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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

# Patient Care Assistant Study Guide

**Brigitte Niedzwiecki**



## **Patient Care Assistant Study Guide:**

*Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book* Deborah B. Proctor, 2016-05-26  
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companion guide offers a wide range of exercises to reinforce your understanding of common clinical skills including new certification preparation questions that offer additional practice for certification exams a new chapter review of medical terminology and anatomy and need to know workplace applications Trusted for more than 60 years Kinn s Clinical Study Guide and Procedure Checklist Manual also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant Hundreds of practice questions test your knowledge and comprehension with vocabulary review multiple choice fill in the blank and true false questions Skills practice workplace applications and online activities promote your critical thinking skills Procedure checklists help you track your performance of key toward mastery of key skills and job readiness Work products allows you to provide documentation or file in professional portfolios to use in job searching Chapter by chapter correlation with the textbook allows you to easily test your comprehension as you go Perforated pages are easily removed for on the go study or turn in assignments and evaluations NEW Chapter reviews medical terminology anatomy and physiology and pathology to help you build a solid medical foundation NEW Streamlined presentation of the material combines chapters in an easier to read format NEW Certification Preparation questions help you focus on becoming certification ready from Day 1

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*Study Guide for Essentials for Nursing Practice - E-Book* Patricia A. Potter,Anne G. Perry,Patricia A. Stockert,Amy Hall,Patricia Castaldi,2018-03-15 Corresponding to the chapters in Essentials for Nursing Practice 9th Edition Study Guide for Essentials for Nursing Practice reinforces your understanding of key nursing ideas Each chapter includes a Preliminary Reading Case Study questions a Chapter Review Study Group Questions and directions to help you create your own personalized Study Chart for the chapter In addition each Chapter Review includes many different kinds of questions to keep learning the material interactive and fun Answers and rationales included on the Essentials for Nursing Practice Evolve Each chapter includes a case study with related questions allowing students to apply what they ve learned Chapter review questions include matching short answer multiple choice and true false questions provide students with evaluation and test taking practice Study group questions make it easier for students to review material with their peers site Skills performance checklists help you measure your mastery of important nursing procedures Study charts in select chapters helps provide focus and structure for students reviewing the material and key concepts NEW Content completely updated to match Nursing Essentials 9th Edition NEW Chapter on Complementary and Alternative Therapies addresses content that is now included on the NCLEX exam NEW Preliminary Readings sections provide you with an easy reference point to the related text chapter

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