

# Download File PDF Certified Medical Administrative Assistant Board And Certification Practice Test

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**About the Certified Medical Assistant (CMA) Examination**  
The CMA examination is administered by the American Association of Medical Assistants (AAMA). For more information regarding the CMA examination, visit the AAMA's web site, <http://www.aama-af.org>.

**Examination Format and Content**

The CMA exam is a 390-question, multiple-choice test, covering three broad areas: general medical knowledge, administrative knowledge, and clinical knowledge. The subject material includes the following:

**I. General (Interdisciplinary) 33.3% (130 questions)**

- A. Medical Terminology
- B. Anatomy and Physiology
- C. Psychology
- D. Professionalism
- E. Communication
- F. Medical Legal Guidelines and Requirements

**II. Administrative 33.3% (130 questions)**

- G. Data Entry
- H. Equipment
- I. Computer Concepts
- J. Records Management
- K. Screening and Processing Mail
- L. Scheduling and Monitoring Appointments
- M. Resource Information and Community Services
- N. Managing Physicians' Professional Schedules and Travel
- O. Managing the Office
- P. Office Policies and Procedures
- Q. Managing Practice Expenses

**III. Clinical 33.3% (130 questions)**

- R. Principles of Infection Control
- S. Treatment Area
- T. Patient Preparation and Assisting the Physician
- U. Patient History Interview
- V. Collecting and Processing Specimens, Diagnostic Testing
- W. Preparing and Administering Medications
- X. Emergencies
- Y. First Aid
- Z. Nutrition

**Application Process**

Candidates should read all instructions carefully before completing the application form. Incomplete or incorrect applications will not be processed and will be returned to the candidate. Postmark deadlines for applications, cancellations, and examination location changes are strictly enforced.

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