About AMCA...

We offer National Certification Exams That Support and Validate the Allied Healthcare Industry through Testing of Individual Skills.

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www.AMCAexams.com
On October 8, 2015, the National Commission for Certifying Agencies (NCCA) granted American Medical Certification Association (AMCA) accreditation to the Clinical Medical Assistant Certification (CMAC) for demonstrating compliance with the NCCA Standards for the Accreditation of Certification Programs.

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Medical Certification Examinations Provide...

- Credibility
- Enhanced Placement Statistics
- Portability
  - Career Advancement
- Increased Enrollment
- Improved Marketability

American Medical Certification Association (AMCA) is headquartered in Fairfield, New Jersey. The American Medical Certification Association (AMCA) was established with the vision of enhancing the allied healthcare industry by providing national certification exams that validate the knowledge and expertise of professionals in this field. Additionally, the AMCA collaborates and actively participates in the allied healthcare industry to serve as a support network for allied healthcare professionals. The AMCA has obtained membership in various organizations to strengthen its’ ties to the industry.

According to the Bureau of Labor and Statistics, the healthcare field continues to represent the fastest growing segment of our nation's economy. The American Medical Certification Association (AMCA) offers certification exams to the allied healthcare field. The AMCA is nationally approved and recognized as a certification organization in all 50 states.

Increasing numbers of trained, career-oriented professionals enter this promising field each year, sharing common goals, interests and needs. To help these healthcare professionals meet their goals, AMCA offers certification exams to increase a candidate’s marketability and enhance their career portfolio.

What is Certification?

Certification or the word certify as defined by Webster’s Collegiate Dictionary (2000) means, “to attest as being true or as represented as meeting a standard.” It is through a set of standards that the American Medical Certification Association has developed each of its exams. Each exam is developed by a team of Subject Matter Experts who have many years of experience in their chosen field. The exams are designed to meet standards based on a job task list that will certify each successful exam candidate has proven that they are knowledgeable in their specific subject matter. The exams are based on domains developed by the job task list: Health care systems, Medical Law and Ethics, Safety and Infection Control, Anatomy and Physiology and the subject matter related to that specific area i.e., phlebotomy, EKG mental health, etc...
Candidate Eligibility Requirements
The population eligible to sit for the AMCA examinations must be 18 years of age, possess a high school diploma or equivalent and meet one of the below requirements:

**Option 1:** Graduate from a training program (proof of completion is required) and has up to one year from the date of completion to challenge AMCA’s certification exam.

**Option 2:** Have 2 or more years of work experience immediately preceding the date of application, and be presently in that field – Candidates must provide proof of employment/experience in the form of a written letter and high school diploma or equivalent. Letters should include daily responsibilities and tasks performed as part of your clinical medical assistant role. Letters are verified and must be written on company letterhead.*

*Students attending schools in NJ must meet legislative rule 13:35--6.4 which reads: “NJ Candidates are not eligible for this option in which to test as it violates N.J.A.C. 13:35-6.4 – all NJ candidates must graduate from a State of NJ approved program”

- The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

Exams are offered as either paper/pencil or online through a proctored test site.

**Period certification is valid:**
2 year requirement for maintaining or renewing certification.

**Recertify/CEU’s**
The AMCA requires 10 hours of Continuing Education, every two years. To keep your certification current, AMCA will supply you with CE Volumes worth 5 Ce credits or our Career Advancement Home Study Programs worth 10 CEU’s.

**Outside CEU’S:**
As an option, credits may be obtained through your employer or other educational providers. Note: 1 hour is equivalent to 1 credit. Please direct your CE questions to our AMCA Customer Service Representatives.
**When am I eligible to take the AMCA exams?**
All exam candidates are eligible to challenge the AMCA exams after completing their classroom hours. It is AMCA’s recommendation to test students directly after completed classroom hours while the knowledge and information is fresh.

**Retaking the Exam**
If a candidate initially fails an exam, they will have two more opportunities to retake the exam at a discounted cost. The suggested wait time to re-test is 30 days. The AMCA will attempt to provide additional study resources to the student if requested. Upon the third unsuccessful attempt, remediation through the school or a refresher course is recommended. Once the candidate provides evidence of a refresher course, he/she is eligible to sit for the examination at the same discounted price.

**Cancellation Policy/Refund Policy**
If any exam is cancelled, close or filled, exam fees will be refunded. No exam fee will be refunded for any other reason on or after the scheduled exam date. If a student wishes to cancel an exam date, a written notice must be submitted 5 business day in advance of the original exam date in order to receive a refund, minus $15.00 per exam administration fee.
Why Choose the American Medical Certification Association

60 Days of Free Job Placement Assistance with Trackable Student Reports

AMCA and E-hired.com offer You THE FOUR PILLARS TO SUCCESS!
ADMISSION, RETENTION ACCREDITATION & PLACEMENT

E-Hired.com helps career and technology schools, as well as colleges and universities assist students and graduates by matching daily job leads to the students certifications or degree program and emailing them (8 to 10 a day) within a 25 mile radius of the students home zip code. Additionally, E-Hired helps drive admissions, assist with student retention and support gainful employment compliance efforts through E-hired’s employment support tracking systems with customizable reports by student and program.

Call Frank at 856.232.4677 or email him at frank@e-hired.com to schedule a demo today!
AMCA has teamed up with:

MEDLINE UNIVERSITY

More Great Reasons to choose AMCA!
AMCA teams up with Medline University to give your instructors cutting edge resources and educational tools needed for your students to stand out!

250 FREE CE Courses:
Diabetes, Foot skin/wound care,
Hand Hygiene/skin care,
HIPAA and more...
Unlimited access to the courses your students need. Earn and save CE's in one convenient place. And it's completely free!

Available in Spanish
The only national certification agency dedicated to bringing your school the tools it needs to develop quality healthcare professionals.

For a complete list of AMCA approved Medline CE courses and how to become an AMCA Testing Site today:
Call Danielle at
888.960.AMCA(2622), ext 112
## Certifications Offered (Study Material Included)

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Updated 11012018
**Certification Exam Descriptions**

& Minimum Requirements

**Name of Certification:**
Clinical Medical Assistant Certification

**Abbreviation of Certification:** CMAC

Fee charged for the exam: **$139.00 (Study Material Included)**

**Description and purpose of test:**
Clinical Medical Assistants have a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of a CMAC include; taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, preparing a patient for an EKG, filing and front desk responsibilities. Since a clinical medical assistant works with the public, appearance and respect for confidentiality is important. Certified Medical Assistants may advance to other positions through experience or additional training.

- Drawing blood*
- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Performing an EKG*
- Recognizing the need for continuing education and staying current in health care mandates

**The test is comprised of 200 questions:**
The breakdown is as follows: Phlebotomy, EKG, anatomy and physiology, law and ethics, safety/infection control, medical office/patient care, and healthcare systems.

Allotted time for examinees is 3 hours and 30 minutes.

**Passing Score:** 73%

*The AMCA recommends a minimum of 30 venipunctures, 10 capillaries and 10 successful EKG’s, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements. (The educational program shall include, at a minimum, 600 clock hours of instruction and shall encompass training in the administration of intramuscular and subcutaneous injections and instruction and demonstration in; pertinent anatomy and physiology appropriate to injection procedures; choice of equipment; proper technique, including sterile technique; hazards and complications; and emergency procedures. N.J.A.C. 13:35-6.4)
**Name of Certification:**
Clinical Medical Administrative Assistant Certification
(Combo Exam includes 4 Certifications: CMAC, PTC, ETC and MAAC)

Abbreviation of Certification: **CMAAC**

Fee charged for the exam: **$199.00 (Study Material Included)**

The Clinical Medical and Administrative Assistant Certification exam was designed for those professionals who have the clinical skills necessary as a clinical medical assistant, but also have the skills of an administrative assistant. This busy professional can go from the front office answering the phone to assisting the doctor by taking vitals and drawing blood for prescribed tests. A CMAAC may perform some or all of the following duties. However, they are not limited to just these responsibilities:

- Drawing blood*
- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Performing an EKG*
- Update and file patients’ medical records
- Fill out insurance forms
- Arrange for hospital admissions and laboratory services
- Perform tasks less specific to medical settings: such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping
- Recognizing the need for continuing education and staying current in health care mandates

**The test is comprised of 240 questions:**
The breakdown is as follows: Phlebotomy, EKG, Anatomy and physiology, law and ethics, safety/infection control, medical office/patient care, healthcare systems, and administrative inclusive of billing/coding.

Allotted time for examinees is 4 hours and 15 minutes.

**Passing Score: 70%**
*The AMCA recommends a minimum of 30 venipunctures, 10 capillaries and 10 successful EKG’s, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

(The educational program shall include, at a minimum, 600 clock hours of instruction and shall encompass training in the administration of intramuscular and subcutaneous injections and instruction and demonstration in; pertinent anatomy and physiology appropriate to injection procedures; choice of equipment; proper technique, including sterile technique; hazards and complications; and emergency procedures. N.J.A.C. 13:35-6.4)
About AMCA

Name of Certification:
Clinical Medical Assistant Certification and
Phlebotomy EKG (Combo 2 Separate Exams)

Abbreviation of Certification: CMAC/PTC/ETC

Fee charged for the exam: $169.00 (Study Material Included)

Test 1: CMAC Exam
Clinical Medical Assistants have a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of a CMAC include: taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, preparing a patient for an EKG, filing and front desk responsibilities. Since a clinical medical assistant works with the public, appearance and respect for confidentiality is important. Certified Medical Assistants may advance to other positions through experience or additional training.

- Drawing blood*
- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments

- Performing an EKG*
- Recognizing the need for continuing education and staying current in healthcare mandates

Test 1 is comprised of 200 questions:
The breakdown is as follows: Phlebotomy, EKG, anatomy and physiology, law and ethics, safety/infection control, medical office/patient care, and healthcare systems.

Allotted time for examinees is 3 hours and 15 minutes.

Test 2: PTC/ETC exam
This supplemental PTC/ETC exam to the accredited CMAC, will ensure the test candidate has the necessary phlebotomy and ETC skills to meet today’s allied health job market.

Test 2 test is comprised of 50 questions:

Allotted time for examinees is 1 hour.

Passing Score: 73%

*The AMCA recommends a minimum of 30 venipunctures, 10 capillaries and 10 successful EKG’s, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

(The educational program shall include, at a minimum, 600 clock hours of instruction and shall encompass training in the administration of intramuscular and subcutaneous injections and instruction and demonstration in: pertinent anatomy and physiology appropriate to injection procedures; choice of equipment; proper technique, including sterile technique; hazards and complications; and emergency procedures. N.J.A.C. 13:35-6.4)
Name of Certification:  
Medical Assistant Certification

Abbreviation of Certification: MAC

Fee charged for the exam: $109 (Study Material Included)

Description and purpose of test:
The Medical Assistant has a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of an MAC include; taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, filing and front desk responsibilities. Since a Medical Assistant works with the public, appearance and respect for confidentiality is important.

Medical Assistants may advance to other positions through experience or additional training.

- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Assisting the physician as necessary
- Recognizing the need for continuing education and staying current in health care mandates

The test is comprised of 100 questions:
The breakdown is as follows: Anatomy and physiology, safety/ infection control, law and ethics, pharmacology, medical terminology and medical office/patient care skills.

Allotted time for examinees is 2 hours.

Passing Score: 70%
Name of Certification:  
**Medical Assistant Certification w/Phlebotomy**  
*(Combo Exam includes 2 certifications: MAC and PTC)*

Abbreviation of Certification: **MACP**

Fee charged for the exam: **$139 (Study Material Included)**

**Description and purpose of test:**

Medical Assistants with only Phlebotomy (no EKG), have a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of a MAC include; taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, filing and front desk responsibilities. Since a medical assistant works with the public, appearance and respect for confidentiality is important. Medical Assistants may advance to other positions through experience or additional training.

- Drawing blood
- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Recognizing the need for continuing education and staying current in health care mandates

The test is comprised of **150 questions:** Anatomy and physiology, safety/infection control, law and ethics, pharmacology, medical terminology, medical office/patient care skills order of draw, specimen processing/collection.

Post allotted time for examinees is 3 hours.

**Passing Score:** 70%
About AMCA

Name of Certification:
Medical Assistant Certification w/EKG
(Combo Exam includes 2 certifications: MAC and ETC)

Abbreviation of Certification: MACE

Fee charged for the exam: $139.00 (Study Material Included)

Description and purpose of test:
Medical Assistants have a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of a Medical Assistant include: taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, preparing a patient for an EKG and filing and front desk responsibilities. Since a medical assistant works with the public, appearance and respect for confidentiality is important. Medical Assistants may advance to other positions through experience or additional training.

Medical Assistants responsibilities may include, but are not limited to the following:

- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Performing an EKG
- Recognizing the need for continuing education and staying current in health care mandates

The test is comprised of 150 questions: Rhythms and waves, lead placement, performing an EKG, anatomy and physiology, law and ethics, safety/infection control, medical office/patient care, pharmacology and medical terminology.

Post allotted time for examinees is 3 hours.

Passing Score: 70%
About AMCA

**Name of Certification: Phlebotomy Technician Certification**

Abbreviation of Certification: **PTC**

Fee charged for the exam: **$109.00 (Study Material Included)**

**Description and purpose of test:**
Phlebotomy plays a key role in laboratory testing and patient care. It is widely accepted that the quality of a laboratory test is only as good as the specimen that was collected. Due to the need to be cost effective, Phlebotomy has now become a specialized area of clinical laboratory practice. Although a hospital is a common place where a phlebotomy technician may work, clinics, acute care facilities as well as doctor’s offices are also ideal places for a phlebotomist to work.

According to the Occupational Outlook Handbook, the expected growth for phlebotomy technicians is anticipated to be about 14% from 2008-2018.

A Phlebotomy Technician’s responsibilities may include, but are not limited to the following:

- Performing venipunctures*
- Performing capillary draws*
- Transporting specimens to the laboratory
- Professionally interact with patients
- Treating patients with empathy and compassion
- Respecting a patients’ rights
- Recognizing the need for continuing education and staying current in health care mandates

**The test is comprised of 100 questions in Phlebotomy:**
The breakdown is as follows: Patient care, patient ID and site prep, order and equipment selection, specimen collection/processing, safety and infection control.

**Allotted time for examinees is 2 hours.**

**Passing Score:** 69%

*The AMCA recommends a minimum of 30 venipunctures and 10 capillaries, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

**Additional Eligibility Requirements:**
Candidates for Phlebotomy from the state of Louisiana must provide proof of 100 venipuncture/25 capillary sticks or more in order to be eligible to sit for the American Medical Certification Phlebotomy exam. Please see the Louisiana Board of Medical Examiners website (http://www.lsbose.la.gov/) for more information on becoming a certified phlebotomist.
About AMCA

**Name of Certification:**
**EKG Technician Certification**

**Abbreviation of Certification:** ETC

**Fee charged for the exam:** $109.00 *(Study Material Included)*

**Description and purpose of test:**
EKG Technicians assist physicians in the diagnosis and treatment of various cardiovascular problems. Areas of practice for cardiovascular technologists include invasive cardiology, vascular cardiology and echocardiography. An EKG technician is someone who works in the area of echocardiography. According to the Occupational Outlook Handbook, the expected growth for EKG technicians is anticipated to be about 24% from 2008-2018.

EKG technicians have the education to provide electrocardiograms (EKGs), ultrasounds, and sonograms of a patient’s heart. An EKG is a medical test that records the heart’s electrical impulses. Although a hospital is a common place where an EKG technician may work, clinics, acute care facilities as well as doctor’s offices are also ideal places for an EKG technician to work. EKG technician’s responsibilities may include, but are not limited to the following:

- Prepare patients for an EKG
- Interact with patients
- Perform the EKG*
- Apply electrodes and leads
- Perform Holter Monitoring and Stress Testing
- Recognizing the need for continuing education and staying current in health care mandates

**The test is comprised of 110 questions in EKG:**
The breakdown is as follows: Medical terminology, anatomy and physiology of the heart, diseases and disorders of the heart, electrocardiography, pharmacology, and general patient care.

*10 questions are un-scored.

Allotted time for examinees is 2 hours.

**Passing Score:** 67%

*The AMCA recommends a minimum of 10 successful EKG’s. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.*
Name of Certification: Phlebotomy/EKG Technicians Certification (Combo Exam includes 2 certifications: PTC and ETC)

Abbreviation of Certification: PTC/ETC

Fee charged for the exam: $139.00 (Study Material Included)

Description and purpose of test:
The purpose of this combination exam is to offer individuals the opportunity to be dually certified in these two areas. It increases their marketability as well as opportunities afforded to them. (See PTC and ETC individual certification for more details)

The test is comprised of 100 questions:
The breakdown is as follows: Anatomy and physiology, diseases and disorders of the heart, electrocardiography, general patient care, pharmacology and medical terminology.

Passing Score: 70%

*The AMCA recommends a minimum of 30 venipunctures, 10 capillaries and 10 successful EKG’s, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.
Name of Certification:  
Mental Health Technician Certification

Abbreviation of Certification: MHTC

Fee charged for the exam: $109.00 (Study Material Included)

Description and purpose of test:
A Mental Health Technician Certification (MHTC) also known as a psychiatric aide participates in both the planning and implementing of individual patient treatment plans. A MHTC may perform some or all of the following duties. However, they are not limited to just these responsibilities:

- Care for mentally impaired or emotionally disturbed people
- Hygiene of patients
- Patients pulse, temperature and respiration
- Issue medications from dispensary and maintain records
- Lead prescribed individual or group therapy sessions as part of therapeutic procedures
- Assist patients with daily living activities
- Recognizing the need for continuing education and staying current in health care mandates

The test is comprised of 100 questions in Mental Health:
The breakdown is as follows: Process and procedure, Law and Ethics, Psychological development, pharmacology, practice settings and safety/ infection Control.

Allotted time for examinees is 2 hours.

Passing Score: 70%
**Name of Certification:**
**Patient Care Technician Certification**
*(Combo Exam includes 3 certifications: PCTC, PTC and ETC)*

**Abbreviation of Certification:** **PCTC**

**Fee charged for the exam:** $169.00 *(Study Material Included)*

**Description and purpose of test:** Patient Care Assistant or Patient Care Technician can give basic nursing care under the supervision of a licensed nurse. Some other titles could be: certified nursing assistant, health care technician, licensed nursing assistant, or nurse’s aide. All of these fall under the supervision of the nursing team. The nursing team involves RNs, LPNs/LVNS, and assisting personnel.

Assistive personnel give basic nursing care while being supervised by an RN. The tasks performed by assistive personnel can vary from state to state. They also can vary depending on the type of agency you work for – for example assistive staff in an emergency room unit will have different responsibilities than those who are working with a surgical nursing unit.

Patient Care Assistants responsibilities may include but are not limited to the following:
- Recognizes unusual vital signs and reports them to the nurse
- Checks on patients
- Follows a patient’s plan of care
- Assists the nurse as directed
- Wound care
- Patient transport

RNs can delegate tasks to LPNs/LVNs and assistive personnel. LPNs and LVNs can also delegate tasks depending on the state. When a task is delegated, there are considerations to be made such as: patient’s needs, is it the right task, and have the right directions been communicated to the person assigned to the task.

**The test is comprised of 200 questions:**
The breakdown is as follows: Phlebotomy, EKG, anatomy and physiology, medical terminology, patient/wound care, safety/infection control, medical law and ethics and pharmacology.

Allotted time for examinees is 3 hours and 15 minutes.

**Passing Score:** 70%
About AMCA

Name of Certification:
Dental Support Technician Certification

Abbreviation of Certification: DSTC

Fee charged for the exam: $109 (Study Material Included)

Description and purpose of test:

A Dental Support Technician Certification is designed for the entry level dental employee. This certification may help advance to other positions through experience or additional training.

- Assisting the dentist with procedures as allowable by state law.
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Recognizing the need for continuing education and staying current in health care mandates

The test is comprised of 130 questions in Dental Health:
The breakdown is as follows: Law & Ethics, Patient care, Process & Procedure, Chair side assisting, pharmacology, radiology and safety/infection control.

Allotted time 2 hours and 45 minutes

Passing Score: 70%
**Name of Certification:**
Physical Therapy Aide Certification

Abbreviation of Certification: **PTAC**

Fee charged for the exam: **$109.00 (Study Material Included)**

**Description and purpose of test:**
Physical Therapy Aides work under the direction and supervision of physical therapists. They help patients who are recovering from injuries and illnesses regain movement and manage pain. Physical Therapy assistants are involved in the direct care of patients. Physical therapist aides often do tasks that are indirectly related to patient care, such as cleaning and setting up the treatment area, moving patients, and performing clerical duties.

Physical Therapy aides typically do the following:

- Clean treatment areas and set up therapy equipment
- Wash linens
- Help patients move to or from a therapy area
- Do clerical tasks, such as answering phones and scheduling patients
- Gait training
- Prepare patient transport

**The test is comprised of 100 questions:**
The breakdown is as follows: Patient care/administrative, Law & Ethics, Patient prep/positioning, anatomy and physiology, safety/infection control and therapeutic modalities

Allotted time for examinees is 2 hours.

**Passing Score:** 70%
Name of Certification: Nursing Assistant Certification

Abbreviation of Certification: NAC

Fee charged for the exam: $109.00 (Study Material Included)

Nursing assistance help patients with activities of daily living like eating and bathing, provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes.

Duties
Nursing assistants, sometimes called nursing aides, provide basic care and help with activities of daily living. They typically do the following:

- Clean and bathe patients or residents
- Help patients use the toilet and dress
- Turn, reposition, and transfer patients between beds and wheelchairs
- Listen to and record patients’ health concerns and report that information to nurses
- Measure patients’ vital signs, such as blood pressure and temperature
- Serve meals and help patients eat

Some nursing assistants may also dispense medication, depending on their training level and the state in which they work.

In nursing homes, assistants are often the principal caregivers. They have more contact with residents than other members of the staff. Because some residents stay in a nursing home for months or years, assistants may develop close relationships with their patients.

The test is comprised of 149 questions:
The breakdown is as follows: Law & Ethics, Medical Term, OSHA & Infection Control, Pharmacology, anatomy & physiology, Medical Office/Patient Care

Allotted time for examinees is 3 hours.

Passing Score: 70%
About AMCA

Name of Certification: Medical Administrative Assistant Certification

Abbreviation of Certification: MAAC

Fee charged for the exam: $109.00 (Study Material Included)

Description and purpose of test:
The Medical Administrative Assistant duties have evolved in recent years. The MAA is required to be efficient in front office skills as well as knowledgeable in billing, coding, administrative tasks and general patient care. They also need basic knowledge of medical terminology, patient care skills and general office skills.

Medical Administrative Assistant responsibilities may include, but are not limited to the following:

- Answering phones
- Processing bills
- Communicating with patients
- General office duties
- Be up-to-date on HIPAA compliance

The test is comprised of 100 questions Medical Administrative Assistant:
The breakdown is as follows: HIPAA and compliance, scheduling, medical records, types of insurance, billing/coding, medical terminology and anatomy and other administrative knowledge.

Allotted time for examinees is 2 hours.

Passing Score: 67%

On May 11th, 2018 the National Commission for Certifying Agencies (NCCA) granted American Medical Certification Association (AMCA) accreditation to the Medical Administrative Assistant Certification (MAAC) for demonstrating compliance with the NCCA Standards for the Accreditation of Certification Programs.
About AMCA

Name of Certification:
Billing Coding Specialist Certification

Abbreviation of Certification: BCSC

Fee charged for the exam: $109.00 (Study Material Included)

Description and purpose of test:
The Billing Coding Specialists’ duties have evolved in recent years. The Billing Coding Specialists, also known as medical coders, or health information technologists, are responsible for maintaining and accurately reporting and categorizing patient information. They manage health information and ensure its’ quality through a series of checks and balances. They also need basic knowledge of medical terminology, patient care skills and general office skills.

A Billing Coding Specialists responsibility may include, but are not limited to the following:

- Answering phones
- Processing patient information
- Accurately entering patient financial information to ensure timely payments
- Billing and coding for insurance purposes
- Communicating with patients
- General office duties

The test is comprised of 100 questions in Billing and Coding:
The breakdown is as follows: Billing/billing regulations, anatomy and physiology/medical terminology, CPT/HCPCS, ICD, Regulations/guidelines and types of insurance

Allotted time for examinees is 2 hours.

Passing Score: 64%

On May 11th, 2018 the National Commission for Certifying Agencies (NCCA) granted American Medical Certification Association (AMCA) accreditation to the Billing and Coding Specialist Certification (BCSC) for demonstrating compliance with the NCCA Standards for the Accreditation of Certification Programs.
Name of Certification:  
Electronic Health Record Certification

Abbreviation of Certification: EHRC

Fee charged for the exam: $109.00 (Study Material Included)

Description and purpose of test:  
Medical Administrative Assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail.

An Electronic Health Record Specialist has entry level knowledge in the use of software to input patient information, manage patient records electronically, and manage all aspects of the office through the use of the electronic health record software.

The test is comprised of 100 questions in Electronic Health Records:  
The breakdown is as follows: medical administrative, electronic health records/use of software, medical terminology, patient care, infection control and medical law and ethics.

Allotted time for examinees is 2 hours.

Passing Score: 70%
**Name of Certification:**  
**Medical Administrative Assistant w/Billing and Coding Specialist Certification**  
*(Combo Exam includes 2 certifications: MAA/BCSC)*

Abbreviation of Certification: **MAA/BCSC**

Fee charged for the exam: **$139.00 (Study Material Included)**

**Description and purpose of test:**  
The purpose of the combination exam is to offer individuals the opportunity to be dually certified in these two areas. It increases their marketability as well as opportunities afforded to them. (See MAA and BCSC individual certification for more details)

**The test is comprised of 100 questions:**  
The breakdown is as follows: Medical administrative, billing and coding, medical terminology, patient care, other administrative knowledge, types of insurance and HIPAA compliance.

Allotted time for examinees is 2 hours.

**Passing Score:** 70%
Name of Certification:
Medical Administrative Assistant w/Electronic Health Record Certification
(Combo Exam includes 2 certifications: MAA and EHRC)

Abbreviation of Certification: MAA/EHRC

Fee charged for the exam: $139.00 (Study Material Included)

Description and purpose of test:
Medical Administrative Assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail.

An Electronic Health Record Specialist has entry level knowledge in the use of software to input patient information, manage patient records electronically, and manage all aspects of the office through the use of the electronic health record software.

The test is comprised of 100 questions.
The breakdown is as follows: medical administrative, electronic health records/software use, medical terminology, patient care, other administrative knowledge, types of insurance and HIPAA compliance.

Allotted time for examinees is 2 hours.

Passing Score: 70%
Name of Certification:
Medical Administrative Assistant/Billing and Coding Specialist/
Electronic Health Record Certification
(Combo Exam includes 3 certifications: MAA, BCSC and EHRC)

Abbreviation of Certification: MAA/BCS/EHRC

Fee charged for the exam: **$169.00 (Study Material Included)**

**Description and purpose of test:**

The purpose of this test is to offer candidates the opportunity to become certified in three areas. As the industry becomes more efficient, this exam allows the student the chance to test their knowledge in entry-level billing and coding, administrative front-office skills and basic electronic record keeping.

Medical Administrative Assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail.

Typically, Billing and Coding courses introduce and reinforce the concept of electronic record keeping. Although students are given a general overview of electronic record keeping software, they are given the knowledge of how to operate and function as a electronic health record specialist.

An Electronic Health Record Specialist has entry level knowledge in the use of software to input patient information, manage patient records electronically, and manage all aspects of the office through the use of the electronic health record software.

**The test is comprised of 150 questions in MAA/BCS/EHRC:**
The breakdown is as follows: Medical administrative, electronic health records/software usage, entry-level billing and coding, medical terminology, patient care, other administrative knowledge, types of insurance and HIPAA compliance.

Allotted time for examinees is 3 hours.

**Passing Score: 70%**
Name of Certification: 
Associate Trichology Certification

Abbreviation of Certification: ATC

Fee charged for the exam: $159 (Study Material Included)

Description and purpose of test:
Learn in depth how the body functions and how it relates to the hair and scalp. Understand how nutrition, health and wellness affect hair loss and how you can help your clients. Learn how to setup, market and run a Trichology or hair loss business as you become an Associate Trichologist.

Associate Trichologists are proficient in the following job task:

Topics to be covered:
- Nutrition, Diet, Health and Wellness
- Human Biology: Body Systems Cells and Tissue
- Human Biology: Organ Systems
- Human Biology: Biochemistry
- Anatomy & Physiology of the Hair
- Anatomy & Physiology of the Scalp
- Advanced Consultations for Hair Loss
- Advanced Scoping of the Hair and Scalp
- Less common Hair Loss Problems
- Scalp Disorders
- Hair Shaft/Fiber Problems
- Hair Loss Due to Drug Interactions
- Setting Up a Trichology and Hair Loss Business
- Marketing your Hair Loss Center
- Comprehensive Guide to Advanced Advanced Hair Loss Solutions
- How to Operate a Hair Loss or Trichology Business

The test is comprised of 100 questions:
The breakdown is as follows: 36% Anatomy and Physiology, 16% Hair composition, 17% Sales/Marketing, 9% Treatment Alternatives, 6% Effects of Drugs/Medications, 16 Hair Loss/Scalp conditions

Allotted time for examinees is 2 hours.

Passing Score: 70%

For Exam details and dates call:
USTI® – US Trichology Institute
Educating & Empowering Hair Restoration Professionals
Phone: 518-220-1500
http://ustrichology.org/associate-trichologist-business-development-class/
Name of Certification: 
**Trichologist Certification**
Abbreviation of Certification: **TC**

Fee charged for the exam: **$249.00 (Study Material Included)**

**Description and purpose of test:**
The Trichology Practitioner Certification will equip the candidate with a certification to educate their respective clients and community at-large about the causes of hair loss as it relates to sickness and disease, improper diet, hormonal imbalance and genetic predispositions. After course completion, potential employment opportunities for our students may include but will not be limited to: Dermatologist Assistant, Trichology Clinical Research and Development, Trichologist Counselor, Assistant in Oncology for Cancer Patients in addition to teaching opportunities.

**The test is comprised of 200 questions in Trichology:**
The breakdown is as follows: OSHA/ infection control, marketing strategies for personal business development, phlebotomy and body systems, diet and nutrition and their effects on hair growth and scalp/hair disorders.

Allotted time for examinees is 3.5 hours.

**For Exam details and dates call:**

USTI® – US Trichology Institute  
Educating & Empowering Hair Restoration Professionals  
Phone: 518-220-1500

**Course Fee:** Investment of $1600

**For Exam details and dates call:**

USTI® – US Trichology Institute  
Educating & Empowering Hair Restoration Professionals  
Phone: 518-220-1500  
AMCA’s Career Advancement
Home Study Certificate Program

Certification has become a valuable tool to evaluate a candidate’s skill set. While most of you may be familiar with our primary certifications for short term non-degree programs, there is an upcoming need for secondary certifications. This level of certification can be used for career advancement, enhancing resumes, higher earnings and more.

AMCA is in the process of announcing several Career Advancement Certifications, including the one listed below:

**Name of Certificate:**
**Professional Healthcare Instructor Certification**

**Abbreviation of Certificate:** PHIC

**Fee charged for the exam:** $158.00 *(Study Material Included)*

**CEU’s:** Worth 10 CEU credits towards AMCA certification

**Description and purpose of test:**
This exam was designed for the experienced allied healthcare instructor. The study guide along with the exam will certify that the individual is knowledgeable about teaching adult learners and addressing individual learning styles.

**The test is comprised of 50 questions in Professional Healthcare Instruction:**
The breakdown is as follows: learning styles, applying Blooms Taxonomy, dealing with adult learners, lesson plan preparation and general education questions.

Allotted time for program and exam is 2 hours.
Certification has become a valuable tool to evaluate a candidate’s skill set. While most of you may be familiar with our primary certifications for short term non-degree programs, there is an upcoming need for stackable credentials. This level of certification can be used for career advancement, enhancing resumes, higher earnings and more.

AMCA is in the process of announcing several Career Advancement Certifications, including the one listed below:

**Name of Certificate:**
*Professional Instructor Certification*

**Abbreviation of Certificate:** PIC

**Fee charged for the exam:** $158.00 *(Study Material Included)*

**CEU’s:** Worth 10 CEU credits towards AMCA certification

**Description and purpose of test:**
This exam was designed for the experienced allied instructor. The study guide along with the exam will certify that the individual is knowledgeable about teaching adult learners and addressing individual learning styles.

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AMCA’s Career Advancement
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AMCA is in the process of announcing several Career Advancement Certifications, including the one listed below:

Name of Certificate:  
**Essential Soft Skills**

Fee: charged for the exam: **$158**

CEU’s: Worth 10 CEU credits towards AMCA certification

Description and purpose of test:

AMCA’s Essential Soft Skills home certificate program will teach you the skills needed to get more interviews, nail the interview and succeed in your new job. Today’s job market is flooded with articles and data proving students don’t have the basic soft skills to communicate, shake hands, write a cover letter and more. With AMCA’s Essential Soft Skills certificate program you will gain the knowledge and confidence to compliment your career, while earning 10 continuing education credits to maintain your current certification.

The test is comprised of 25 questions:
- Soft skills - 16%
- Getting The Job – 40%
- Workplace Scenarios - 24%
- Work Ethic – 20%

Prerequisite education and training:
This program can be taken at a school or as a home study program. It is recommended that this program be taken in conjunction with a career foundations course. This home study program would also be recommended for the candidates looking to gain a “competitive edge” in today’s job market. Excellent program for receptionists, customer service personnel, or new employees.
AMCA’s Career Advancement
Home Study Certificate Program

Certification has become a valuable tool to evaluate a candidate’s skill set. While most of you may be familiar with our primary certifications for short term non-degree programs, there is an upcoming need for secondary certifications. This level of certification can be used for career advancement, enhancing resumes, higher earnings and more.

AMCA is in the process of announcing several Career Advancement Certifications, including the one listed below:

Name of Secondary Certification:
Financial Literacy Certification Exam

Abbreviation of Certification: FLC
Fee charged for the exam: $79

CEU’s: Worth 6 CEU credits towards AMCA certification

Description and purpose of test:
The Financial Literacy Secondary Certification exam covers money management, student loans, personal finance, credit scores, assets and liabilities.

Financial Literacy encourages candidates to become empowered in their choices regarding financial decisions in their professional and personal life.

The test is comprised of 25 questions: Topics covered include
- Types of Loans
- Government funding
- Personal Finances
- Credit Scores/Ratings
- Financial terminology

Prerequisite education and training:
Attendance at a Dollar Camp workshop or certificate of completion from Financial Education for Future Professionals
About AMCA

Billing and Coding Book Recommendations

2018 Step-by-Step, Elsevier
By: Buck
ISBN: 978-0-32343081-4

Let’s Code It 1st Ed., McGraw Hill
By: Safian and Johnson
ISBN: 1259828735 | 9781259828737

Conquer Medical Coding 2018, F.A. Davis
By: Jurek, Mosay, Neris

Comprehensive Medical Coding, Pearson
By: Papazian – Boyce

Medical Coding Fundamentals, McGraw Hill
By: Goldsmith, Leib
ISBN: 978-0073374987

Any book by Carol Buck as she is highly respected in the industry

Dental Assisting Book Recommendations

Dental Assisting, A comprehensive Approach, 4th Edition
By: Donna J. Phinney and Judy H. Halstead
By Delmar ISBN: 13.978.1.1115.4298.6 or 10.1.1115.4298.8

EKG Book Recommendations

The Only EKG Book You’ll Ever Need, Lippencott
By Malcom Thaler

Fast and Easy ECGs, 2nd Ed. McGraw Hill
Dysrhythmias and 12-Lead Analysis and Recognition,
By Bruce Shade

E-Z ECG Rhythm Interpretation, F.A. Davis Company
By Henry B. Geiter, Jr.
Electronic Health Records Book Recommendations

Integrated Electronic Health Records  McGraw Hill
By: Shanholtzer

Electronic Health Records 3rd Ed.  McGraw Hill
By: Hamilton
ISBN: 978-0-07-340214-7

Electronic Health Records 3rd Ed.  Pearson
By: Gartee

Although these books focus on specific software, the AMCA does not recommend specific software but more specifically the content of the books.

Medical Administrative Book Recommendations

Kinn's The Administrative Medical Assistant 13th Ed.  Elsevier
By: Proctor, Niedzwiecki, Pepper, Madero
ISBN: 978-0-323-396721

Medical Office Procedures 8th Ed.  McGraw Hill
By: Bayes

The Professional Administrative Medical Assistant
F.A. Davis
By: Eagle, Brassington, Dailey, Gorretti
Medical Assistant Book Recommendations

The Professional Medical Assistant *FA Davis*  
By Sharon Eagle, Cindi Brassington  
ISBN-978-0-07-340232-1

Comprehensive Medical Assisting 5th Ed.  
McGraw Hill  
By Booth, Whicker and Wyman  
ISBN-978-0-8036-1668.4

Study Guide for Comprehensive Medical Assisting 4th Edition,  
Lippencott  
By Kronberger, Durham, and Woodson  

Comprehensive Medical Assisting 4th Ed.  
Pearson  
By Beaman, Routh, Papazian-Boyce etc.  
Study material also recommended

Medical Assistant Book Recommendations (continued)

Medical Assisting Review By:  
McGraw Hill  
ISBN: 007337458x

Today’s Medical Assistant 3rd Ed.  
Elsevier  
By Bonewit-West, Hunt, Applegate  
ISBN: 9780323311274

Clinical Procedures for Medical Assistants 10th Ed.  
Elsevier  
By Bonewit-West  
ISBN: 978032337711-9

The Complete Medical Assistant Wolters Kluwer  
All study material also recommended  
By Sesser and Westervelt  

Mental Health Book Recommendations

Psychiatric Mental Health Nursing:  
F.A Davis Company 9th Edition  
By Townsend and Morgan  

Medical Terminology Quick and Concise:  
Lippencott  
By Marjorie C. Willis;  
About AMCA

**Patient Care Technician**
*Skills for the Patient Care Technician*, F.A. Davis  
By Di Lorenzo and Strasinger  

**Patient Care Technician**, Elsevier  
By Townsend Little  

**Phlebotomy Book Recommendations**

**Phlebotomy Essentials** Wolters Kluwer  
By Ruth McCall and Cathee M. Tankersley, 6th Edition:  

**Student Workbook for Phlebotomy Essentials**, Wolters Kluwer  
By Ruth McCall and Cathee M. Tankersley, 6th Edition:  

**Phlebotomy Simplified** Pearson  
By Diana Garza and Kathleen Becan-McBride  

**Phlebotomy – A Competency Based Approach 4th Ed.** McGraw Hill  
By Booth and Mundt  

**The Phlebotomy Textbook** F. A. Davis Company  
By Susan King Strasinger and Marjorie Schaub DiLorenzo  
ISBN 10: 0-8036-2057-8

**Phlebotomy Handbook 9e** Pearson  
By Diana Garza and Kathleen Becan-McBride  

**Physical Therapy Aide**

**Physical Therapy Aide, A Worktext** Delmar Cengage  
By Roberta C. Weiss  