study Guide eBook Formats
  - ∘ ePub, PDF, MOBI, and More
  - Nha Cmaa Exam Study Guide Compatibility with Devices
  - Nha Cmaa Exam Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Nha Cmaa Exam Study Guide
  - Highlighting and Note-Taking Nha Cmaa Exam Study Guide
  - o Interactive Elements Nha Cmaa Exam Study Guide
- 8. Staying Engaged with Nha Cmaa Exam Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Nha Cmaa Exam Study Guide
- 9. Balancing eBooks and Physical Books Nha Cmaa Exam Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Nha Cmaa Exam Study Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Nha Cmaa Exam Study Guide
  - Setting Reading Goals Nha Cmaa Exam Study Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Nha Cmaa Exam Study Guide
  - Fact-Checking eBook Content of Nha Cmaa Exam 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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