

A person with blonde hair, wearing a white lab coat and glasses, is looking at a filing cabinet. The person's hands are visible, and they appear to be organizing or looking through the files. The background is a dark blue wall.

# **CMAA CERTIFICATION STUDY GUIDE**

**MEDICAL ADMINISTRATIVE  
ASSISTANT CERTIFICATION PREP**

**KEY POINTS EXAM PREP TEAM**

# Cmaa Certification Study Guide Medical Administrative Assistant Certification Prep

**Deborah E. Barbier Holmes**



## **Cmaa Certification Study Guide Medical Administrative Assistant Certification Prep:**

**CMAA Certification Study Guide** Key Points Exam Prep Team,2015-01-12 Contents The Medical Assistant Duties and Responsibilities Medical Law Medical Profession Liability The Patient Care Partnership Patient s Bill of Rights The HIPAA Patient Privacy Rule Legal Terms Communication Phone Etiquette Verbal and Nonverbal Communication Respect Scheduling Appointment Booking Appointment Setting Types of Scheduling Scheduling New Patients Scheduling Established Patients Scheduling Conflicts Letter Writing Mail Processing Incoming Mail Outgoing Mail Health Insurance Verification of Insurance Benefits Insurance Terms Medical Records Management Creating a Medical Record Filing Indexing Alphabetical Filing Numerical Filing Subject Filing Tickler File Medical Terminology Plus 500 review questions **CMAA Study Guide 2019 & 2020** Points Exam Prep Team,2019-07-23 This book is a concise study guide for the Medical Administrative Assistant Certification Exam CMAA Study Guide 2017 Key Points Exam Prep Team,2017-04-16 CMAA Study Guide 2017 is an exam study guide for the Certified Medical Administrative Assistant Certification test *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

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*Study Guide 2.0* Marilyn Fenichel, 2015-03-01  
3.0 Assessment Technologies Institute, 2022-09

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John-Nwankwo, 2016-05-19 The Medical Administrative Assistant Exam Prep is a bank of 350 practice test questions similar to those that would be seen on the actual national certification exams for Certified Medical Administrative Assistant

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**FLASHCARD STUDY SYSTEM** MOMETRIX., 2021

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**Guide** Dana Bartlett, Mandy Tallmadge, Anna Comstock, Nicole Hicks, Assessment Technologies Institute, 2011 **Elsevier's Medical Assisting Exam Review - E-Book** Deborah E. Holmes, 2021-03-13 There is no better way to get ready for Medical Assisting certification exams With content review plus 3 000 test items and a customized online exam engine to generate practice sessions and mock exams Elsevier's Medical Assisting Exam Review 6th Edition provides complete preparation for seven certification exams the CMA RMA CMAS CCMA CMAA CMAC and NCMA 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 Answers and rationales for each question help you strengthen any weak areas and prepare effectively for test day success UNIQUE Online custom test generator allows students to focus on any topic and to create unique timed simulated exams at each visit UNIQUE Seven certification exams are covered the CMA AAMA RMA AMT CMAS AMT CCMA NHA CMAA NHT CMAC AMCA and NCMA NCCT Convenient easy to follow outline format provides at a glance review of the subject areas covered in Medical Assisting certification exams 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 students with advice and insight into preparing effectively for certification exams Hundreds of additional practice questions are included on the Evolve website along with flash cards and A P animations to boost students exam readiness and test taking confidence NEW 3 000 questions including 500 all new items include answers rationales and mapping to seven exam blueprints CMA RMA CMAS CCMA CMAA CMAC and NCMA NEW content is aligned with the latest exam blueprints including the new CMA exam format effective in 2021 NEW Full color illustrations reinforce student understanding of medical assisting content and include photos of clinical equipment and supplies 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

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