

## *Medical Assistant Guide Book*

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### **BASIC ANATOMY & MEDICAL TERMINOLOGY**

A medical assistant must be able to put patients at ease and explain medical instructions and/ or procedures - although when interacting with patients, a medical assistant should not discuss a patient's complaint with them as well as giving a prognosis (prognosis is the opinion to the probable cause and

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### **AAMA - Study for the Exam**

for and take the California Certified Medical Assistant exam. Read the outline for examination(s) you are taking. Make certain you are knowledgeable about each item on the outline. When you discover a topic you need to study, read about it and make notes to help you remember the information. Study often so that you won't need to

### **CALIFORNIA CERTIFIED MEDICAL ASSISTANT - CCBMA**

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Medical administrative assistants are efficient, important administrative staff who keep offices running smoothly. They provide vital information to the office staff and to other organizations. They play a key role in patient services by answering phones, greeting patients and triaging appointments. As a medical administrative assistant student at

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