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General Information  
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contain certain

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questions about the management of a healthcare-oriented office. Some of the topics would apply to any office management, but others require knowledge of best practices related only to a medical environment.

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Guide for ...**  
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Page 2 Medical Office Management Study Guide for the Medical Assistant test Patient Interaction. Medical assistants have a high

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degree of interaction with patients, including conveying information...

Teamwork. To ensure smooth office operation, there should be a high degree of teamwork among all ...

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Physiology. The subject areas of anatomy and physiology cover a lot of ground. Just what do you need to know...  
Diagnostic Tests. The list of diagnostic tests performed today is quite lengthy. This study guide will give you an idea... ..

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## Medical Office

### Study Guide

Management Study Guide for the Medical Assistant test.

Communication. All verbal and nonverbal communication should help to create a positive patient experience. Patients should be treated courteously and professionally, with all instructions or information conveyed in terms they understand.

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PLAY. a method to test  
for occult blood in the  
stool is the guaiac  
method. true. serum is  
the liquid portion of the  
blood that remains  
after clotting factors  
are removed. true.  
0900 is the same as  
9:00p. 9:00pm would  
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A knowledge of medical terminology, coding, billing, health insurance specialist and human resource is important. Eligibility To achieve certification, an individual must have completed an educational training course in medical office assisting, or have 6 months' experience in a provider's office (with verification of training/or experience.

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## **Certified Medical Office Manager (CMOM)**

You need to know about site selection, the order of drawing blood for several different tubes, and the proper labeling and storing of those tubes. Then, there are important patient considerations, such as age, disability, emotional state, and proper preparation for

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the test. All of these things may be your responsibility as a medical assistant.

## **Free Practice Test for the Medical Assistant test (Updated ...**

Official CPC  
Certification Study  
Guide, 5th Edition ... A  
Practical Guide to  
Starting and Running a  
Medical Office Christian  
Rainer. 4.8 out of 5  
stars 10. Paperback. ...

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A Step-by-Step Guide  
for the Medical Practice  
(American Medical  
Association) Carolyn P.  
Hartley.

## **Amazon Best Sellers: Best Medical Practice Management**

- The study guide,  
available in both  
printed and online  
formats, focuses on the  
principles of medical  
administrative  
assistant practice as



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aligned with the CMAA exam blueprint. The online version includes audio, video, and animation to engage various learning styles.

- Pop-up and drill questions with rationales reinforce learning.

## **Certified Medical Administrative Assistant (CMAA)**

The study guide content is based on the actual certification

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exam, and the online version includes practice drills, audio narration and video for a more engaging experience. Practice Test Only Designed to simulate the actual certification exam, the practice test is an online assessment that can help you gauge your potential performance and ...

**NHA Study Guides  
and Practice Tests |**

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## **Allied Health ...**

Medical Office

Assistants are allied health professionals responsible for various medical office administrative tasks beginning with initial patient contact through final payment. They perform front office functions such as scheduling, communicating (with healthcare professionals, patients and third party

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payers), handling  
medical records, and ...

## **Medical Office Assistant - National Center for Competency ...**

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USMLE - Neuro, Kaplan

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USMLE Lecture Notes  
(129 ...

## **Free Medical Flashcards - Flashcards and Study Games**

The medical assistant should have basic knowledge of the laws and ethics as they apply to the medical field. As medical assistants work with the public, they should always follow good manner by being neat

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and well groomed as well as following a good taste in wardrobe, when not wearing a uniform, as this can

## **MEDICAL ASSISTANT - WordPress.com**

The NCCT exam consists of 150 questions on various Medical Assistant job functions (e.g., patient care, medical office management, pharmacology and

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medical procedures).  
Our NCCT-NCMA  
practice tests use  
actual questions and  
answers to let you  
know how well you are  
prepared for the actual  
test, and then  
concentrate on the  
areas you need to work  
on.

## **Free NCCT Medical Assistant Practice Tests ... - Test-Guide**

Once you understand  
the language of

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medical office assistants, you will be prepared to interpret and communicate information accurately. This guide mainly focuses on some of the essential terms in the medical administration profession. Self-tests and answer keys have been included in this guide.



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