

## CREDENTIALLED

### Hire the *best of the best*: Employ someone who is certified

More employers of allied health personnel prefer—or even insist—that their medical assistants have the CMA (AAMA) credential. The CMA (AAMA) credential is awarded to candidates who pass the CMA (AAMA) Certification/Recertification Examination. The exam is offered by the Certifying Board of the American Association of Medical Assistants. The National Board of Medical Examiners—responsible for many national examinations for physicians—serves as test consultant for the examination. As a result, the reliability, validity, and security of the exam are of the highest order. The CMA (AAMA) is both a national and a voluntary credential.

### How the CMA (AAMA) stands apart



The CMA (AAMA) Exam is the only medical assisting test that requires all of its candidates to be graduates of an accredited postsecondary medical assisting program.

The CMA (AAMA) is the only credential that requires its credentialeds to recertify every five years in order to use the credential in connection with employment. They must recertify by retesting or by acquiring 60 hours of continuing education in general, clinical, and administrative topics.

The CMA (AAMA) Exam is the only medical assisting test that utilizes the National Board of Medical Examiners as test consultant.

Any CMA (AAMA) who violates the legal and ethical standards of the Certifying Board Disciplinary Standards is subject to penalties, such as revocation of the CMA (AAMA) credential.

## CARING

### The CMA (AAMA) provides superior patient care

The CMA (AAMA) is instrumental in helping patients feel at ease in the ambulatory care setting, explaining physicians' instructions and often acting as a patient advocate. The CMA (AAMA) exhibits good communication skills. Since patient confidentiality is paramount, the CMA (AAMA) respects and abides by the private nature of medical information.

### Did you know?

Medical assisting is one of the nation's fastest growing careers, according to the United States Bureau of Labor Statistics. This can be attributed to a predicted surge in the number of physicians' offices and outpatient care facilities—a surge largely due to technological advances in medicine and a growing and aging population. Because of this increasing demand, more physicians are turning to the CMA (AAMA) to fill their needs.

### Want to learn more?

To learn more about how hiring a CMA (AAMA) will benefit your medical practice or to confirm a candidate's certification, please contact the American Association of Medical Assistants at 800/228-2262 or visit [www.aama-ntl.org](http://www.aama-ntl.org).



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# DO YOU WANT YOUR MEDICAL PRACTICE TO RUN MORE EFFICIENTLY?



## CONSIDER HIRING A CMA (AAMA)



THE CMA (AAMA)

HEALTH CARE'S MOST VERSATILE PROFESSIONAL

## MAKE A SMART HIRING DECISION

**H**iring the right staff for your medical practice is certainly an important decision. As you identify ways to make your medical practice run more efficiently, consider hiring a CMA (AAMA). A CMA (AAMA) is a medical assistant who has been credentialed by the Certifying Board of the American Association of Medical Assistants. Working side by side with physicians and other skilled health care practitioners, the CMA (AAMA) serves an important and positive role in patient care.

“Medical practices today benefit from the role [CMAs (AAMA)] play in managing and fulfilling patient care needs and requests. As more physician offices and outpatient care facilities open to serve America’s growing elderly population, the health care industry—and patients—will rely on [the CMA (AAMA)] for years to come.”

—Donald J. Palmisano, MD, JD  
Past President, American Medical Association

## COMMITTED

### A valued member of your team

The CMA (AAMA) is cross-trained to perform both administrative and clinical procedures. These valuable multitasking abilities make the CMA (AAMA) a highly valued member of your team.

### Administrative duties

The CMA (AAMA) is trained to manage a number of critical administrative functions within your practice including:

- Using computer applications
- Answering telephones
- Greeting patients
- Maintaining and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping

### Clinical duties *(vary by state law)*

The CMA (AAMA) supports your medical practice by:

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Administering medications as directed by the physician
- Calling in prescriptions as directed by the physician
- Drawing blood
- Performing EKGs
- Removing sutures and changing dressings

