

YOUR INVITATION TO A 30-DAY
FREE TRIAL OF A UNIQUE
LEARNING-AT-HOME
EXPERIENCE. . .

Successfully Preparing for the RMA Certification Exam

- Take that first important step toward better pay and greater prestige.
- Review 28 different topics, from Medical Terminology to Body Systems, Clinical Assistance, and Medical Administration.
- Complete with support from your own personal instruction via a TOLL-FREE 800 number.

A completely
NEW
self-study
program with
one-on-one
guidance from
your personal
instructor . . .

**SPECIALLY
REDUCED PRICE
FOR RECENT
GRADUATES
AND CURRENT
STUDENTS**

THE EASIEST PREPARATION FOR THE RMA EXAM

CAREFULLY TARGETED SUMMARIES OF ALL MAJOR RMA TOPICS

BECOME A MORE KNOWLEDGEABLE MEDICAL ASSISTANT

PREPARE FOR THE RMA EXAM IN THE MOST DIRECT WAY POSSIBLE

To prepare for the RMA exam, you need two elements: first, a direct way to assess your level of preparation in each key area of the exam and, second, an easy way to fill in the blanks in your knowledge.

To help you achieve both these objectives, we've created a completely new learning-at-home experience for you. It's called,

“Successfully Preparing for the RMA Certification Exam.”

This unique program is conducted entirely by correspondence — mail, fax, or the Internet (your choice) — in your own office or home, at any pace you select.

TARGETED, BRIEF TOPIC SUMMARIES, ALL IN ONE CONVENIENT COURSE

Are you up-to-date in medical terminology?

Can you describe the details of the digestive system?

Do you know how to deal with patient contact, examination, and interviews?

Are you familiar with administrative medical assisting procedures?

These, and many other topics, comprise the RMA exam. To pass that exam, you need a working understanding of all of them, and that's what you'll gain in this unique new course.

What are the secretions of the adrenal glands?

Describe the condition called endocarditis.

List the parts of the central nervous system.

What are the elements which affect blood pressure?

We could go on and on, but you get the idea. From medical knowledge to clinical practice to administrative procedures, “Successfully Preparing for the RMA Certification Exam” will help you prepare for the exam and will make you a more knowledgeable assistant.



HOW THE COURSE WORKS

When you enroll in “Successfully Preparing for the RMA Certification Exam,” you'll receive your loose-leaf bound course manual containing 28 different units, each unit covering a different area of AMT knowledge from Medical Terminology to Administrative Medical Assisting. In each of these 28 units, you'll find:

- A concise summary of the key concepts and ideas you should know for the RMA exam.
- One or more open-ended exercises to help you assess your current knowledge, along with the answers to those exercises to let you “fill in the blanks.”
- A series of RMA exam-type multiple choice questions—we call them Skill Development Exercises—which you'll complete and send in to the MGI Analysis Center (the course is conducted for AMT by The MGI Management Institute, White Plains, New York) for review and comment. In return you'll receive a summary of your results along with an indication of those areas (if any) where a bit more preparation would be helpful.

USE MAIL, FAX, OR THE INTERNET TO SEND IN YOUR EXERCISES

When you complete each set of Skill Development Exercises, you can mail or fax them to MGI. Or you can complete them on the Internet and send them for review with the click of a button. The choice is yours.

A TOLL-FREE 800 NUMBER— INSTRUCTOR SUPPORT WHEN YOU NEED IT

Whenever you have any questions about any aspect of the course, just use the TOLL-FREE 800 number we'll give you. Our instructor will respond to you at your convenience.

LET A RECOGNIZED EXPERT HELP YOU PREPARE FOR THE RMA EXAM

Kathleene Hardy, RMA (AMT), an RMA graduate of Bay City College, San Jose, CA, currently works as an in vitro fertilization coordinator/surgical assistant at the Virginia Mason Center for the Fertility and Reproductive Endocrinology in Seattle, Washington. Mrs. Hardy's experience includes clinical and administrative positions in emergency medicine, orthopedic surgery, family medicine, dermatology, neurology, plastic surgery, obstetrics, and gynecology.

An active AMT member, Mrs. Hardy has held various officer positions in the State Society, speaking at conferences and state meetings, and serving on multiple AMT National Committees. She is a recipient of the AMT Medallion of Merit among various other honors from the association.

WHEN YOU FINISH . . .

You can complete the course in about 35 spare-time hours. When you do, you'll receive a two-color Certificate of Completion, suitable for framing and testifying to your accomplishment.



Most important of all, though, you'll have prepared yourself for that next step upward on your career and your pay level by taking and passing the RMA exam.

ENROLLMENT INFORMATION

Detailed information on enrolling in "Successfully Preparing for the RMA Certification Exam"—including your special educational price—is located on the back page of this brochure.

TOLL FREE
TELEPHONE ORDER

Just call 1-800-932-0191



YOUR 28 COURSE UNITS

The following are the 28 topics which you'll review in this important new course.

1. Medical Terminology
2. Anatomy and Physiology: Body Structure
3. Body Systems: The Endocrine System
4. Body Systems: The Integumentary System
5. Body Systems: The Immune and Lymphatic System
6. Body Systems: The Circulatory System
7. Body Systems: The Respiratory System
8. Body Systems: The Digestive System
9. Body Systems: The Urinary System
10. Body Systems: The Reproductive System
11. Body Systems: The Nervous System
12. Body Systems: Special Senses
13. Body Systems: The Skeletal System
14. Body Systems: The Muscular System
15. Clinical Assisting: Infectious Disease Control
16. Clinical Assisting: Patient Contact, Charting, and Interview
17. Clinical Assisting: Patient Contact, Examination, and Positioning
18. Clinical Assisting: Patient Contact, Examination, and Instruments
19. Clinical Assisting: Patient Contact and Vital Signs
20. Clinical Assisting: Assisting in Specialty Practices
21. Clinical Assisting: Assisting with Special Procedures and Modalities
22. Clinical Assisting: Venipuncture and Capillary Puncture
23. Clinical Assisting: Urinalysis and Culture
24. Clinical Assisting: Pharmacology
25. Clinical Assisting: CPR and First Aid
26. Administrative Medical Assisting: Receptionist/Front Desk
27. Administrative Medical Assisting: Accounts Receivable, Patient, and Insurance Billing
28. Administrative Medical Assisting: Accounts Payable/Payroll
29. Resource Materials

ALL
IN
YOUR
OWN
OFFICE
OR
HOME . . .

AT
YOUR
OWN
PACE . . .

AND
WITH
YOUR
PERSONAL
INSTRUCTOR
TO HELP
YOU

TAKE
ADVANTAGE
OF THIS
SPECIAL
STUDENT
GRADUATE
OFFER

Enrollment Information

A SPECIAL, LOW PRICE FOR RECENT GRADUATES AND CURRENT STUDENTS

The list price for "Successfully Preparing for the RMA Certification Exam" is \$269 and the prepaid AMT member discount price is \$224. However, as a special offer to recent graduates* and current students only, we are pleased to offer this unique program to you at the greatly reduced price of \$125 plus a small postage and handling charge.

This includes your loose-leaf bound course manual, review of all your Skill Development Exercises, and personal response to every question you send in. And remember, that's all it costs — no time away from work, no travel, no other costs of any kind.

* During the last five years

SEND FOR YOUR FREE TRIAL TODAY

Use the Enrollment Form or write to:
AMT Professional Development Programs
Suite 100, 244 Westchester Avenue
White Plains, New York 10604

OR USE EASY TOLL FREE TELEPHONE ENROLLMENT

JUST CALL 1-800-932-0191

Or use our fax number 1-914-428-0773



OUR GUARANTEE TO YOU

We offer you a very simple guarantee—send us your order with your payment or credit card charge information. We'll send your course material by return mail. Review the course at your leisure for 30 full days.

If it's not exactly what you want, simply return the material to us, unused, and we'll immediately send you a full refund of your enrollment fee or credit to your charge card account.

CONTINUING EDUCATION FOR HEALTH CARE PROFESSIONALS

This course was developed and is conducted for AMT by the MGI Management Institute, White Plains, New York.

For 30 years, MGI has been a leader in continuing education for the professions. MGI developed a series of highly acclaimed health care and *certification exam preparation courses*. The company continues to provide practical, up-to-the-minute, self-study experiences for thousands of professionals in an ever widening range of subjects.



FREE TRIAL ENROLLMENT FORM

To: AMT Professional Development Programs
Suite 100, 244 Westchester Avenue, White Plains, NY 10604

YES, I want to enhance my Medical Assistant Skills and prepare for the RMA Certification Exam. Please enroll me in "Successfully Preparing for the RMA Certification Exam" and send all materials at once. My check or credit card charge is enclosed as shown at right.

I understand this includes all course material, processing of all my Skill Development Exercises, and personal response to all questions that I send in.

I understand further that if I'm not completely satisfied with the material, I may return it, unused, within 30 days for a full and immediate refund.[†]

[†]Less postage and handling.

I am am not entitled to the special student/graduate discount price. If you are entitled, please fill out the information below

School name _____

Year of (expected/actual) graduation _____

Air Parcel Post Charges	
Alaska, Hawaii, Puerto Rico, and Canada	\$15 U.S. additional
All other countries	\$55 U.S. additional

Name _____

Title _____

Company _____

Address _____

City _____

State _____ Zip _____

PAYMENT INFORMATION

Course Price \$ _____

Air parcel post charges where applicable (see below left) \$ _____

Shipping and Handling \$ 7.95

Total Price \$ _____

Check enclosed (payable to AMT)

Purchase order enclosed*

Charge the above amount to my credit card as shown below:

VISA MasterCard AMEX

Acct. No. _____

Expiration Date _____

Signature _____

*Purchase orders are required for all unpaid orders which will be billed at the list price for the course.