



Newman s Certified Medical Office Administrative Assistant Study Guide: The Medical Administrative Standard (Paperback)

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Createspace, United States, 2014. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.While medical administrative assistant duties vary by employer, professionals in this field typically perform a variety of tasks to support the medical team with administrative functions and care of patients. They may use their medical administrative assistant training to update medical histories, transcribe treatment notes, arrange for patient hospitalization, process insurance forms and oversee inventory of office and medical supplies. In some practices, a medical administrative assistant may be the first contact a patient has with the medical team. Professionals in this role might be responsible for greeting patients and visitors, answering telephones, scheduling appointments, managing email inquiries and answering questions. Medical administrative assistant requirements often include solid interpersonal skills, proficiency in written and verbal communication, and good spelling and grammar. Strong organizational skills and the ability to work independently are also important attributes for aspiring medical administrative assistants. This guide is intended to aid in preparation for the general certifications regarding the Certified Medical Administrative Assistant. This text ALSO contains over 800 practice exam questions.

Reviews

Very beneficial for all type of folks. It can be rally intriguing throug studying time. You will like how the writer publish this ebook.

-- **Nathan Cruickshank**

Totally one of the better pdf I have at any time read through. It really is simplified but shocks within the 50 % from the ebook. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- **Mariano Spinka**