

**End of Study Guide for CMAA**  
**See Practice Exam in Next Section**

## Certified Medical Administrative Assistant (CMAA) – PRACTICE EXAM

1	Which of the following is NOT a “hard copy”
a.	A record printed on paper
b.	A faxed copy of a document
c.	An unprinted file saved to a computer
d.	A typewritten report received in the mail
2	Arbitration means:
a.	Both parties agree to use a mediator to settle any disputes regarding medical care
b.	A patient cannot bring suit against a physician for malpractice
c.	Physicians have to be held harmless in case of medical mishaps
d.	The same as the Good Samaritan act
3	Certified mail provides the sender with:
a.	Insurance protection
b.	An inexpensive way to send valuables
c.	Quick delivery
d.	Proof of delivery
4	Which reference book is used to check for the correct spelling of drugs:
a.	Standard dictionary
b.	Physician’s desk reference
c.	Medical dictionary
d.	Current procedural terminology
5	Which of the following is the correct filing order for Dave Jonson, Nancy Johnenson, Susan Johnson and Johnny Johanson.
a.	Nancy Johnenson, Susan Johnson, Dave Jonson, Johnny Johanson
b.	Dave Jonson, Johnny Johanson, Nancy Johnenson, Susan Johnson
c.	Johnny Johanson, Nancy Johnenson, Susan Johnson, Dave Jonson
d.	Johnny Johanson, Dave Jonson, Nancy Johnenson, Susan Johnson
6	In the chart number “12345.10”, the numbers following the “.” (decimal) are:
a.	Filed last
b.	Terminal digits
c.	Alphabetical indicators
d.	For insurance companies only

# Study Guide For Medical Administrative Assistant Exam

**Marilyn Fenichel**



## **Study Guide For Medical Administrative Assistant Exam:**

*Cmaa certified medical administrative assistant exam prep 2025-2026* Elliot Spencer, 2025-08-01 Today's healthcare employers demand more than basic knowledge they want job ready professionals who can think on their feet manage fast paced front office operations and communicate with empathy and precision But how do you prepare for an exam that tests not just what you know but how well you can apply it in real world clinical settings That's the challenge This book is the solution Expertly crafted to align with the latest CMAA exam blueprint from the National Healthcareer Association NHA this powerful guide equips you with everything you need to pass with confidence From mastering patient scheduling and navigating EHR systems to understanding HIPAA compliance and medical terminology every chapter is designed with the practical tools test taking strategies and insider insights that reflect what you'll actually encounter on exam day What truly sets this book apart Over 400 high quality practice questions and realistic full length exams Are you feeling overwhelmed by the pressure to pass the CMAA exam but unsure where to even begin You're not alone Every year thousands of aspiring medical administrative assistants find themselves lost in a sea of outdated materials confusing terminology and generic practice tests that don't reflect the real exam If you've ever felt stuck anxious or second guessed your ability to pass on the first try CMAA Certified Medical Administrative Assistant Exam Prep 2025 2026 by Elliot Spencer is the clear confident path forward Today's healthcare employers demand more than basic knowledge they want job ready professionals who can think on their feet manage fast paced front office operations and communicate with empathy and precision But how do you prepare for an exam that tests not just what you know but how well you can apply it in real world clinical settings That's the challenge This book is the solution Expertly crafted to align with the latest CMAA exam blueprint from the National Healthcareer Association NHA this powerful guide equips you with everything you need to pass with confidence From mastering patient scheduling and navigating EHR systems to understanding HIPAA compliance and medical terminology every chapter is designed with the practical tools test taking strategies and insider insights that reflect what you'll actually encounter on exam day What truly sets this book apart Over 400 high quality practice questions and realistic full length exams that mirror the structure tone and difficulty of the actual test so you can walk in prepared not panicked Imagine walking into your exam room knowing you've trained for every question format mastered the content inside and out and practiced under conditions that feel just like the real thing This is more than a study guide it's your personal roadmap to certification career advancement and long term success in the growing field of healthcare administration Whether you're a recent graduate a career changer or a working professional ready to take the next step this book meets you where you are and gets you where you need to go Don't leave your future to chance Start your journey today with the guide trusted by tomorrow's certified medical administrative assistants Buy now and take control of your CMAA success because your career is worth the best Translator Nicolle Raven PUBLISHER TEKTIME *CMAA Study Guide 2019 & 2020 Points Exam Prep*

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provides a clear hands on approach to help you master the role and responsibilities of the administrative medical assistant. With a focus on exceptional patient service this easy to read text stresses comprehension application and critical thinking to ensure you are job ready on Day 1. When used in conjunction with SimChart for the Medical Office Elsevier's educational EHR sold separately you will gain realistic experience with day to day tasks as if you were in an actual office setting. This worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job. Approachable writing style uses a conversational tone for easy understanding. Procedure checklists outline the steps required to complete a full range of administrative tasks. Patient centered focus highlights the importance of exceptional service as a key component of every Medical Assisting competency. Think About It feature encourages you to apply your knowledge to realistic work situations and develop critical thinking. Chapter checkpoints promote comprehension with questions following sections of the text. Compliance tips provide focused guidance on how to follow HIPAA mandates. Learning resources on the Evolve website provide extra practice including chapter quizzes a sample certification exam and interactive forms. NEW content expands discussion of patient confidentiality healthcare data security appointment scheduling procedure coding changes job search strategies and more. UNIQUE Correlation with NEW SimChart for the Medical Office SCMO exercises simulates all aspects of the administrative functions that make up the day to day practice of a medical office. SCMO sold separately. NEW Sample practice examination on the Evolve website provides effective preparation for certification.

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