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Nha Cmaa Exam Study Guide

This book is a concise study guide for the Medical Administrative Assistant Certification Exam

Clinical Medical Assisting begins with Kinn! Elsevier's Kinn's The Clinical Medical

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Assistant, 13th Edition provides you with the real-world 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

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necessary to assist with medications, diagnostic procedures, and surgeries. Paired with our adaptive solutions, real-world simulations, EHR documentation and HESI remediation and assessment, you will learn the leading skills of modern clinical medical assisting in the classroom!

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Applied approach to learning helps you use what you've learned in the clinical setting. Clinical procedures integrated into the TOC provide you with a quick reference. Detailed learning objectives and vocabulary with definitions highlight what's important in each chapter. Step-by-

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step procedures explain complex conditions and abstract concepts. Rationales for each procedure clarify the need for each step and explains why it's being performed. Critical thinking applications test your understanding of the content. Patient education and legal

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and ethical issues are described in relation to the clinical Medical Assistant's job.

Threaded case scenarios help you apply concepts to realistic clinical situations. Portfolio builder helps you demonstrate clinical proficiency to potential employers. NEW!

Chapter on The Health

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Record reviews how you will maintain and interact with the medical record. NEW! Chapter on Competency-Based Education helps you confidently prepare for today's competitive job market. NEW! Clinical procedure videos help you to visualize and review key procedures.

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This competency-based learning system covers the administrative, clinical, and general areas necessary for entry-level employment as identified by the medical assistant role delineation study issued by the American Association of Medical Assistants. A listing of role

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delineation areas in each unit and in Appendix A make it easy to locate specific skills within each competency. A unit on related therapies presents information on complimentary and alternative treatments.

Includes Practice Test Questions

***Certified Medical Assistant Exam

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Secrets will help you pass the Certified Medical Assistant Exam without spending weeks and months on endless, boring study.*** Our comprehensive study guide is written by our exam experts. They've thoroughly researched every topic and concept that you need to know to ace your

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CMA Exam from the American Association of Medical Assistants. Inside, we reveal specific weaknesses of the exam that you can exploit to get a higher test score than you've ever imagined. Take a look for yourself at what's covered:

Comprehensive
General Concept

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Review: Medical
Terminology, Anatomy
and Physiology,
Psychology,
Professionalism,
Communication,
Medicolegal
Guidelines and
Requirements
Comprehensive
Administrative Review:
Data Entry,
Equipment, Computer
Concepts, Records

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Management,
Screening and
Processing Mail,
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Monitoring
Appointments,
Resource Information
and Community
Services, Maintaining
the Office
Environment, Policies
and Procedures,
Practice Finances
Comprehensive

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Clinical Review:
Principles of Infection
Control, Treatment
Area, Patient
Preparation &
Assisting the
Physician, Collecting
and Processing
Specimens, Preparing
and Administering
Medications,
Emergencies, First
Aid, Nutrition Five
Test-Taking Secrets:

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Time Is Your Greatest
Enemy, Guessing Is
Not Guesswork,
Practice Smarter, Not
Harder, Prepare, Don't
Procrastinate, Test
Yourself and much
more...

Medical Abbreviations
and Acronyms
Saunders Medical
Assisting Exam
Review
CPT 2021

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Professional Edition
NHA Phlebotomy
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and strategies,*

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*examples, and
worked through
practice problems.*

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and*

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*TWO: Legal and
Ethical*

Responsibilities

THREE: Reception

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*FOUR: The
Business
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Finances SIX:
Anatomy and
Physiology SEVEN:
Infection Control
EIGHT: Patient
Intake and
Examination NINE:
Specimens and
Diagnostic Testing*

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TEN:

Pharmacology

ELEVEN:

Emergency

Management

TWELVE: Practice

Test APPENDIX:

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and also includes

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test, so that you

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Medical Profession
Liability The
Patient Care
Partnership
(Patient's Bill of
Rights) The HIPAA
Patient Privacy
Rule Legal Terms*

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Verbal and
Nonverbal
Communication
Respect
Scheduling
Appointment
Booking
Appointment
Setting Types of
Scheduling*

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Established
Patients
Scheduling
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Processing
Incoming Mail
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Health Insurance*

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expects you to*

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your exam. Test
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rationales for each
question to help
you strengthen any

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instructors
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with the needs*

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content on
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preparedness, a
crucial topic in
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Nutrition,

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and Emergency

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Practice

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Detailed Answer

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Explanations

Figure out

where you went

wrong and how

to improve!

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