

Jones & Bartlett Learning's

MEDICAL ASSISTING EXAM REVIEW

FOR CMA, RMA & CMAS CERTIFICATION

FOURTH EDITION

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To the commitment of the health-care workers around the world who go beyond borders to respond to people in need during global health challenges such as the Ebola outbreak of 2014, and to the health-care office staff in this country who stand between us and the diseases that can cross the threshold of our communities. You protect us by educating, immunizing, practicing sound aseptic technique throughout the medical office, keeping up with standards, supporting certification and other indicators of competency, and by remaining always vigilant to the health risks of our populations.

About the Authors

Helen J. Houser is a Registered Medical Assistant and a Registered Nurse holding a master of science in health-care administration. She served as the Director of the Medical Assisting Program at Phoenix College, and her extensive experience involving medical assisting includes serving as Vice President of Phoenix General Hospital, Deer Valley, where she opened and administered medical practices in rural areas. She is a national speaker on such topics as “Immunization Education for Medical Assisting Students,” and has received several awards, including the National Institute of Staff and Organizational Development Excellence Award for teaching and two Arizona Governor’s Awards for Excellence. Houser lived on the Navajo reservation for 4 years and has extensive experience working with diverse populations. She also serves on the Board of Adelante Healthcare, a community health center system.

Janet R. Sesser, a Registered Medical Assistant, holds a Master of Science in Health Education and a Bachelor of Science in Health Care Management. She is currently the Director of Academic Regulatory Affairs for a private post-secondary school with campuses in Phoenix, Arizona; and Brooklyn and Jamaica, New York. Her background includes working for many years as a practicing medical assistant for various types of practices and as a cardiopulmonary technician. For the past 25 years, she has worked in postsecondary education, teaching and writing allied health curricula. Sesser is actively involved with American Medical Technologists, serving as an appointed member on the AMT Examinations, Qualifications, and Standards Committee. She is a recipient of the Medallion of Merit Award, the highest honor bestowed by AMT to a medical assistant, and a frequent presenter at national and state medical conferences.

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Jones & Bartlett Learning's Medical Assisting Exam Review for CMA, RMA, and CMAS Certification provides a capstone review for recent graduates from medical assisting and medical administrative specialist programs, and working medical assistants and medical administrative specialists who are preparing to take a national certification exam. Medical assisting faculty find the text an invaluable tool to both validate learning and integrate topics. The decision to write it grew out of our frustrated attempts to find a review book that provided a focused straightforward yet effective approach to preparing for the national medical assisting and medical administrative specialist exams; not a duplication of a primary text.

The *Jones & Bartlett Learning's Medical Assisting Exam Review for CMA, RMA, and CMAS Certification* is more than a review: you can use the first three chapters to develop a unique study plan that is tailored to your individual strengths and weaknesses. Next, you can implement the plan, study the material included in the remainder of the book, and, finally, test your knowledge and retention with the simulated exams.

The book's user-friendly design follows a simple outline format to make the information easy to digest, and we have sequenced topics so they build on each other. For example, medical terminology is one of the early chapters because it is necessary to understand terms in order to understand anatomy, physiology, and additional content areas in subsequent chapters.

Other unique features of *Jones & Bartlett Learning's Medical Assisting Exam Review for CMA, RMA, and CMAS Certification* include the following:

- Material that is succinct, focused, pertinent, and truly up to date, incorporating the national exams' topics
- New and expanded information on emergencies, compliance, Meaningful Use and ICD-10, and more
- What exam takers should know about immunizations, VAERS, VISs, and vaccine storage
- New Critical Thinking Case Review at the end of each chapter with critical thinking questions related to the case
- A pretest with an analysis to help you determine your strong and weak study areas
- A method for creating your own study plan and a calendar to help you track it
- A design that incorporates *Bloom's Taxonomy* for teaching with questions and answers and rationale on the same page to avoid flipping back and forth; also, a sturdy bookmark that includes pertinent abbreviations to cover answers
- Over 2,000 questions; research shows that probably the best way to prepare for a specific exam is to practice answering lots of questions with the content worded differently.
- Practice exams specific to the CMA (AAMA), RMA (AMT), and CMAS (AMT)
- Important review terms with definitions included in each chapter
- Review and study tips pertinent to each chapter
- Test preparation tips for students for whom English is their second language
- Important information for study groups
- Explanation of the major national exams
- Exam-taking strategies and exam-day preparation
- Six timed simulated exams: one for each of the three national exams appear in the back of the book and one for each of the three national exams is on the companion website.

The following are reviewer comments that attest to the effectiveness and practicality of the book's approach:

- "I think that this is one of the best review texts that I have ever seen—very inclusive."
- "This text is excellent and will be recommended to our students to study for the certification exam."
- "The short chapter reviews are very well done and effectively organized."
- "The students need a little levity once in a while. The cartoons are good. Made me smile."
- "Excellent."
- "Invaluable."
- "I use a different book in my review class at this time, but after seeing your text, I will switch."

Our goal is to help you succeed by providing you with the tools and information you need to pass the national medical assisting exams—and to retain that information to ensure a successful career. We have incorporated our expertise, creativity, interest in student success, and even a little humor into this book, and believe we will achieve our goal while helping you achieve yours.

Helen J. Houser, RN, MSHA, BS, RMA (AMT)
Janet R. Sesser, MS, BS, RMA (AMT)

ADDITIONAL RESOURCES

Jones & Bartlett Learning's Medical Assisting Exam Review for CMA, RMA, and CMAS Certification includes additional resources for students and instructors that are available on the text's online site.

INSTRUCTOR RESOURCES

Approved adopting instructors will be given access to the following additional resources:

- Slides in PowerPoint format
- Answer Key to Exam Certification Worksheets
- TestPrep simulating the CMA, RMA, and CMAS national exam for students

STUDENT RESOURCES

- Flash Cards of key terms in the text
- Audio Glossary

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About the Authors iv

Reviewers v

Preface vi

Acknowledgments viii

UNIT 1: The Starting Point

Chapter 1: The Certification Process 3

Chapter 2: Pretest and Analysis 11

Chapter 3: Creating Your Study Plan 31

UNIT 2: General Knowledge

Chapter 4: Law and Ethics 35

Chapter 5: Medical Terminology 57

Chapter 6: Anatomy and Physiology 77

Chapter 7: Human Behavior and Professional Communication 143

Chapter 8: Patient Education 159

UNIT 3: Administrative Practice

Chapter 9: Administrative Technologies 175

Chapter 10: Appointment Scheduling and Reception 193

Chapter 11: Medical Records Management 209

Chapter 12: Correspondence 223

Chapter 13: Medical Insurance 235

Chapter 14: Medical Coding and Claims 249

Chapter 15: Financial Practices 267

Chapter 16: Administration and Compliance 279

UNIT 4: Clinical Practice

Chapter 17: Microorganisms and Asepsis 293

Chapter 18: Patient Exams and Procedures 307

Chapter 19: Medical Office Surgery 325

Chapter 20: Electrocardiography 339

Chapter 21: Laboratory Procedures 355

Chapter 22: Physical Modalities 371

Chapter 23: Nutrition 383

Chapter 24: Pharmacology and Medication Administration 395

Chapter 25: Emergency Preparedness 413

UNIT 5: Exam Preparation

Chapter 26: Certification Exam Day Advice 433

Practice Exam 435

Answers to the Practice Exam 444

Answer Sheet 461

Index 463

