Administrative Medical Assistant, 13th Edition provides you with the real-world administrative skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary in today's healthcare setting. Paired with our adaptive solutions, EHR documentation, ICD-10 coverage and, detailed procedural videos, you will learn the professional and interpersonal skills of modern administrative medical assisting! Professionalism in applicable procedures teaches you how to properly interact with patients and coworkers. Professional behavior boxes provide guidelines on how to interact with patients, families, and coworkers. Step-by-step procedures explain complex conditions and abstract concepts. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. Critical thinking applications test your understanding of the content. Threaded case scenarios help you to apply concepts to realistic administrative situations. Portfolio builder helps you demonstrate proficiency to potential employers. NEW! Chapter on The Health Record reviews how you'll be working with a patient's medical record. NEW! Chapter on Technology in the Medical Office introduces you to the role technology plays in the medical office. NEW! Administrative procedural videos helps you visualize and review key procedures. NEW! Chapter on Competency-Based Education helps you to understand how your mastery of the material will affect your ability to get a job. Basics of Diagnostic Coding prepares you to use ICD-10 coding system. Clinical Medical Assisting begins with Kim! Elsevier's Kim's The Clinical Medical Assistant, 13th Edition provides you with the real-world clinical skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary to assist with medications, diagnostic procedures, and surgeries. Paired with our adaptive solutions, real-world simulations, EHR documentation and HESI remediation and assessment, you will learn the leading skills of modern clinical medical assisting in the classroom! Applied approach to learning helps you use what you’ve learned in the clinical setting. Clinical procedures integrated into the TOC provide you with a quick reference. Detailed learning objectives and vocabulary with definitions highlight what’s important in each chapter. Step-by-step procedures explain complex conditions and abstract concepts. Rationales for each procedure clarify the need for each step and explains why it’s being performed. Critical thinking applications test your understanding of the content. Patient education and legal and ethical issues are described in relation to the clinical Medical Assistant's job. Threaded case scenarios help you apply concepts to realistic clinical situations. Portfolio builder helps you demonstrate clinical proficiency to potential employers. NEW! Chapter on The Health Record reviews how you will maintain and interact with the medical record. NEW! Chapter on Competency-Based Education helps you to confidently prepare for today's competitive job market. NEW! Clinical procedure videos help you to visualize and review key procedures. The Complete Medical Assistant, aligned with the latest CAHEEP and ABHES competencies, is your source to transform engaged students into successful medical assistants. Use this study tool to master the content from your Today’s Medical Assistant: Clinical & Administrative Procedures, 2nd Edition textbook! Corresponding to the chapters in the textbook by Kathy Bonewit-West, Sue Hunt, and Edith Applegate, this study guide helps you understand and apply the material with practical exercises, activities, flashcards, checklists, review questions, and more. Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments, and make it easy to track your progress. Laboratory assignment tables list the procedures in each chapter, including study guide page number references, and indicate the procedures shown on the DVDs. A pretest and posttest in each chapter measure your understanding with 10 true/false questions. Key term assessments include exercises to help in reviewing and mastering new vocabulary. Evaluation of Learning questions let you assess your understanding, evaluate progress, and prepare for the certification examination. Critical thinking activities let you apply your knowledge to realistic situations. Practice for Competency sections offer extra practice on clinical skills presented in the book. Evaluation of Competency checklists help you keep track of your progress. Graphs and charts for medical assisting career-related topics, such as insurance, HIPAA, emergency preparedness, ICD-10 coding, documentation, medical office technology, medical asepsis, vital signs, pediatrics, colonoscopy, IV therapy, and CLIA waived tests. New activities provide practice for the Today's Medical Assistant textbook's newest and most up-to-date content. New Emergency Protective Practices for the Medical Office chapter includes procedures, critical thinking questions, and other activities to help you understand emergency preparedness. New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step-by-step guide to this important procedure. New video evaluation worksheets on the Evolve companion website reinforce the procedures documented on the textbook DVDs. New practicum and externship activities on Evolve provide practice with real-world scenarios. Introducing our updated for 2021 Medical Assistant Exam Prep Study Guide: A Comprehensive Review with Practice Test Questions for the CMA (Registered) & CMA (Certified) Examinations! Ascencia Test Prep's brand new, unofficial Medical Assistant Exam Prep Study Guide offers you current examples, graphics, and information relevant to your healthcare career. And, unlike other other study guides on the market, you'll benefit from a quick yet total review of everything on the exam! There's more: imagine having your test prep materials on your phone or tablet! Ascencia Test Prep's Medical Assistant Exam Prep Study Guide comes with FREE online flash cards, study "cheat" sheets, and 35 test tips, all available online. These easy to use materials will give you the edge you need to pass your exam the first time. The American Association of Medical Assistants (AAMA) was not involved in the creation or production of this product, is not in any way affiliated with Ascencia Test Prep, and does not sponsor or endorse this product. Ascencia Test Prep's Medical Assistant Exam Prep Study Guide offers you a full review of the subjects covered on the CMA or RMA exam, test tips and strategies, real-world examples, and worked through practice problems. Our book covers: Psychology and Communication Legal and Ethical Responsibilities Reception The Business Environment Finances Anatomy and Physiology Infection Control Patient Intake and Examination Specimens and Diagnostic Testing Pharmacology Emergency Management Medical Terminology ... and also includes 500 + practice test questions, so that you will be ready on test day. About Ascencia Test Prep With healthcare fields such as nursing, pharmacy, emergency care, and physical therapy becoming the fastest and largest growing industries in the United States, individuals looking to enter the healthcare industry or rise in their field need high quality, reliable resources. Ascencia Test Prep's study guides and test preparation materials are developed by credentialed, industry professionals with years of experience in their respective fields. Every Ascencia book includes a comprehensive overview of the content knowledge that will be tested, along with practice questions for each section to enhance understanding. Full practice tests at the end of every book accurately reflect the exam, helping test takers determine if they are thoroughly prepared. Additionally, all Ascencia study materials offer exclusive tips from healthcare professionals to help readers thrive in their field beyond test day. Ascencia recognizes that healthcare professionals nurture bodies and spirits, and save lives. Ascencia Test Prep's mission is to help healthcare workers grow. AN INTEGRATED APPROACH FOR AN INTEGRATED CAREER! Ensure your students' success with their mastery not only of all of the knowledge and skills that lead to CMA or RMA certification, but also the flexibility, versatility, teamwork, and professionalism in the workplace that are the hallmarks of rewarding careers as Medical Assistants. This new textbook uses a multidisciplinary, integrated approach to learning that truly reflects the real world in which MAs practice, whether they're focused on the 'front' or 'back' office. HOW IT WORKS. . . Meets the needs of all students and all learning styles—Solitary • Social • Auditory • Visual • Kinesthetic • Oral- Dependent • Writing-Dependent. Offers assessment exercises to help students identify their own learning styles and suggests study strategies for each style. Addresses all the competencies required by the AAMA and RMA. Focuses on the attributes of a successful employee and the need for teamwork and flexibility in the workplace, as well as critical-thinking and problem-solving skills. Features a step-by-step, chapter-by-chapter body systems approach to the clinical competencies, including the relevant examinations and procedures. Structure and Function and Medical Terminology coverage at the beginning of each body system chapter. - Individual chapters on pediatrics and geriatrics as well as bioethics and legal issues. - Charting examples for many of the required
collection, including wound swab, nasal, and nasopharyngeal specimen collections. More than any other product on the market, the most successful Medical Assistants begin their careers with Kinn. Trusted for more than 60 years, Kinn’s The Medical Assistant: An Applied Learning Approach, 14th Edition teaches you real-world clinical skills essential for a career in the modern medical office—always with a focus on application through unfolding case scenarios, critical thinking questions, procedure videos, and interactive exercises. The reorganized 14th edition features new authors and a chapter reviewing medical terminology and anatomy. With an easy-to-read format and a full continuum of separately sold adaptive learning solutions, real-world simulations, EHR documentation experience, and HESI remediation and assessment—you’ll learn the leading skills of modern medical assisting to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession. Comprehensive coverage of all clinical procedures prepares you for a variety of Medical Assisting careers. 115 step-by-step illustrated procedures with rationales break down how to perform critical skills for practice. Applied approach to learning helps you use what you’ve learned in the clinical setting, including case scenarios, critical thinking exercises, procedures videos, and interactive online activities. Access to hands-on activities incorporates use of SimChart® for the Medical Office software (sold separately) designed to ensure that you are practice-ready. Key vocabulary terms and definitions are presented at the beginning of each chapter and highlighted in text discussions. Summary of Learning Objectives serves as a checkpoint and study tool. Robust companion website includes chapter quizzes, certification practice exams, procedure videos, and interactive exercises. NEW! Chapter reviews medical terminology, anatomy and physiology, and pathology to help you build a solid foundation. NEW! Artwork focused on the workings of a modern medical office, includes updated illustrations and photographs of procedures and medical records. NEW! Expanded and updated sample certification exams help you practice and prepare for certification. NEW! Streamlined presentation refines organization and writing for easy comprehension. NEW! Patient-centered care is emphasized throughout. NEW! Improved test bank includes rationales for correct and incorrect answers, cognitive leveling for questions, and mapping to chapter objectives and exam blueprints. This new textbook uses a multidisciplinary, integrated approach to learning that truly reflects the real world in which MAs practice, whether they’re focused on the front or back office. From beginning to end, it offers comprehensive, competency-based coverage, complemented by an emphasis on multiple learning styles to better meet the needs of your students. Mastery of all the knowledge and skills that lead to CMA(AAMA) or RMA certification, plus flexibility, versatility, teamwork, and professionalism in the workplace, are the hallmarks of a successful and rewarding career as a Medical Assistant. Binder-Ready Edition: This loose-leaf copy of the full text is a convenient, accessible, and customizable alternative to the bound book. With this binder-ready edition, you can personalize the text to match your unique study needs! More than any other product on the market, the most successful Medical Assistants begin their careers with Kinn. Trusted for more than 60 years, Kinn’s The Medical Assistant: An Applied Learning Approach, 14th Edition, teaches you real-world administrative and clinical skills essential for a career in the modern medical office—all with a focus on application through unfolding case scenarios, critical thinking questions, procedure videos, and interactive exercises. The reorganized 14th edition includes expanded content on medical office accounts, collections, banking, and practice management as well as a new chapter reviewing medical terminology, anatomy and physiology, and pathology. With an easy-to-read format and a full continuum of separately sold adaptive learning solutions, real-world simulations, EHR documentation experience, and HESI remediation and assessment—you’ll learn the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession. Comprehensive coverage of all administrative and clinical procedures prepares you for a wide array of Medical Assisting jobs. Nearly 185 step-by-step illustrated procedures with rationales break down how to perform critical skills for practice. Applied approach to learning helps you use what you’ve learned in a real-world setting, including case scenarios, critical thinking exercises, procedures videos, and interactive online activities. Access to hands-on activities incorporates use of SimChart® for the Medical Office software (sold separately) designed to ensure that you are practice-ready. Key vocabulary terms and definitions are presented at the beginning of each chapter and highlighted in text discussions. Summary of Learning Objectives serves as a checkpoint and study tool. Patient education and legal and ethical features help relate content to practical use. NEW! Chapter reviews medical terminology, anatomy and physiology, and pathology to help you build a solid foundation. NEW! Reorganized and expanded content on medical office accounts includes collections, banking, and practice management. NEW! Artwork focused on the workings of a modern medical office, includes updated illustrations and photographs of procedures and medical records. NEW! Expanded and updated sample certification exams help you practice and prepare for certification. NEW! Streamlined presentation refines organization and writing for easy comprehension. NEW! Coverage of patient-centered care featured throughout textbook. More than any other product on the market, the most successful Medical Assistants begin their careers with Kinn. Trusted for more than 60 years, Kinn’s The Administrative Medical Assistant: An Applied Learning Approach, 14th Edition teaches you real-world administrative skills essential for a career in the modern office—always with a focus on application through unfolding case scenarios, critical thinking questions, coding, electronic health records, and practice management as well as a new chapter reviewing medical terminology, anatomy and physiology, and pathology. With an easy-to-read style and practical focus, paired with a full complement of separately sold adaptive solutions, real-world simulations, EHR documentation experience, and HESI remediation and assessment—you’ll learn the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession. Comprehensive coverage of all administrative procedures prepares you to run a medical office. 65 step-by-step illustrated procedures with rationales break down key administrative skills to master. Applied approach to learning helps you use what you’ve learned in a real-world setting, including case scenarios, critical thinking exercises, procedures videos, and interactive online activities. Thorough EHR coverage with access to hands-on activities incorporates use of SimChart® for the Medical Office software (sold separately) designed to ensure that you are practice-ready. Key vocabulary terms and definitions are presented at the beginning of each chapter and highlighted in text discussions. Summary of Learning Objectives serves as a checkpoint and study tool. Robust companion website includes chapter quizzes, sample certification exams, procedure videos, and interactive exercises. Expert patient education and legal and ethical features help relate content to practical use. NEW! Chapter reviews medical terminology, anatomy and physiology, and pathology to help you build a solid foundation. NEW! Reorganized and expanded content covers medical office accounts, collections, banking, and practice management to build a deep understanding of the workings of a medical office. NEW! Artwork focused on the workings of a modern medical office includes updated illustrations and photographs of procedures and medical records. NEW! Expanded and updated sample certification exams help you practice and prepare for certification. NEW! Streamlined presentation refines organization and writing for easy comprehension. NEW! Coverage of patient-centered care featured throughout textbook. A trusted resource for passing the Medical Assistant certification exam. Q&A Review for the Medical Assistant by Tom and Hilda Palko now includes: Thousands of practice questions, a CD-ROM with exam simulations to build comfort level and confidence, answers and rationales for all answers to build understanding, a NEW “Basic Anatomy Review”. Students looking to pass the CMA and RMA exams to enter into the Medical Assisting field. This full-color 8th Edition covers the administrative and clinical skills medical assistants need to know to carry out their duties. The 8th Edition integrates all of the topics and skills competencies required by the American Association of Medical Assistants entry-level Medical Assisting Curriculum. It features chapter outlines and learning objectives as well as lots of pertinent information such as personal qualities, skills, responsibilities, types of patient education, and legal and ethical issues. Also included are real-life examples, quizzes and answers. A free interactive CD-Rom is packaged in the book. Corresponding to
the chapters in the main Bonewit text, Study Guide for Today's Medical Assistant, Clinical & Administrative Procedures, 3rd Edition features a variety of practical exercises, activities, checklists, review questions, and more to elp users master important medical assisting knowledge and skills. This comprehensive study guide has been thoroughly updated to reflect the 2015 CAAHEP competencies and key areas of practice, such as: electronic medical records, HIPAA regulations, advanced directives, emergency preparedness, ICD-10 coding, billing documentation, medical office technology, medical asepsis, vital signs, pediatric immunizations and injections, colonoscopy procedures, IV therapy, and CLIA waived tests. Consistent, meticulous study guide coverage aligns seamlessly with the main Bonewit text and all other Bonewit solution learning products. Evaluation of Competency checklists assess readers' performance versus stated objectives and performance standards. Critical thinking activities encourage readers to think outside the box and imagine what they would do in real-life situations. Laboratory assignments at the beginning of each chapter give readers a guide on each chapter's procedures, including guidelines on how many practices are required, which study guide pages correlate to the procedure, and which procedures are also in the procedural videos. Key term assessment tests readers' knowledge of the terms presented in the main text. Evaluation of Learning questions assess readers' progress and are an excellent tool to prepare for the certification exam. Practice for Competency checklists help readers practice each of their clinical skills. Pharmacology math exercises give readers a chance to practice their basic math skills in a way that relates to their future job. Chapter assignment tables at the beginning of each chapter guide readers through the textbook and study guide chapters, and provides a great tracking device for recording progress of textbook reading assignments and study guide activity assignments. NEW! Updated material aligned to most current CAAHEP and ABHES competencies ensures success and employability for today's medical assistants. NEW! Material from the chapter on nutrition is also incorporated into the accompanying study guide material. NEW! Updated content on emergency preparedness and medical records ensure readers are up-to-date on these key topics. NEW! Application to SimChart for the Medical Office where appropriate allows readers to prepare for the real world by working on Elsevier's own educational EHR. NEW! Expanded A&P key terminology sections give readers ample A&P key term practice. Launch your Medical Assisting career with Kinn’s Medical Assisting Fundamentals: Administrative and Clinical Procedures with Anatomy & Physiology! This practical, hands-on text features an easy-to-understand writing style and detailed visuals designed to help you master all the Medical Assisting knowledge, procedures, and skills needed for career success. Based on trusted content from the bestselling Kinn’s product suite, this brand-new text and its accompanying resources incorporate the latest standards and competencies throughout, as well as approachable coverage of math, medical terminology, soft skills, and anatomy and physiology. Easy-to-grasp writing style is appropriate for all levels of learners in all types of Medical Assisting programs. Trusted Kinn’s content supports the following exam plans: CMA from the American Association of Medical Assistants; RMA and CMAS from American Medical Technologist; CCMA and CMAA from the National Healthcareer Association; NCMA from the National Center for Competency Testing; and CMAC from the American Medical Certification Association. Emphasis on anatomy and physiology — along with pathology, signs/symptoms, diagnostic procedures, and treatments — enables you to meet key competencies. Strong focus on medical terminology includes feature boxes that highlight chapter-related medical terminology to help you learn word parts, pronunciation, and definitions. Math exercises embedded throughout the text challenge you to sharpen your math skills. Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step, offer rationales for each step, and can be conveniently performed in the classroom. Customer Service boxes in appropriate chapters help you develop the soft skills that employers seek when hiring Medical Assistants. Applied learning approach introduces a case scenario at the beginning of each chapter and then revisits it throughout the chapter to help you understand new concepts as they are presented. Chapter learning tools include vocabulary with definitions, critical thinking application problems, and feature boxes. New! Video cases connect learning to the context of real-world problems. Incorporates four appendices: conversions, definitions of abbreviations and acronyms, knowledge of the A&P of the head and neck, and pronunciation guides, generic and trade names, and drug classification. Learn the foundational concepts and skills necessary to become a successful clinical medical assistant! Written using clear and accessible language, Clinical Procedures for Medical Assistants, 10th Edition guides you through common office procedures such as taking vital signs, collecting and processing lab specimens, preparing patients for examinations, and assisting with office surgeries. This new edition is thoroughly updated throughout and includes content on elephant system for ear irrigation, influenza test, h. pylori test, digital scale for measuring weight, administration of rotavirus vaccine, along with new chapters on nutrition, emergency preparedness, and the medical record. Plus, with the addition of soft skills, and critical thinking exercises, this comprehensive text introduces you the skills you need to succeed in today's fast-paced medical office. UPDATED procedural photos provides you with the most current pictures of how to perform important clinical medical assisting procedures. Detailed learning objectives at the beginning of each chapter align with respective procedures to help guide you through the learning process (and ensure that you learned everything you should from the chapter). Over 120 procedures presented in a clear, illustrated, step-by-step format, with online videos showing 84 of the procedures in action. Student resources on the Evolve companion website offer a fun way for you to practice your medical assisting knowledge with animations, games matching exercises, and other interactive activities. Chapter outlines and learning objectives prepare you for the skills and concepts you will be learning. Charting examples help you understand the process for charting your own procedures. Patient Teaching boxes prepares you for effective communication, with detailed instructions on how to answer questions and how to explain medical concepts and procedures. What Would You Do? What Would You Not Do? case studies challenge you to apply?your knowledge to realistic medical office situations?- with a practitioner's response at the end of chapters. Putting It All Into Practice and Memories from Practicum boxes feature real medical assistants sharing personal, on-the-job experiences. Glossary of key terms gives you a quick reference guide for important terms and concepts. NEW! Chapter on nutrition focuses on everything a medical assistant should know about the important field of nutrition. NEW! Chapter on emergency preparedness focuses on everything a medical assistant needs to know about emergency preparedness in the medical office. UPDATED chapter on emergency procedures and first aid ensures you have the most up-to-date information on this vital trend. UPDATED chapter on the medical record reviews how the MA maintains and interacts with the medical record. UPDATED content on the latest products and tests used in the medical office includes elephant system for ear irrigation, influenza test, digital scale for measuring weight, administration of rotavirus vaccine, procedure for measuring BP using an automatic BP cuff, and the new hazardous communication standard. NEW! SimChart® for the Medical Office (SCMO) connection ties Elsevier's Educational EHR cases to the appropriate chapters and provides cohesion for the total curriculum solution. NEW! New certification examination review on Evolve help you use the textbook when studying for certification and will help you to create a study plan. NEW! Professionalism and soft skills content emphasizes importance of professional interaction with patients and co-workers. Use this study tool to master the content from your Today's Medical Assistant: Clinical & Administrative Procedures, 2nd Edition textbook! Corresponding to the chapters in the textbook by Kathy Bonewit-West, Sue Hunt, and Edith Applegate, this study guide helps you understand and apply the material with practical exercises, activities, flashcards, checklists, review questions, and more. Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments, and make it easy to track your progress. Laboratory assignment tables list the procedures in each chapter, including study guide page number references, and indicate the procedures shown on the DVDs. A pretest and posttest in each chapter measure your understanding with 10 true/false questions. Key term assessments include exercises to help in reviewing and mastering new vocabulary. Evaluation of Learning questions let you assess your understanding, evaluate progress, and prepare for the certification examination. Critical thinking activities let you apply your knowledge to real-life situations. Practice for Competency sections offer extra practice on clinical skills presented in the book. Evaluation of Competency checklists evaluate your performance versus stated objectives and updated CAAHEP performance standards. Updated content
includes exercises for topics such as electronic medical records, advanced directives, HIPAA, emergency preparedness, ICD-10 coding, documentation, medical office technology, medical asepsis, vital signs, pediatrics, colonoscopy, IV therapy, and CLIA waived tests. New activities provide practice for the Today's Medical Assistant textbook’s newest and most up-to-date content. New Emergency Protective Practices for the Medical Office chapter includes procedures, critical thinking questions, and other activities to help you understand emergency preparedness. New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step-by-step guide to this important procedure. New video evaluation worksheets on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs. New practicum and externship activities on Evolve provide practice with real-world scenarios. Bringing together the clinical know-how of Kathy Bonevit-West, the administrative expertise of Sue Hunt, and the anatomy and physiology knowledge of Edith Applegate, this unique, hands-on text guides you through the medical knowledge and skills you need to succeed in today's fast-paced medical office. The latest standards and competencies for the medical assistant have been incorporated into this new edition, along with expanded coverage on important topics such as nutrition, the electronic medical record, ICD-10, emergency preparedness and disaster planning, time management, and computerized prescription refills. Consistent, meticulous coverage throughout the main text, IRM, SG, DVDs, Evolve, and more provide reliable content and unparalleled accuracy. Over 90 procedural videos on DVD and online provide a visual representation of important procedures. Expanded Student Evolve site contains all animations, games (such as Quiz Show and Road to Recovery), drag-and-drop exercises, Apply your Knowledge exercises, Prepare for Certification exercises, matching exercises, and other helpful activities such as blood pressure readings, determining height and weight, and drawing up medication. What Would You Do? What Would You Not Do? boxes and responses offer applications of real-life case studies. Clear and concise Anatomy and Physiology coverage covers the basics of A&P and eliminates the need for a separate A&P text. Content updates reflect the latest competencies for medical assistants and ensure you have the most current information on the newest trends and updates in the medical assisting world. 8th grade reading level makes material approachable and easy to understand. New chapter on Emergency Preparedness offers a well-rounded perspective on what to do in specific emergency situations. New OSHA Bloodborne Pathogens video improves your understanding of personal safety following the OSHA standards. Pronunciation section in the Terminology Review gives you confidence with pronunciation and medical knowledge. Application to EMR where appropriate prepares you for the real world by dealing with electronic medical records. Bringing together comprehensive, easy-to-read coverage of medical assisting competencies and a solid foundation of anatomy and physiology, Today's Medical Assistant: Clinical & Administrative Procedures, 4th Edition provides everything you need to successfully begin a career as a medical assistant. This hands-on guide uses easy-to-follow language and detailed visuals to walk you through all the medical knowledge, procedures, and skills you need for success in today’s fast-paced medical office. Cutting-edge content is organized around medical assisting standards and competencies, supplemented throughout with a wide assortment of engaging learning tools and activities that help you to fully understand and demonstrate those competencies. The 4th Edition features enhanced coverage of healthcare law, certification, electronic health records, motivational interviewing, office management, and more, as well as additional procedures to address behavior-based competencies and expanded sample certification exams online. For tomorrow’s professional landscape, look no further than Today’s Medical Assistant! Consistent and meticulous coverage throughout all elements of the text and its learning package provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant. More than 120 detailed, step-by-step procedures with illustrations are accompanied by skills videos online. UNIQUE! Effective learning aids include procedure charting activities, What Would You Do? What Would You Not Do? scenarios, patient education and practice applications, and much more. Wide range of engaging learning activities on the companion website provide fun, interactive, and reliable content. NEW! New Student Evolve site for the Medical Office chapter includes procedures, critical thinking questions, and other activities to help you understand emergency preparedness. NEW! New procedures address the affective (behavior-based) MAERB competencies to provide example-driven learning tools. NEW! Updated art program focuses on the workings of a modern medical office and includes updated illustrations and photographs of office procedures and medical records. NEW! Expanded and updated sample certification exams provide realistic practice to help you prepare to pass the test and launch your Medical Assisting career. This comprehensive text helps readers develop the critical cognitive (knowledge base), psychomotor (skills), and affective (behaviors) competencies that entry-level medical assistants need to succeed. Now featuring a streamlined organization for greater effectiveness, the text maintains the easy-to-understand, proven format that has made it a perpetual favorite. The new edition includes the latest information on nutrition, the Affordable Care Act (ACA), and ICD-10, and content is aligned and mapped to current ABHES standards and newly approved 2015 CAAHEP standards. Electronic health records have been updated throughout the text, and expanded text highlights now include personal growth topics such as professionalism, teamwork, and time management. Up-to-date and innovative, the eighth edition of MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL COMPETENCIES offers comprehensive coverage and multiple in-text features to prepare readers for career success and give them a significant advantage in today's competitive marketplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Launch your career in medical assisting with Today's Medical Assistant, Clinical & Administrative Procedures, 3rd Edition! Bringing together the clinical know-how of Kathy Bonevit-West, the administrative expertise of Sue Hunt, and the anatomy and physiology knowledge of Edith Applegate, this hands-on guide uses easy-to-follow language and detailed visuals to walk readers through all of the medical knowledge, procedures, and skills needed for success in today’s fast-paced medical office. Not only does this new edition incorporate the latest standards and competencies throughout all of its content and resources, but it also includes an incredibly wide assortment of engaging learning tools and activities that help readers fully understand and demonstrate those competencies. If you want to be fully prepared for tomorrow’s medical assisting profession, then look no further than Today’s Medical Assistant! Consistent and meticulous coverage throughout the main text, Evolve resources, study guide, and SimChart for the Medical Office provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant. The most up-to-date content outfits readers with the latest information and insights on key topics such as: electronic medical records (EMR), HIPAA, and advanced directives documentation, evaluation & management, office and hospital services (billing & coding) emergency preparedness ICD-10 coding medical office technology medical asepsis, OSHA Bloodborne Pathogens Standard: AIDS & Hepatitis, latex glove allergies vital signs pediatrics, immunization information, IM injection (theory), child abuse colonoscopies IV therapy CLIA waived tests Unique learning aids throughout the book include: procedure charting examples outlines, detailed learning objectives, and key terms for each chapter Highlight boxes What Would You Do? What Would You Not Do? boxes Patient Teaching boxes On the Web boxes Putting It All into Practice boxes Memories from Practicum boxes glossary of key terms Arsenal of engaging activities on the Evolve companion site gives users a fun way to practice their medical assisting knowledge. Over 120 procedures give readers clear, illustrated guidance on each step of every procedure. The procedural videos on the Evolve companion site enable users to view the procedures in action. 8th grade reading level makes material approachable and easy to understand for all types of readers. Full-color design makes the book visually stimulating. The medical assisting profession is soaring to new heights with the expansion and diversity of roles and changes in the healthcare environment. Today's medical assistants must juggle many tasks in the medical office to keep up with the changes. The seventh edition of Medical Assisting:Administrative and Clinical Procedures with Anatomy and Physiology was updated to help students as well as instructors learn these ever-changing tasks and stay current in the healthcare environment. Bringing together comprehensive, easy-to-read coverage of medical assisting competencies and a solid foundation of anatomy and physiology, Today's Medical Assistant: Clinical & Administrative Procedures, 4th Edition provides everything you need to successfully
begin a career as a medical assistant. This hands-on guide uses easy-to-follow language and detailed visuals to walk you through all the medical knowledge, procedures, and skills you need for success in today's fast-paced medical office. Cutting-edge content is organized around medical assisting standards and competencies, supplemented throughout with a wide assortment of engaging learning tools and activities that help you to fully understand and demonstrate those competencies. The 4th Edition features enhanced coverage of healthcare law, certification, electronic health records, motivational interviewing, office management, and more, as well as additional procedures to address behavior-based competencies and expanded sample certification exams online. For tomorrow's professional landscape, look no further than Today's Medical Assistant! Consistent and meticulous coverage throughout all elements of the text and its learning package provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant. More than 120 detailed, step-by-step procedures with illustrations are accompanied by skills videos online. UNIQUE! Effective learning aids include procedure charting activities, What Would You Do?/What Would You Not Do? scenarios, patient education and practice applications, and much more. Wide range of engaging learning activities on the companion website provide fun, interactive practice. NEW! New content on healthcare trends and laws, certification for Medical Assistants, electronic health records, motivational interviewing, office management, and more ensures that you have the latest information needed to obtain employment and long-term success on the job. NEW! New procedures address the affective (behavior-based) MAERB competencies to provide example-driven learning tools. NEW! Updated art program focuses on the workings of a modern medical office and includes updated illustrations and photographs of office procedures and medical records. NEW! Expanded and updated sample certification exams provide realistic practice to help you prepare to pass the test and launch your Medical Assisting career. "The purpose of this book is to offer a complete resource for clinical medical assistant training by providing a thorough education to prepare medical assistant students for clinical practice"--Provided by publisher. Get unrivaled practice mastering all the concepts and skills necessary for success in today’s fast-paced medical office with the Study Guide for Today’s Medical Assistant. Filled with assignment sheets, pre- and post-tests, vocabulary practice, short-answer review questions, critical thinking activities, competency practice, and evaluations for each chapter, this comprehensive study guide is the perfect hands-on resource to jump-start your medical assisting expertise. The 4th Edition features enhanced coverage of healthcare law, certification, electronic health records, motivational interviewing, office management, and more, as well as additional procedures to address behavior-based competencies and more EHR practice. Expanded application to SimChart for the Medical Office provides more realistic practice with EHRs. Consistent and meticulous coverage throughout all elements of the text and its learning package provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant. Chapter pre-tests and post-tests enable you to easily gauge how much content you have mastered. Critical thinking activities encourage you to develop the judgment needed for real-life medical office situations. Laboratory assignments at the beginning of each chapter offer a guide on each chapter’s procedures. Practice for Competency checklists for each procedure help you practice each of your clinical skills. Perforated pages offer on-the-go review and enable easy assignment submission. NEW! New content on healthcare trends and laws, certification for Medical Assistants, electronic health records, motivational interviewing, office management, and more ensures that you have the latest information needed to obtain employment and long-term success on the job. NEW! Competency evaluation for new procedures addresses affective (behavior-based) MAERB competencies to provide example-driven teaching and learning tools. 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