

CMAA Review Practice Test 2 - 2024

A medical administrative assistant's duties include all of the following except:

- A. Patient reception
- B. Filing medical records
- C. Performing EKGs
- D. Setting up appointments - ANSC

Please find below the phone call that CANNOT be handled by the medical administrative assistant.

- A. New patients and return appointments
- B. Directions to the facility
- C. Whether or not the physician is a member of their health plan
- D. Patient requesting emergency medical advice - ANSD

To maintain a professional appearance as a medical administrative assistant, you should:

- A. Wear expensive clothes
- B. Wear your best jewelry
- C. Wear bright colors
- D. Keep your shoes, clothes and appearance neat and clean - ANSD

The abbreviation for "cancer" is:

- A. C
- B. CA
- C. CAN
- D. CR - ANSB

Which of the following is NOT a "hard copy"?

- A. A record printed on paper
- B. A faxed copy of a document
- C. An unprinted file saved to a computer
- D. A typewritten report received in the mail - ANSC

Which of the following best defines what you will usually see on the "tab" of a patient's chart?

- A. Doctors name, patient phone, patient name
- B. Patient name, color coded labels, last year seen label
- C. Last year seen label, last date of service, patient name
- D. Numerical color coded labels, doctors name, patient DOB - ANSB

Arbitration means:

- A. Both parties agree to use a mediator to settle any disputes regarding medical care

National Healthcareer Association Cmaa Study Guide

Deborah E. Barbier Holmes



National Healthcareer Association Cmaa Study Guide:

CMAA Exam Secrets Study Guide Mometrix Medical Administrative Assistant Certification Test Team, 2023-07-11

Mometrix Test Preparation's CMAA Exam Secrets Study Guide is the ideal prep solution for anyone who wants to pass their Certified Medical Administrative Assistant Exam. The exam is extremely challenging and thorough test preparation is essential for success. Our study guide includes Practice test questions with detailed answer explanations, Tips and strategies to help you get your best test performance. A complete review of all CMAA test sections. Mometrix Test Preparation is not affiliated with or endorsed by any official testing organization. All organizational and test names are trademarks of their respective owners. The Mometrix guide is filled with the critical information you will need in order to do well on your CMAA exam: the concepts, procedures, principles, and vocabulary that the National Healthcareer Association (NHA) expects you to have mastered before sitting for your exam. Test sections include: Scheduling, Patient Intake, Office Logistics, Compliance, Patient Education, General Office Policies and Procedures, Basic Medical Terminology, and much more. Our guide is full of specific and detailed information that will be key to passing your exam. Concepts and principles aren't simply named or described in passing but are explained in detail. The Mometrix CMAA study guide is laid out in a logical and organized fashion so that one section naturally flows from the one preceding it. Because it's written with an eye for both technical accuracy and accessibility, you will not have to worry about getting lost in dense academic language. Any test prep guide is only as good as its practice questions and answer explanations, and that's another area where our guide stands out. The Mometrix test prep team has provided plenty of CMAA practice test questions to prepare you for what to expect on the actual exam. Each answer is explained in depth in order to make the principles and reasoning behind it crystal clear. We've helped hundreds of thousands of people pass standardized tests and achieve their education and career goals. We've done this by setting high standards for Mometrix Test Preparation guides, and our CMAA Exam Secrets Study Guide is no exception. It's an excellent investment in your future. Get the CMAA review you need to be successful on your exam.

Cmaa certified medical administrative assistant exam prep 2025-2026 Elliot Spencer, 2025-08-01

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National Healthcareer Association Assessment Technologies Institute,2017-04-15 Kinn's Medical Assisting Fundamentals Brigitte Niedzwiecki,Julie Pepper,P. Ann Weaver,2018-08-31 Launch your Medical Assisting career with Kinn s Medical Assisting Fundamentals Administrative and Clinical Competencies with Anatomy RMA and CMAS from American Medical Technologist CCMA and CMAA from the National Healthcareer Association NCMA from the National Center for Competency Testing and CMAC from the American Medical Certification Association Emphasis on anatomy and physiology along with pathology signs symptoms diagnostic procedures and treatments enables you to meet key competencies Strong focus on medical terminology includes feature boxes that highlight chapter related medical terminology to help you learn word parts pronunciation and definitions Math exercises embedded throughout the text challenge you to sharpen your math skills Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step offer rationales for each step and can be conveniently performed in the classroom Customer Service boxes in appropriate chapters help you develop the

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Saunders Medical Assisting Exam Review - E-Book Deborah E. Barbier Holmes,2013-09-05 With updated review questions and practice tests Saunders Medical Assisting Exam Review 4th Edition helps you prepare for and pass the CMA RMA CMAS CCMA and CMAA certification exams An outline format makes it easy to review core concepts and competencies realistic practice tests simulate the exam experience and help you build test taking confidence This edition adds coverage of three certifications CMAS CCMA and CMAA Written by medical assisting educator Deborah Holmes this review includes an Evolve companion website with over 1 500 practice questions additional practice exams for each of the certifications flashcards and crossword puzzles Comprehensive content includes increased coverage of study skills and test taking EHR ICD 10 and diseases and disorders Convenient outline format provides at a glance review and streamlines the subject areas typically found on the certification exams An Evolve companion website provides practice taking exams electronically chapter review questions crossword puzzles and flashcards A Professionalism and Career Development chapter emphasizes the importance of presenting yourself in a professional manner UPDATED content covers the top 50 drugs most commonly encountered in practice the latest standards from CAAHEP ABHES and the NHA and topics such as emergency preparedness and the electronic medical record UPDATED laboratory tests and normal values reflect current practice NEW 3 more certifications are covered in this edition and include practice examinations on the Evolve companion website CMAS AMT CCMA NHA and CMAA NHA NEW Correlation grids to certification test outlines and competencies align with current test outlines from certifying organizations NEW 10 review questions per chapter are available on Evolve for additional practice NEW Rationales are included on all practice exams to reinforce understanding NEW Additional illustrations reinforce concepts and show equipment and supplies

Kinn's The Medical Assistant Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Payel Madero,Marti Garrels,Helen Mills,2016-05-04 Comprehensive

Medical Assisting begins with Kinn Elsevier's 60th Anniversary edition of Kinn's The Medical Assistant 13th Edition provides you with real world administrative and clinical skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary for working in today's healthcare setting. Paired with our adaptive solutions, real world simulations, EHR documentation and HESI remediation and assessment, you will learn the leading skills of modern administrative and clinical medical assisting in the classroom. Basics of Diagnostic Coding prepares you to use the ICD 10 coding system. Learning objectives listed in the same order as content makes it easy to review material. Clinical procedures integrated into the TOC give you a quick reference point. Professional behavior boxes provide guidelines on how to interact with patients, families, and coworkers. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. Applied approach to learning helps you use what you've learned in the clinical setting. Learning objectives and vocabulary with definitions highlight what's important in each chapter. Critical thinking applications test your understanding of the content. Step by step procedures explain complex conditions and abstract concepts. Rationales for each procedure clarify the need for each step and explain why it's being performed. Portfolio builder helps you demonstrate your mastery of the material to potential employers. NEW Chapter on The Health Record reviews how you'll be working with a patient's medical record. NEW Chapter on Technology in the Medical Office introduces you to the role EHR technology plays in the medical office. NEW Chapter on Competency Based Education helps you understand how your mastery of the material will affect your ability to get a job. NEW Clinical procedure videos help you visualize and review key procedures.

Elsevier's Medical Assisting Exam Review - E-Book Deborah E. Barbier Holmes, 2017-02-04. There's no better way to get ready for your Medical Assisting certification exam. With some 2,500 practice questions and customized online tests, Elsevier's Medical Assisting Exam Review 5th Edition provides complete preparation for all six certification exams: the CMA, RMA, CMAS, CCMA, CMAA, and CMAC. An illustrated outline format makes it easy to review key medical assisting concepts and competencies including anatomy and physiology, medical terminology, diseases and disorders, and administrative and clinical tasks. Written by medical assisting educator Deborah Holmes, this review includes answers and rationales for each question to help you strengthen any weak areas and prepare effectively for your certification exam. UNIQUE! Six certification exams are covered: the CMA, AAMA, RMA, AMT, CMAS, AMT, CCMA, NHA, CMAA, NHT, and CMAC. AMCA. Convenient, easy-to-follow outline format provides at a glance review of the subject areas typically found on certification exams for Medical Assisting. Complete test preparation includes three pretests: administrative, clinical, and general, as well as a comprehensive posttest with answers and rationales for all questions. Study tips and test-taking strategies provide advice and insight into preparing effectively for your certification exam. Hundreds of additional practice questions are included on the Evolve companion website, along with flash cards and A/P animations to boost your exam readiness and test-taking confidence. NEW! 2,500 questions, including 550 all

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Step-By Step Medical Coding 2011 Edition - E-Book Carol J. Buck,2011-02-11 Updated content reflects the latest coding developments so you can practice with the most current information available New ICD 10 CM chapters prepare you for the upcoming 2013 transition ICD 10 CM Official Guidelines for Coding and Reporting boxes contain excerpts of the actual guidelines presenting the official wording alongside in text discussions to help you better understand upcoming changes

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