

Certified Medical Administrative Assistant Exam 2024 Questions With Complete Solutions

wave booking - ANSWERSPatients are scheduled at the same time each hour to create short-term flexibility each hour.

modified wave booking - ANSWERSWave booking can be modified in a couple of different ways. One example of this approach is to schedule two patients to come at 9 a.m. and one patient at 9:30 a.m. This hourly cycle is repeated throughout the day.

double-booking - ANSWERSTwo patients are scheduled to come at the same time to see the same physician.

stream/time-specific scheduling - ANSWERScheduling patients for specific times at regular intervals. The amount of time allotted depends on the reason for the visit.

open booking (tidal wave scheduling) - ANSWERSPatients are not scheduled for a specific time, but told to come in at intermittent times. They are seen in the order in which they arrive.

cluster or categorization booking - ANSWERSBooking a number of patients who have specific needs together at the same time of day.

matrix - ANSWERSA grid with time slots blocked out when physicians are unavailable or the office is closed.

template - ANSWERSA document with a preset format that is used as a starting point so that it does not have to be recreated each time.

Health Insurance Portability and Accountability Act (HIPAA) of 1996. - ANSWERSLegislation that includes Title II, the first parameters designed to protect the privacy and security of patient information.

Invoice - ANSWERSA document that describes items purchased or services rendered and shows the amount due.

electronic medical record (EMR) - ANSWERSAn electronic record of health information that is

Administrative Assistant Exam Sample

Edward C. Gruber

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Opportunities in Administrative Assistant Careers Blanche Ettinger, 2007-04-13. Plan for a rewarding career as an administrative assistant. Get started in a career that has a promising future and is financially satisfying. Opportunities in Administrative Assistant Careers provides you with a complete overview of the job possibilities, salary figures, and experience required to become an administrative assistant. This career boosting book will help you determine the specialty that's right for you, from travel planning to project management to event coordinating. Acquire in-depth knowledge of the administrative assistant profession. Find out what kind of salary you can expect. Understand the daily routine of your chosen field. Focus your job search using industry resources. ENJOY A GREAT CAREER AS AN executive assistant, multimedia specialist, administrative manager, network administrator.

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[Office Assistant: Clerk](#)

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- Chapter 2: Essential Elements of Administrative Assistant Exam Sample
- Chapter 3: Administrative Assistant Exam Sample in Everyday Life
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This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Administrative Assistant Exam Sample.

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