

# Medical Office Study Guide

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General Information Medical assistant tests contain certain 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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Page 3 Medical Office 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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MDA 125 MEDICAL OFFICE LAB PROCEDURES STUDY GUIDE  
2017. STUDY. PLAY. a method to test for occult blood in the stool

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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 be 2100.

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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

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training/or experience.

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

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

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### **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 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 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 ...

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### **NHA Study Guides and Practice Tests | 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 payers), handling medical records, and ...

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

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

The medical assistant should have basic knowledge of the laws



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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 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 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 medical office assistants, you will be prepared to interpret and communicate information

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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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