

Instructor Curriculum Guide For The Medical Assistant Administrative And Clinical

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Instructor Curriculum Guide For The Medical Assistant Administrative And Clinical

CMAA Exam Practice Pt. 1 | Certified Medical Administrative Assistant Review | NHA CMAA Study Guide - CMAA Exam Practice Pt. 1 | Certified Medical Administrative Assistant Review | NHA CMAA Study Guide by Medical Assisting with Ms. K 61,121 views Streamed 2 years ago 47 minutes - Are you studying for the CMAA certification exam? Let's go through some questions together. If you have any questions or ...

Introduction

Which of the following should a CMAA take before closing the office?

A patient needs an EKG for rapid heart rate. Which of the following should be recorded as the reason?

Which of the following is an abbreviation for a type of insurance?

What's the next step when you've received a patient's results?

What is the purpose of the Encounter Form? A. To establish financial responsibility

Out-of-pocket expense that must be paid before an insurance company begins to pay out benefits A. Deductible

medical necessity on a claim form? A. Diagnosis code

Which claim form is used for inpatient services? A. CMS-1500

Medical term for abdominal wall A. Gastro

Medical term for hypertension

Which of the following info is on an EOB?

What is the purpose of a matrix?

Which of the following is within the scope of a CMAA when it comes to handling specimens?

Which part of Medicare covers both inpatient and outpatient services?

The CMAA's role in the auditing process

Which of the following greetings is written correctly?

Maximum allowable time from the date of service that a claim can be submitted to Medicare Chapter 1: Competency-Based Education and the Medical Assisting Student - Chapter 1: Competency-Based Education and the Medical Assisting Student by Cody Closson 9,961 views 7 years ago 23 minutes - Once you're getting to the awards the the chapter test and the the certified **medical Administrative Assistant**, exam um you know ...

Medical Assistant Practice Test for Administrative Knowledge 2023 (50 Questions with Answers) - Medical Assistant Practice Test for Administrative Knowledge 2023 (50 Questions with Answers) by All CMA 6,898 views 1 year ago 45 minutes - This **medical assistant administrative**, knowledge practice test is designed to help prepare you for the 2023 **medical assistant**, ...

Intro

The term "debit" means

The body of an email communication should

Under which of the following systems are two patients scheduled for the same appointment time?

Referrals are given to which of the following patients?

Computer systems can do all of the following medical office tasks EXCEPT

The billing schedule is often determined by

All money owed by the practice to other businesses is called

All of the following documents should be shredded prior to disposal EXCEPT

Flexible office hours occur most often

POMR is the abbreviation for

Petty cash may be used

After opening the mail, a medical assistant should

When removing a record from the file cabinet, which of the following items should the medical assistant put in its place?

When a patient has to cancel an appointment, the medical assistant should

To verify identity, the medical assistant should request the patient's

Which of the following is an acceptable form of payment for a patient visit?

The patient pays a copayment

Which of the following is the most secure way to mail something through the United States Postal Service?

Which of the following is a key element of Promoting Interoperability?

Which of the following is an accurate statement about the implementation of the ICD-10 coding system?

Which of the following is computer hardware?

Wave scheduling works best when used in which of the following types of offices?

Which of the following systems divides the patients of a practice into groups and bills each group at a different time of the month?

How frequently should the medical assistant renew on-call repair service contracts?

The ICD-10 system of classifying diseases into categories was devised by what organization?

Which of the following terms refers to the actual daily recording of the accounts or business transactions of the medical office?

If the medical office has a patient who is always late for appointments, the best time to try to book this patient is

Oversight of the patient may include monitoring care, facilitating referrals, and serving as a point of contact. In the Patient-Centered Medical Home model, a medical assistant who takes on responsibility for these elements is acting in

A patient has paid for an office visit with cash. Which statement best reflects what the medical assistant should do?

An itemized document that details the services delivered to patients is called a/an

When scheduling, the medical assistant should ask the patient the purpose of the visit

Which of the following BEST describes the intent of the move to the ICD-10-CM system in the United States?

The claim form that is accepted by most insurance carriers is a/an

The information entered on claims is called

All of the following are principles of the AAMA's code of ethics EXCEPT

Which of the following is NOT a section of the CPT book?

Which of the following types of incoming mail should the medical assistant attend to first?

Which of the following statements is NOT true about a typical purchasing procedure in a medical office?

Lack of payment is usually not considered serious until after

Which of the following methods is used to correct a written error in patient documentation?

Which type of check is frequently used for payroll because it itemizes the purposes of the check and deductions?

It will be most difficult to collect past due accounts from

Which of the following systems bills all accounts at the same time each month?

The medical assistant should ensure the healthcare provider has room for which of the following each day?

In which of the following locations should file drawers be labeled?

The ICD-10-PCS procedure codes are to be used only in what setting?

Which of the following documents is the record of a professional meeting?

Which of the following should NOT be included in a job description?

A physical inventory of office equipment should be taken

Examining a document for damage before filing it is an example of which of the following filing steps?

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Intro

The practice of one insurance company working with other insurance plans to determine the amount each will pay when a patient has more than one insurance plan is referred to as

Recording financial transactions in a bookkeeping or accounting system is called

Which appointment scheduling technique determines the number of patients to be seen each hour by dividing the hour by the length of the average visit?

Which of the following filing steps includes ensuring that the appropriate people have taken action on a document before filling it?

Another name for a reminder file is alan

Which of the following is NOT a true statement about the Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009?

The portion of salary held back from payroll checks for paying government taxes is known as the

In a letter written in block format, the salutation is followed by a

Which of the following concerns have providers raised about the use of EHRs and the required data entry they must complete?

The dimensions of the envelope most frequently used in office correspondence are

Account aging receivable

A system used in emergency centers but not used in private practices is

Appointments that are anticipated to require more time should be scheduled

For a tickler file to work effectively, it must be

When requesting payment from a patient who arrives at check-in for an office visit, which of the following statements would be most appropriate?

Which of the following activities should be integrated in an effective electronic management system?

A spreadsheet is a type of

First-class mail is classified as

In written communication, the most important issue to take into consideration is

Which of the following does NOT refer to a managed care organizational model?

The federal government offered incentives to support what aspect of implementation of electronic health records (EHRs)?

Which of the following represents an important way to maintain the security and integrity of an EHR?

When revising the policies and procedures manual, the medical assistant needs to FIRST

Leaving large, unused gaps in the physician's schedule is

The correct order of filing units for Anise K. Strong-Morse Mrs. Adam H.

What should the medical assistant do if a patient misses an appointment?

Referrals to outside physicians or specialists must be entered into the

Which of the following is a trial balance?

A new patient must provide all of the following information EXCEPT

For a medical office to run smoothly, each employee must

Which insurance carriers would the medical assistant enter into the database?

Checks and cash from a medical practice should be deposited in the bank

The type of scheduling where patients arrive at their own convenience is

Which of the following is NOT a true statement about workers' compensation?

SOAP refers to

When transcribing material from recorded dictation, what should the medical assistant do if a word is unclear?

Cycle billing is a system of billing

When a patient claim is covered by Medicare Part B, Medicare pays what proportion of the allowable charge for physician services?

It would be appropriate to send which of the following to a patient via email?

When scheduling an appointment by telephone, what is the MOST important step the medical assistant should take before hanging up?

Which of the following items facilitates communication in the medical office?

How often should the policy and procedures manual be updated?

When preparing business correspondence, the first step is to

The unethical practice of deliberately coding a patient encounter incorrectly in order to increase reimbursement is called

Before scheduling an appointment with a specialist, the medical assistant must

The process of converting descriptions of diseases, injuries, and procedures into numerical designations is termed

Medicare is a federally funded entitlement insurance program for

Which of the following choices describes time-specified scheduling?

All of the following are benefits of using patient portals as personal health records (PHRs) EXCEPT

Which postal class would the medical assistant use to send a monthly newsletter to all patients in the practice?

Administrative Medical Assistant (vs Clinical Medical Assistant) Which is Best For Me? - Administrative Medical Assistant (vs Clinical Medical Assistant) Which is Best For Me? by Medical Assisting with Ms. K 2,240 views 8 months ago 4 minutes, 30 seconds - For questions or video suggestions, feel free to comment below or email KHeartCPR@gmail.com Get your scrubs ...

Certified Medical Administrative Assistant Training - Certified Medical Administrative Assistant Training by Dr. Lisa L Campbell@ 14,389 views Streamed 2 years ago 45 minutes - Day 1-Scheduling.

Scheduling Topics

Computer Schedules

Book Schedules

Types of Booking

Scheduling Needs

Appointment Protocols

Preventing & Documenting No-Shows

Arranging Diagnostic Tests

Confirming Future Appointments

Next Steps & Things to Do

Administrative and Clinical Skills of a Medical Assistant - Administrative and Clinical Skills of a Medical Assistant by Medical Assistant 265 views 3 years ago 3 minutes, 48 seconds - Knowledge, Skills, and Responsibilities of the **Medical Assistant**,. Differentiate **Administrative**, and **Clinical**, skills of a Medical ...

Introduction

Administrative Skills

Clinical Skills

Conclusion

Clinical Medical Assisting vs Administrative Medical Assisting: Which is right for ME? | Q & A - Clinical Medical Assisting vs Administrative Medical Assisting: Which is right for ME? | Q & A by Medical Assisting with Ms. K 1,367 views Streamed 1 year ago 29 minutes - I get this question all the time so I'm hoping this video will help you decide whether you want to be on the **clinical**, side of **medical**, ...

Clinical Medical Assistant, versus **Administrative**, ...

Vital Signs

Checking Patients in and Out

Checking Patients Out

Urine Test

Fecal Occult Tests

What Are Fecal Occult Tests

Sorting and Distributing Mail

Assisting with Minor Surgical Procedures

Administering Certain Medications

To Take the NHA Exam Do You Have To Complete the Externship First or Can I Schedule It When I Complete the Book Work

INTERVIEW Q & A (MA EDITION) - INTERVIEW Q & A (MA EDITION) by Gladys R 18,018 views 3 years ago 25 minutes - Okay now last last question what expired to become a **medical assistant**, now i'm going to put my personal reason why i became a ...

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COMMUNICATION SKILLS

MEDICAL ASSISTANT Interview Questions and Answers! - MEDICAL ASSISTANT Interview Questions and Answers! by CareerVidz 142,738 views 4 years ago 9 minutes, 58 seconds - LIST OF MEDICAL INTERVIEW QUESTIONS Q. Introduce yourself and tell me why you want to become a **Medical Assistant**,?

Introduction

Interview Question 1

Interview Question 2

Interview Question 4

Outro

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5 Common Medical Assistant Interview Questions and Answers - 5 Common Medical Assistant Interview Questions and Answers by Fixed Career 10,066 views 1 year ago 7 minutes, 24 seconds - If you are going to a **medical assistant**, job interview, you must be well prepared for the most common questions asked.

Program Instructor - Medical Office Assistant - Program Instructor - Medical Office Assistant by Manitoba Institute of Trades and Technology 408 views 2 years ago 1 minute, 29 seconds - My name is eleni karasulis and i am an **instructor**, for the **medical**, office **assistant**, program at mit the **medical**, office **assistant**, is a ...

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Introduction

A patient cannot receive an influenza vaccine due to his egg allergy. The assistant should recognize this as a/an...

Which of the following is an eligibility requirement for Medicaid?

When writing an email, which of the following is the purpose of using the Bcc option?

A patient pays \$30 every time he sees and specialist. This is which of the following types of payments?

Altering notes in a patient's medical record to justify medical necessity for payment is considered which of the following A. Negligence

Which of the following prevents overlapping payments by an insurance company?

Which of the following types of insurance plans was developed to provide affordable, comprehensive, prepaid healthcare to policyholders?

Which of the following documents identifies what procedures are allowed if a patient becomes unable to communicate medical decisions?

What is the main purpose of a day sheet?

An emancipated minor is scheduled for amniocentesis. Which of the following consents need to be signed? A. Implied

Which action should you take when collecting money from a patient?

Which of the following lists frequently-used diagnosis and procedural codes in one place for easy access?

Scheduling all well-child visits on Tuesday and Thursday mornings is an example of which type of scheduling?

You are scheduling a patient for an electroencephalogram. Which is the following statements by you is appropriate?

Medical Assistant Practice Test for Clinical Competency 2023 (50 Questions with Explained Answers) - Medical Assistant Practice Test for Clinical Competency 2023 (50 Questions with Explained Answers) by All CMA 15,194 views 1 year ago 52 minutes - This is a **Medical Assistant Clinical**, Competency Practice Test. This video provides an overview of what to expect on the test, ...

Intro

Which of the following measures is a normal specific gravity of urine?

Which of the following is a disposable glass or plastic tube used for hematocrit determination?

Which route of temperature assessment is LEAST invasive?

The ratio for making a disinfectant from bleach and water is

To screen for hearing acuity or bone conduction of sound, the medical assistant would use a/an

Which of the following is NOT considered proper patient instruction for obtaining a clean-catch midstream urine specimen?

Upon discovering a known diabetic patient who is disoriented and confused, which of the following should the medical assistant do FIRST?

A procedure that a medical assistant would not expect to take part in when doing minor surgeries in the office is

Heart sounds that are heard when the blood pressure is being measured are called the

The popliteal pulse is located

The most important thing to do to prevent transfer of infectious material is

Which of the following types of urine specimen contains the greatest concentration of dissolved substances?

When moving a heavy object one should

When removing paper that is soiled with biohazardous waste from the exam table, the medical assistant should do which of the following before cleaning the table with disinfectant and pulling down unused paper?

In an infant, you should check the pulse in which of the following arteries in an emergency situation?

The generic name for Lipitor is

After a patient has had a grand mal seizure, one would expect the patient to be
The most appropriate position for a patient with respiratory problems is
Which of the following is NOT a normal vein for phlebotomy?
Which of the following situations would be of least concern when involved in a sterile procedure?
Draping is done primarily for
To take the blood pressure correctly, the medical assistant should
A person who has difficulty breathing and experiences swelling of the respiratory tract following a bee sting may have
Which of the following is NOT a true statement regarding tuberculin testing?
Which one of the following is NOT a proper procedure for performing the Multistix 10 reagent strip test?
Which type of thermometer should NOT be used in the medical office?
Which of the following instruments would NOT be needed when preparing for a cyst removal?
To encourage an elderly patient to give information while taking the patient history, the medical assistant should
Urine or serum pregnancy tests are utilized to detect the presence of which of the following?
The correct position to place a patient who has fainted is
If a medical assistant is giving a 75-pound child a dose of antibiotic using Clark's Law, which of the following would be administered if the usual adult dose is 500 mg?
When performing an EKG on a patient, if the tracing is not what is expected, the FIRST thing that should be checked is
When performing a surgical hand scrub, make sure to
Lyme disease, if untreated, can progress into a/an
Initial treatment for a sprained ankle would include
Which of the following reagent strip panels would show an abnormal finding if a person is suffering from a bacterial urinary tract infection?
To palpate the pulse in an adult, the usual procedure would be to
To have a method of checking to see if an autoclaved item is sterile, the medical assistant should
In which of the following radiographic positions is the patient lying on their back?
Which of the following values is considered a desirable cholesterol level?
Using sterile instruments to perform a breast biopsy is an example of
Wearing a mask, gown, and gloves when working with a patient is an example of using
Applying an elastic or ACE wrap to a sprained ankle is an example of
Which one of the following is the correct angle for a needle to enter the vein for venipuncture?
Which of the following is a Gram-positive cocci that grows in clusters?
A scraping of the superficial layer of skin is called a/an
When preparing the skin for a minor surgical procedure, the medical assistant should
Which one of the following diseases is confirmed by a positive VDRL and RPR?
If the medical assistant notices a small tear in the sterile glove during a procedure, they should
Which of the following statements is TRUE?
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Intro
Medical Office Administration
Duties
Skills
Educational Requirements
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Welcome to our CMA Clinical Competency Practice Test!
Sterilization means that
Using a tape measure to evaluate the head and chest circumference of an infant is called

What is the maximum time allotted for a collected blood sample to sit in a serum separator tube before being centrifuged?

A medical assistant is giving a DPT injection to a six-month-old infant. The assistant would give the injection at which of the following sites?

Which of the following actions should the medical assistant take to ensure disposable thermometers are ready for an exam?

What information will not be found in the medical record of a patient?

If the physician is going to do a Pap smear, the medical assistant should have which the following equipment available?

Emergency treatment for a second-degree burn would include

Evaluation of the spinal column is accomplished easily from which of the following positions?

To respect the patient's privacy while obtaining information about their history, you should

Which of the following terms is defined as the concentration at which a substance in the blood, not normally excreted by the kidney, begins to appear in the urine?

The patient is having occult blood in the stool caused by a medication that they are taking. Which of the following medications would you suspect?

To correctly treat an adult with a foreign body airway obstruction, the medical assistant should first

The Ishihara test is used to diagnose

A nonsterile item is accidentally added to a sterile field being prepared for the suture of a skin laceration. Once the medical assistant discovers this, they should

The process used to wash and remove tissue from medical instruments is called

Which of the following is the maximum amount of time a tourniquet should remain on the patient's arm during the performance of a routine venipuncture?

In a large-scale national disaster or disease outbreak, which of the following considerations should be taken into account by a medical practice office?

Employment, use of tobacco and alcohol, and exercise habits are listed in which of the following sections of the patient's chart?

If your patient is being treated for a severe upper respiratory infection, which of the following medications would you NOT expect to see ordered?

The microscope condenser is responsible for

You should suspect that a patient may be having a heart attack if the patient is complaining of

When drawing multiple tubes of blood via venipuncture, what is the correct order of draw based on colored stoppers?

Which of the following is a CLIA-waived (low complexity) test?

Normal respiratory rate for an adult is

After drying and removing packs from the autoclave, the FIRST thing that you should do is

Which of the following medications would NOT be ordered for an elderly patient with cardiovascular disease?

To be prepared for an office emergency, the medical assistant should

Examples of a bandage include

Which one of the following tests is used to determine the best antibiotic to treat a condition?

A "blind" weight is done on a patient by

An effective way to handle patient emergencies in a medical practice office is to take which of the following steps in advance?

In the event of a large-scale act of bioterrorism, which of the following steps would NOT be an approach to be used by a medical office practice?

Snellen testing results give information about

Which of the following emergency situations should receive the first priority?

The medical assistant's role in obtaining informed consent is

To remove sutures, the medical assistant should have a tray with instruments that should include

When there is an unidentified clear liquid on the floor of the exam room after a patient has left the room, the medical assistant should

A viral infection

Factors that affect the action of drugs include all EXCEPT

When checking supplies in the office, the medical assistant notices that the hemostats in the cupboard were autoclaved 28 days ago. The medical assistant would

Symptoms of insulin shock include

Which of the following steps helps ensure smooth operation in the medical office during a patient emergency?

Prior to administration of a local anesthesia, the medical assistant should

The knee-chest position is used for

Which of the following positions should the patient be in for a vaginal exam?

The FIRST thing a medical assistant should do when coming across an adult who is not responsive is

When checking the sterile supplies in the office, the medical assistant should

Sterile technique must be used when

CCMA Exam Practice Part 2 | Certified Clinical Medical Assistant | CCMA Study Guide - CCMA Exam Practice Part 2 | Certified Clinical Medical Assistant | CCMA Study Guide by Medical Assisting with Ms. K 63,991 views Streamed 1 year ago 1 hour, 16 minutes - If you are preparing to take the Certified **Clinical Medical Assistant**, (CCMA) exam, this study session is for you. Get your Medical ...

Tips

Joining Medical Assistant Groups on Facebook

Create Flashcards

Process of Elimination

Ekg Tracing Shows Ventricular Fibrillation on an Unconscious Patient Which Action Should You Take First

Calling for Help

Bandaging a Wound

Checking Blood Pressure

What Is a Cms 1500 Form

Writing the Business Correspondence

Pyloric Stenosis

Explaining Venipuncture

Hemostat

Where Can I Message You

Medical Administrative Assistant Role at Mayo Clinic - Medical Administrative Assistant Role at Mayo Clinic by Mayo Clinic 3,660 views 1 year ago 57 seconds - Medical Administrative Assistants, work one on one with providers and other support staff to put the needs of the patients first.

What does a Medical Assistant Do? Roles, Duties & Job of a Medical Assistant Explained - What does a Medical Assistant Do? Roles, Duties & Job of a Medical Assistant Explained by Certified Success 29,089 views 1 year ago 10 minutes, 56 seconds - ==== What Does a **Medical Assistant**, Do - Day-To-Day Duties Alright, today we have Nancy taking the lead here, and this ...

CLINICAL MEDICAL ASSISTANT

ADMINISTRATIVE MEDICAL ASSISTANT ROLE

PERFORM EXTRA PROCEDURAL TESTING

VISUAL ACUITY

ADMINISTRATIVE CLINICAL DUTIES

INSURANCE VERIFICATION PROGRAM

ATTENTION TO DETAIL

BEING ACCOUNTABLE

HIGH SCHOOL DIPLOMA OR GED

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Tips

Sterilization

Thoracic Spine

Subluxation

Scoliosis

Patient Repeat Information

Encounter Form

Oxycodone

Fentanyl

Ekg Practice

Chest Lead Placements

Pediculosis
Source Oriented Medical Record
Problem Oriented Medical Record
Appointment Methods Allows Flexibility for the Most Consistent Patient Flow
Cluster Booking
Stream Scheduling
Blood Sample
Obtain the Blood Sample after Inserting the Test Strip
Nystagmus
Autoscope
Estimated Cost
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General
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