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# **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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**Healthcare Information Technology Exam Guide for CHTS and CAHIMS Certifications** Kathleen A. McCormick, Brian Gugerty, John E. Mattison, 2017-09-15. The Complete Healthcare Information Technology Reference and Exam Guide. Gain the skills and knowledge required to implement and support healthcare IT/HIT systems in various clinical and healthcare business settings. Health Information Technology Exam Guide for CHTS and CAHIMS Certifications prepares IT professionals to transition into HIT with coverage of topics ranging from health data standards to project management. This new edition includes broadened security content in addition to coverage of disruptive innovations such as complex platforms that support big data, genomics, telemedicine, mobile devices, and consumers. Learn about achieving true interoperability, updates to HIPAA rules and FHIR and SMART standards. This book is an invaluable reference for understanding what has come before and what trends are

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