



Exam Content

The CMAA Exam consists of 100 multiple-choice questions taken over the course of a possible 1 hour and 45 minutes. The information below should help you better understand what the objectives of the exam are.

Minimum competencies for the medical administrative assistant include:

- Articulate the main roles and responsibilities of the Medical Office Assistant, including administrative, clinical and general.
- Identify different types of medical institutions and medical offices.
- Understand personal professional, medical legal and bio-ethical standards, and the importance of safeguarding confidentiality.
- Define acceptable office behavior, including proper telephone etiquette and the importance of patient sensitivity and confidentiality.
- Define medical malpractice, abandonment, fraud and abuse to distinguish among the five drug schedules of controlled substances.
- List procedures for scheduling and referring patients, and handling walk-in emergency patients.
- Identify and discuss at least three important interpersonal skills.
- Identify and become familiar with the various types of written correspondence in a medical office.
- Create a block-style letter that conforms to all formatting requirements.
- Understand what is required to create and submit a medical bill.
- Define a Release of Medical Information, Explanation of Benefit, Assignment of Benefit, and Electronic Remittance Advice.
- Develop an understanding of the term HMO, and be able to interpret the information contained on the patient's insurance card.
- Define terms and distinguish among: Express, Implied and Informed Consents.
- Understand the financial terms and procedures involved in operating a medical office, practice, including: Income, Expense, Accounts Receivable, Accounts Payable, Cash and Accrual Accounting, Write-off Adjustments.
- Define safety and infection control standards and procedures in a medical office.
- Demonstrate awareness of HIPAA Compliance, Confidentiality Laws, PHI.
- Create a personal Resume and Cover Letter incorporating the new medical office skills and concepts developed through this course.

Exam Scoring

The NHA Medical Administrative Assistant Certification Exam is designed to assess the competencies of the medical administrative assistant and award the NHA Medical Administrative Assistant Certification Exam credential only to those medical assistants competent in the knowledge and abilities to perform the duties of a medical assistant safely and effectively.

Cmaa Exam Content Study Guide Practice Exam Edogs

Joshua Rueda



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CCM Study Guide Construction Management Association of America (CMAA),2022-10-26 Design your study plan and prepare effectively to earn the prestigious Certified Construction Manager CCM credential The CCM Study Guide provides detailed explanations of the application and examination processes self assessment exercises to help you understand how ready you feel you are for the CCM tips to form an effective study plan summaries of the subjects on the exam a glossary of terms and 50 practice questions with answers explanations and references The CCM Study Guide also includes recommendations for other CMAA and non CMAA materials that may help you prepare for the test Highlights of the CCM Study Guide include CCM exam content outline Easy to use readiness self assessment including ways to identify your learning preferences Suggestions for mapping a study plan including elements of a plan and ideas for customizing reading and preparation to a timeline that suits you Suggested readings for each area of the exam Key terms and glossary Ideas for tackling areas of difficulty Last minute prep and test tips and Practice questions Use the CCM Study Guide to help guide your preparation for the examination CMAA offers this CCM Study Guide as a resource to guide you through the topics you might encounter on the test but it is not meant to be the only resource you use and does not guarantee a passing score

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regulations and controlled substance management Medication calculations conversions and dosage problems Drug classifications antibiotics antihypertensives analgesics diuretics insulin Administration routes oral sublingual buccal topical transdermal rectal ophthalmic otic Pharmacology principles absorption distribution metabolism excretion High alert medications and error prevention strategies Documentation standards and MAR completion Legal responsibilities and scope of practice Special considerations for geriatric pediatric and pregnant patients Drug interactions side effects and adverse reactions Emergency procedures and incident reporting Perfect For CNAs seeking CMA or QMA certification Nursing assistants in long term care facilities Medication technician certification candidates Healthcare workers in assisted living settings Students in medication aide training programs Professionals preparing for state certification exams Anyone pursuing medication administration credentials Why This Study Guide Works Exam Focused Questions Every question mirrors actual certification exam format difficulty and content distribution Practice with realistic scenarios you ll encounter on test day Progressive Difficulty Start with domain specific exams to build foundational knowledge then advance to comprehensive exams that integrate all topics just like the real certification test Learn From Explanations Detailed rationales explain not just what the answer is but why it s correct Understand the underlying principles to apply knowledge in any situation Real World Scenarios Scenario based questions prepare you for clinical decision making and practical application of medication administration principles in actual healthcare settings Comprehensive Topic Coverage Legal and Professional Standards Medication aide scope of practice HIPAA privacy requirements Patient rights including right to refuse Nurse Practice Act regulations Professional boundaries Incident reporting procedures Medication Safety The five rights plus documentation and response Three medication label checks Two patient identifier system High alert medication protocols Look alike sound alike drugs Controlled substance counts and security Pharmacology Essentials Drug classifications and therapeutic uses Generic versus brand names Indications and contraindications Therapeutic effects and side effects Adverse reactions and allergic responses Drug interactions and food interactions Dosage Calculations Metric conversions grams milligrams micrograms Household measurements teaspoons tablespoons ounces Tablet and capsule calculations Liquid medication measurements Daily dose calculations PRN medication tracking Administration Techniques Proper patient positioning Aspiration prevention Sublingual and buccal placement Transdermal patch application and rotation Eye drop and ear drop instillation Rectal suppository insertion Inhaler and spacer use Documentation Excellence MAR accuracy and timeliness PRN documentation requirements Refusal documentation Error correction procedures Incident report completion Legal documentation standards Special Populations Age related pharmacokinetic changes in elderly Polypharmacy and drug interactions Pediatric dosing considerations Pregnancy and lactation precautions Patients with dysphagia or cognitive impairment Cultural competence in medication administration Build Confidence Through Practice Working through 625 questions with comprehensive explanations builds the knowledge base and test taking skills essential for certification success Identify knowledge gaps early

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