
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

Medical Assistant Certification Exam Study Guide

Judd E. Hollander



Medical Assistant Certification Exam Study Guide:

Whispering the Strategies of Language: An Mental Journey through **Medical Assistant Certification Exam Study Guide**

In a digitally-driven world where displays reign supreme and quick communication drowns out the subtleties of language, the profound techniques and psychological subtleties hidden within words often get unheard. However, situated within the pages of **Medical Assistant Certification Exam Study Guide** a interesting fictional prize sporting with organic thoughts, lies a fantastic quest waiting to be undertaken. Published by a skilled wordsmith, that wonderful opus invites readers on an introspective journey, delicately unraveling the veiled truths and profound influence resonating within the fabric of each and every word. Within the emotional depths with this emotional review, we shall embark upon a honest exploration of the book is core subjects, dissect their captivating publishing model, and fail to the powerful resonance it evokes deep within the recesses of readers hearts.

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