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# Certified Medical Administrative Assistant Exam 2024 Questions With Complete Solutions

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

**modified wave booking - ANSWER**Wave 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 - ANSWER**Two patients are scheduled to come at the same time to see the same physician.

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

**open booking (tidal wave scheduling) - ANSWER**Patients 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 - ANSWER**Booking a number of patients who have specific needs together at the same time of day.

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

**template - ANSWER**A 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. - ANSWER**Legislation that includes Title II, the first parameters designed to protect the privacy and security of patient information.

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

**electronic medical record (EMR) - ANSWER**An electronic record of health information that is

# Administrative Assistant Exam Sample

**Edward C. Gruber**



## **Administrative Assistant Exam Sample:**

**Medical Assistant & Office Assistant Exam Practice Questions by NCCT** Omega Books, Medical Office Assistants are allied health professionals responsible for diverse medical office administrative tasks beginning with primary patient contact through final payment. They execute front office functions such as scheduling, communicating with healthcare professionals, patients, and third-party payers, handle medical records, and financial management while maintaining compliance with state and federal regulations. Preparing for the Medical Assistant NCMA NCMOA exam to become a Medical Assistant NCMA NCMOA Certified by NCCT. Here we have brought 600 Exam Questions for you so that you can prepare well for this Exam medical assistant office assistant by NCCT. Unlike other online simulation practice tests, you get an ebook version that is easy to read; remember these questions. You can simply rely on these questions for successfully certifying this exam.

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