
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, Julie Pepper



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Morrison, 2017-07-28 Print version of the book includes free access to the app web iOS and Android which offers interactive Q A review plus the entire text of the print book Please note the app is included with print purchase only Promotes optimal test performance This sought after companion to the author's popular Fast Facts for Stroke Care Nursing is a must have study guide for nurses seeking Stroke Certified Registered Nurse SCRNP status It contains comprehensive information about the exam answers to commonly asked questions and savvy tips for maximizing your score along with 300 practice questions and answers with rationales Designed to prepare nurses for the multiple choice format of the certification exam questions are arranged in chapters correlating with the logical sequence and flow of the exam and reflect the number of questions in each exam category Case studies facilitate the application of knowledge with various examples of common stroke patient situations A complete practice exam with answers and detailed rationales enables stroke care nurses and advanced practice clinicians to ascertain their strengths and weaknesses Appendices include a list of medications national stroke guidelines and neuroscience terms Key Features Promotes comprehensive and rigorous study for the SCRNP exam Helps stroke care nurses and advanced practice clinicians maximize their scores Contains 300 exam style questions with correct answers and detailed rationales along with a complete practice exam Includes important information about the exam itself answers to commonly asked questions and case studies Covers content in accordance with the test blueprint of the SCRNP exam **Certified**

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