NHA - Certified Medical Administrative Assistant (CMAA) Study Guide AVTEC Already Passed

Computer Scheduling

✓ Electronic appointment book

Book Scheduling

✓ Hard copy appointment book

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

Modified Wave Booking \(\shi \shi \) 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.

Nha Study Guide For Cmaa

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