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Administrative medical assisting is a skilled profession that is best suited to those with field-related knowledge developed through formal training. Administrative medical assistants must be excellent communicators and use impeccable spelling and grammar when completing professional documents or communicating in writing.

#### Administrative Medical Assistant - All You Need to Know

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Answers to Self-Study Review Questions. Chapter 1: A Career As an Administrative Medical Assistant. 1. Write "A" next to the duties of an administrative medical assistant and a "C" next to those performed by a clinical medical assistant.

#### **Answers to Self-Study Review Questions**

A medical administrative assistant is charged with providing administrative support for a healthcare provider. Their duties may include greeting patients, scheduling appointments, filing insurance claims, and answering incoming calls. Are you planning to make an entrance into the job market anytime soon? Take up the test below and see just how qualified you are for this post.

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