
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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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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