



# Medical Assistant

**YOU SHOULD KNOW**

What it actually takes to be a leading medical assistant today

## Getting Started

The making of a great medical assistant begins with what several medical careers start with: caring for others. In order to be a great and successful medical assistant, you also have to have some of the following traits:

- 1 Efficient multi-tasker**  
Being able to balance more than one patient at a time is not uncommon on the average
- 2 Analytical and technical**  
Both are needed when dealing with daily tasks that require both thought and plans of
- 3 People & communication skills**  
Working with a variety of people make these two skills vital to your success on the job
- 4 Working management skills**  
Being able to plan, delegate and communicate are all key to working management skills
- 5 Ability to work independently**  
Some tasks given will require working alone and force you to make decisions on your own
- 6 Keep up with shifting medical world**  
Staying up to date on new changes and trends in the field will make you a better

## Daily Responsibilities

### ADMINISTRATIVE DUTIES

- 1 Answering phone calls**
- 2 Keeping files & updating patient records**
- 3 Scheduling appointments**
- 4 Arranging for laboratory services, tests and results**
- 5 Greeting patients and answering initial questions**

### CLINICAL RESPONSIBILITIES

- 1 Prepping examination rooms**
- 2 Removing sutures, stitches and changing bandages**
- 3 Educating patients about to undergo a procedure**
- 4 Handling prescription medication information**
- 5 Drawing blood**

# Medical Administrative Assistant Study Guide

**Elliot Spencer**



## **Medical Administrative Assistant Study Guide:**

**Certified Medical Administrative Assistant (CMAA) Study Guide** Ascend Learning, 2012-05-08 *CMAA Study Guide 2017* Key Points Exam Prep Team, 2017-04-16 CMAA Study Guide 2017 is an exam study guide for the Certified Medical Administrative Assistant Certification test [Certified Medical Administrative Assistant \(CMAA\) Study Guide Edition 3.0](#) Assessment Technologies Institute, 2022-09 **CMAA Study Guide 2019 & 2020** Points Exam Prep Team, 2019-07-23 This book is a concise study guide for the Medical Administrative Assistant Certification Exam [CMAA Exam Secrets Study Guide](#) Mometrix Medical Administrative Assistant Certification Test Team, 2023-07-11 Mometrix Test Preparation's CMAA Exam Secrets Study Guide is the ideal prep solution for anyone who wants to pass their Certified Medical Administrative Assistant Exam The exam is extremely challenging and thorough test preparation is essential for success Our study guide includes Practice test questions with detailed answer explanations Tips and strategies to help you get your best test performance A complete review of all CMAA test sections Mometrix Test Preparation is not affiliated with or endorsed by any official testing organization All organizational and test names are trademarks of their respective owners The Mometrix guide is filled with the critical information you will need in order to do well on your CMAA exam the concepts procedures principles and vocabulary that the National Healthcareer Association NHA expects you to have mastered before sitting for your exam Test sections include Scheduling Patient Intake Office Logistics Compliance Patient Education General Office Policies and Procedures Basic Medical Terminology and much more Our guide is full of specific and detailed information that will be key to passing your exam Concepts and principles aren't simply named or described in passing but are explained in detail The Mometrix CMAA study guide is laid out in a logical and organized fashion so that one section naturally flows from the one preceding it Because it's written with an eye for both technical accuracy and accessibility you will not have to worry about getting lost in dense academic language Any test prep guide is only as good as its practice questions and answer explanations and that's another area where our guide stands out The Mometrix test prep team has provided plenty of CMAA practice test questions to prepare you for what to expect on the actual exam Each answer is explained in depth in order to make the principles and reasoning behind it crystal clear We've helped hundreds of thousands of people pass standardized tests and achieve their education and career goals We've done this by setting high standards for Mometrix Test Preparation guides and our CMAA Exam Secrets Study Guide is no exception It's an excellent investment in your future Get the CMAA review you need to be successful on your exam **Certified Medical Administrative Assistant (CMAA) Study Guide 2.0** Marilyn Fenichel, 2015-03-01 *Cmaa certified medical administrative assistant exam prep 2025-2026* Elliot Spencer, 2025-08-01 Today's healthcare employers demand more than basic knowledge they want job ready professionals who can think on their feet manage fast paced front office operations and communicate with empathy and precision But how do you prepare for an exam that tests not just what you know but how well you can apply it in real world

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