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Computer Scheduling

✓ Electronic appointment book

Book Scheduling

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Wave Booking

√√Patients are scheduled at the same time each hour to create short-term flexibility each hour.

Modified Wave Booking \(\sqrt{\sqrt{Wave booking can be modified in a couple of different ways.} \) One example of this approach is to schedule two patients to come at 9 a.m. and one patient at 9:30 a.m. This hourly cycle is repeated throughout the day.

Double Booking ✓ Two patients are scheduled to come at the same time to see the same physician.

Stream/time-Specific Scheduling \squares\squares\squares\squares\text{Scheduling patients for specific times at regular intervals.}

The amount of time allowed depends on the reason for the visit.

Study Guide For Medical Administrative Assistant

Kathy Bonewit-West, Sue Hunt, Edith Applegate, MS

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Institute,2022-09 Certified Medical Administrative Assistant (CMAA) Study Guide Ascend Learning,2012-05-08

Certified Medical Administrative Assistant (CMAA) Study Guide 2. 0 Marilyn Fenichel, 2015-03-01 Guide 2019 & 2020 Points Exam Prep Team, 2019-07-23 This book is a concise study guide for the Medical Administrative CMAA Certification Study Guide Key Points Exam Prep Team, 2015-01-12 Contents The Assistant Certification Exam Medical Assistant Duties and Responsibilities Medical Law Medical Profession Liability The Patient Care Partnership Patient s Bill of Rights The HIPAA Patient Privacy Rule Legal Terms Communication Phone Etiquette Verbal and Nonverbal Communication Respect Scheduling Appointment Booking Appointment Setting Types of Scheduling Scheduling New Patients Scheduling Established Patients Scheduling Conflicts Letter Writing Mail Processing Incoming Mail Outgoing Mail Health Insurance Verification of Insurance Benefits Insurance Terms Medical Records Management Creating a Medical Record Filing Indexing Alphabetical Filing Numerical Filing Subject Filing Tickler File Medical Terminology Plus 500 review Cmaa certified medical administrative assistant exam prep 2025-2026 Elliot Spencer, 2025-08-01 Today questions 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

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