

CALIFORNIA CERTIFIED MEDICAL ASSISTANT



EXAMINATION STUDY OUTLINE

CALIFORNIA CERTIFYING BOARD FOR MEDICAL ASSISTANTS

A Private Non-Profit Corporation

PO Box 462

Placerville CA 95667

Telephone toll-free (866) 622-2262 or (530) 622-1850 Fax (530) 622-8254

E-mail ccbma@aol.com

www.ccbma.org

**Permission is granted to educational institutions to copy this
document for use in the classroom**

Copyright ©1996

INFORMATION ABOUT THE CCMA EXAMINATION

What is a California Certified Medical Assistant?

A CCMA is one who has met qualifications established by the California Certifying Board for Medical Assistants (CCBMA) and has passed a comprehensive objective examination administered by the Certifying Board.

Is certification required in California?

Medical Assistants are not required to be certified or licensed by the State of California. However some employers may require certification as a condition of employment.

ELIGIBILITY REQUIREMENTS

- Currently employed as a medical assistant by a licensed physician or podiatrist in the United States, or
- Graduate of an accredited medical assisting program in the United States or a program approved by the Bureau for Private Postsecondary and Vocational Education, California Department of Consumer Affairs, within one year preceding the examination, or
- Have had at least two years experience as a practicing medical assistant in the United States within the five years immediately preceding application, or
- United States Military training or United States schooling equivalent to that provided by accredited medical assisting programs.
- Be currently employed as a medical assisting instructor in an accredited institution in the United States.

Applicants for the **Clinical** specialty must provide proof of training in administering injections and performing skin tests, and /or training in venipuncture and skin puncture for the purpose of withdrawing blood, as required by California Medical Assisting Regulations.

Where is the exam given?

It is given at many locations throughout California.

When is the exam given?

Computer-Based testing is offered year round. Upon approval of your application, you will be sent an eligibility letter with scheduling information. You will be able to make your appointment within the time specified. The test centers are open Monday through Friday and some Saturdays. You will have your preliminary results at the completion of the exam.

How do I apply to take the exam?

You will need to obtain an application either by contacting our office or visiting our website and downloading a copy. It must be mailed – we do not accept applications by fax.

How do I become certified?

An applicant who passes the Basic examination and one specialty, either Administrative or Clinical, becomes a California Certified Medical Assistant. Taking a second specialty is optional.

What if I pass one part of the exam and fail another?

You will receive credit for the examination you pass and you may repeat the failed examination(s) up to two times. Repeat exams must be taken within the assigned time limit. You must apply and pay for each retake examination. A passing score will only stand for three attempts. If you fail to pass the Basic and at least one specialty examination within three attempts, you may reapply provided you have met the current eligibility requirements as set forth by the Board and supply all supporting documentation and payment.

If necessary, may I postpone an examination?

Yes, please note the postponement policy on the application.

CANCELLATION POLICY

Please note the cancellation policy on the application.

PAYMENT

All fees are to be made payable to CCBMA by money order, certified check, MasterCard or Visa credit cards only. **NO PERSONAL CHECKS will be accepted**. Please note fees and attach the appropriate amount to the application before submitting.

CCMA CREDENTIALS

Those who pass the Basic and at least one specialty have earned the following designations:

Basic & Clinical Specialty	CCMA-C
Basic & Administrative Specialty	CCMA-A
Basic and both specialties	CCMA-AC

SPECIAL ACCOMMODATIONS

Disabled persons who require special provision on examination day must request such exceptions in writing and include it with the application. Physical disability must be currently documented by a medical doctor. If you are requesting special accommodations because of a learning disability, documentation must be provided from a Psychologist dated within the last year. The Certifying Board will make every effort to accommodate such cases, but it reserves the right to deny requests which, in the judgment of the Board, would jeopardize the security of the examination material or the integrity of scores derived from the examination.

RE-CERTIFICATION

All California Certified Medical Assistants must re-certify every five years in order to maintain their active status. The purpose of re-certification is to prove competency and growth in the specialty areas as well as the basic category.

Re-certification may be achieved by retaking the examination or by accumulating sixty (60) continuing medical education (CME) credits every five (5) years.

Failure to re-certify within one year will place certification on Non-Active Status. This information is not confidential, and may be given to an employer if requested.

HOW TO PREPARE FOR THE EXAM

Taking examinations involves more than a period of preparation and a short period of thinking and writing. A wise candidate begins to prepare for the testing long before the test day arrives. Here are some important suggestions to help you prepare for and take the California Certified Medical Assistant exam.

Read the outline for examination(s) you are taking. Make certain you are knowledgeable about each item on the outline. When you discover a topic you need to study, read about it and make notes to help you remember the information.

Study often so that you won't need to "burn the midnight oil" just before the exam. You want to be alert and at your best on exam day.

Review intelligently by regularly setting aside some time to go over the material you studied earlier.

Test yourself before exam day. Some people find it helpful to write down information they know about each topic on the outline. A Review Guide of quizzes is available from Certifying Board Headquarters for \$25. Many candidates find this very helpful.

Most people like to study with others. Take turns questioning each other on what you think might be included on the exam. You will find everyone learns from this exercise.

A few days before exam day, gather the materials you need to bring with you to the exam and place them where you will find them easily.

Make sure you know how to find your test site so you can find it easily the morning of your exam. Plan to arrive on the exam day with a sharp mind which has not been dulled by last-minute studying.

CALIFORNIA CERTIFIED MEDICAL EXAMINATION
BASIC EXAMINATION OUTLINE

Sections A, B, C – 45% of Exam

A. MEDICAL TERMINOLOGY

1. Word Parts
2. Definitions
3. Abbreviations

B. TECHNICAL REFERENCES

1. Medical & Standard Dictionaries
2. PDR
3. Diagnostic/Procedural Coding Books

**C. STRUCTURE (ANATOMY) AND
FUNCTION (PHYSIOLOGY) OF
THE HUMAN BODY**

1. The Body as a Whole
 - a. Organs
 - b. Anatomical Divisions
 - c. Body Planes
 - d. Body Positions/Directions
2. Body Systems
 - a. Integumentary
 - b. Musculoskeletal
 - c. Nervous
 - d. Cardiovascular
 - e. Respiratory
 - f. Digestive
 - g. Urinary
 - h. Reproductive
 - i. Endocrine
 - j. Sensory
3. Correct spelling of terms

**D. PSYCHOLOGICAL ASPECTS OF
MEDICAL ASSISTING – 5% of
exam**

1. Communication Skills
2. Patient Relations
3. Display Professionalism

**E. LEGAL AND ETHICAL ISSUES –
25% of Exam**

1. California Medical Assistant Regulations
2. Medical Practice Law in California
 - a. Abandonment/Termination of Care
 - b. AIDS/HIV
 - c. Arbitration
 - d. Drug Dispensing
 - e. Documentation
 - f. Reportable Diseases, Conditions
 - g. Unprofessional Conduct
 - h. Medical Infectious Waste Disposal
3. Drug Enforcement Administration Regulations, CAL/OSHA, CLIA
4. Consent/Informed Consent
5. Professional Liability
 - a. Contracts and Torts
 - b. Subpoena
6. Medical Records
7. Confidential and Patient Rights
 - a. Invasion of Privacy/Slander
8. Personal Standards, Hiring, and Termination

**F. PATIENT EDUCATION – 25% of
exam**

1. Written Instructions
2. Oral Instructions
3. Prescriptions and Refills
4. Diagnostic Testing
5. Nutrition and Diet Therapy
6. Fitness and Weight Control

CLINICAL EXAMINATION OUTLINE

- A. **INFECTION CONTROL – 10% of the Exam**
 - 1. Principles of Asepsis
 - 2. Sterilization of Procedures
 - 3. Assisting with Minor Surgery
 - a. Sterile Technique
 - b. Instruments and Sutures

- B. **PATIENT PREPARATION – 25% of the Exam**
 - 1. Vital Signs
 - 2. Examinations
 - a. Types and Instruments
 - b. Body Positions and Draping

- C. **LAB PROCEDURES/DIAGNOSTIC TESTING – 20% of Exam**
 - 1. Instructing the Patient
 - 2. Preparation of Equipment and Supplies
 - 3. Specimen Collection and Processing
 - 4. Screening Tests
 - a. Urinalysis
 - b. Hematology
 - c. Pregnancy Testing
 - d. Electrocardiology
 - e. Vision Testing

- D. **PATIENT HISTORY – 5% of Exam**
 - Essential Parts of Medical History

- E. **ADMINISTERING MEDICATIONS – 20% of Exam**
 - 1. Drug Classifications, Forms and Uses
 - 2. Side Effects/Adverse Effects
 - 3. Drug Dosage – Influencing Factors, Calculation
 - 4. Systems of Measurement
 - 5. Methods of Administration
 - 6. Medication Inventory
 - 7. Recording in the Medical Record
 - 8. Prescriptions
 - 9. Controlled Substances

- F. **OFFICE EMERGENCIES – 20% of Exam**
 - 1. Emergency Policies and Procedures
 - 2. Equipment and Supplies
 - 3. First Aid
 - a. Assessing the Situation
 - b. Types of Aid
 - 1) Bleeding
 - 2) Burns
 - 3) Cardiac/Respiratory Arrest
 - 4) Choking
 - 5) Fractures
 - 6) Seizures
 - 7) Shock

ADMINISTRATIVE TEST OUTLINE

- A. **SECRETARIAL SKILLS – 27% of Exam**
 - 1. Preparing Correspondence
 - 2. Telephone Techniques
 - 3. Process Incoming/Outgoing Mail
 - 4. Postal Services
 - 5. Office Equipment Operation

- B. **APPOINTMENT SCHEDULING – 5% of Exam**
 - 1. Appointment Systems
 - 2. Making Appointments
 - 3. Information Required

- C. **COMPUTER CONCEPTS – 10% of Exam**
 - 1. Components
 - 2. Terminology
 - 3. Electronic Claims Processing

- D. **MEDICAL RECORDS – 10% of Exam**
 - 1. Records Management
 - 2. Filing Systems
 - 3. Filing Process
 - 4. Legal Guidelines
 - 5. Transfer and Retention of Records

- E. **BOOKKEEPING AND BILLING – 45% of Exam**
 - 1. PRACTICE FINANCES
 - a. Posting Transactions
 - b. Balancing and Reconciling Bank Accounts
 - c. Collecting and Updating Data
 - d. Accounts Payable/Accounts Receivable
 - e. Aging Accounts/Collection Procedures
 - 2. CODING
 - a. Procedural Coding
 - b. Diagnostic Coding
 - c. DRGs, HCPCS
 - 3. THIRD PARTY INSURANCE BILLING
 - a. Types of Insurance
 - b. Manual Claims Processing
 - c. Co-pays and Deductibles

- F. **TIME & FACILITY MANAGEMENT – 3% of Exam**
 - 1. Establishing Priorities
 - 2. Equipment and Supplies
 - 3. Office Housekeeping

YOUR OPPORTUNITY FOR PROFESSIONAL GROWTH

CALIFORNIA MEDICAL ASSISTANTS ASSOCIATION

The California Medical Assistants Association (CMAA) is the leading professional organization for medical office professionals in the State of California, and is dedicated to the advancement of continuing education and certification for medical assistants.

Over 1000 health workers belong to CMAA. They are office managers, receptionists, secretaries, bookkeepers, insurance billers, technicians, clinical assistants and nurses who assist the physicians and podiatrists of California in providing medical care.

Membership also includes medical assisting instructors and students, staff members in the medical or public relations department of health insurance companies and employees of local medical societies.

CMAA MEMBERSHIP GIVES YOU BENEFITS:

The *California Medical Assistant*, a bi-monthly publication with information on current trends and legislation which affect medical assistants, member services and opportunities to gain continuing educational units toward recertification.

Regional meetings with speakers on subjects pertinent to daily activities as well as scientific topics which qualify for continuing education credits.

Stimulating state meetings, an excellent opportunity for professional growth through technical and motivational presentations and for developing leadership skills as an elected officer or delegate for CMAA.

Networking and Professional Development with other medical assistants in your area.

All medical assistants are eligible for membership and are encouraged to join. Student membership is available for any medical assistant receiving training in the field of medical assisting.

We would like to extend an invitation to you to join our Association.

For more information, please call toll free
(888) 464-2622

Or visit the CMAA website at
www.cmaa-ca.org