

# Answer key

## 1 Building a career

### 1.1 About business The education business

**1** **Business** personal referrals, weekends at Harvard, mail shots, travelling shows

**2** **Business**  
a 23,000 applications for the new academic year  
b 90% of applications were accepted  
c 80% ultimately decided to attend  
d 50% of admit test attendees came from abroad  
e 25% said the 'international' issue  
f 545,700 - the annual fee for tuition, room and board  
g 260,000 - parents who make less than £10,000 expected to pay  
h 1000 student volunteers

**3** **Business** high school juniors' names from examination boards;  
Send 70,000 or so letters to high school juniors;  
Visit 140 US cities and travel to other countries;  
Send out 20,000 alumnae volunteers to identify possible candidates;  
Sort applications and give a score from one to six;  
Local admissions officers discuss their case for and against each candidate;  
Professors, alumni, and students lobby successful candidates by phone;  
Invite applicants to special weekend at Harvard in April.

**4** speaker 3  
b speaker 1  
c speaker 4  
d speaker 2

### 1.2 Vocabulary Education and career

**1** **Business** 1 gain 2 acquire 3 improving 4 boosting 5 have  
6 going to 7 seeking 8 receive 9 obtain 10 enhance

I worked in several departments and gained knowledge about all aspects of the business.  
I believe this job will allow me to acquire new skills and boost my earnings. My gap year in the States definitely improved my employability, and working for IBM certainly enhanced my CV.  
On my business studies course I received tuition from practising managers and obtained experience on work placements.

**2** **Business** 1 finance 2 arrange 3 business 4 support  
5 obtain 6 win 7 substitute

**Student A**  
I wasn't very motivated at all when I was younger, so I failed my exams in 2009 and had to retake them the following summer. I'd already decided I wanted to take a gap year there to go to business school, so this time I completed all the coursework and revised thoroughly. I passed easily. I spent a year abroad as an assistant in a secondary school and then went to business school - I'd already applied and successfully attended an interview before finishing my exams.  
In my second year as an undergraduate, I spent a semester as an intern at New York Pictures, which was very rewarding. In fact, I went straight into a job at IIP after I graduated the following June. They encouraged me to do a Master's degree by correspondence - I just have to finish writing a dissertation. I need a break now, but I may take a sabbatical to study for an MBA in a few years' time.

**Student B**  
I wasn't very motivated at all when I was younger, so I had to retake my exams in 2009 after I failed them the year before. I'd already decided that before going to business school I wanted to take a gap year. I passed easily because this time I completed all the coursework and revised thoroughly. I'd already applied and successfully attended an interview at a business school, so after retaking my exams I spent a year abroad as an assistant in a secondary school.

I spent a semester as an intern at New York Pictures in my second year as an undergraduate, which was very rewarding. In fact, after I graduated the following June, I went straight into a job at IIP. I'm now writing a dissertation for a Master's degree by correspondence which IIP encouraged me to do. I may take a sabbatical to study for an MBA in a few years' time, but I need a break first.

**3** contacted  
2 presented  
3 recruited  
4 retained  
5 used  
6 exceeded  
7 designed

**8** implemented  
9 managed / motivated  
10 motivated / managed  
11 offered  
12 drew up

**13** to be meeting, to take a sabbatical  
14 to be laid off, to be made redundant  
15 to be promoted, to join a company  
16 to quit, to give in your notice  
17 to be assigned, to be transferred  
18 to be transferred, to be dismissed

**19** **Business** It's interesting to quit his job because his company keeps giving him assignments in different countries. He needs to give in his notice three months before he can leave.  
20 She was laid off when they modernised the company, then made redundant when they couldn't find any work for her.  
21 He's been suspended for not wearing a safety helmet, but he thinks the company wants to dismiss him.  
22 He joined the company four years ago and has just been promoted.  
23 She's on sabbatical in Spain, and she's being transferred to Vancouver.  
24 He's writing at the moment, and considering taking a sabbatical to write a book.

Number: Bob	Number: Lucy	Number: Bill
<b>Problems:</b> She set up a successful electronics company. Resigned when her disagreed with his CEO. Still shares? What now?	<b>Problems:</b> Previously worked as a researcher, teacher, then secretary. Fired for writing stories at work. Do creative writing course, or look for another job?	<b>Problems:</b> Designed and sold product to local govt. when in high school. Drop out of prestigious business school to start own business?

### 1.3 Grammar Tense review

**1** When I left school I wasn't sure what to do next. I had applied for a place at university, but while I was revising for my exams I had already decided that I didn't need to go to university. I had read a lot about East Africa, and one day when I was watching a TV documentary about Ethiopia, I suddenly knew that that was where I was going. In fact it was while I was working with an NGO in Ethiopia that I became interested in business.

**2** **Business** past, finished  
2 am currently working  
3 consider  
4 has left  
5 have agreed  
6 have been designing  
7 have been looking  
8 seems

**3** If I get the job, I will try to make myself available as soon as possible, but I wouldn't be able to start immediately unless IPEC agreed to let me go.  
2 You see, if I make a comment now, I do my best to respect it.  
3 If by any chance the job were based in Kenya, I would take it anyway, even though I'd prefer to use my Amharic.

In the short term, I hope to become a department manager quite quickly. I've been a bit about management on the MBA, and (2) I'm going to put the theory into practice as soon as I can. On the personal front, (3) I'm getting married next June; over the next couple of years my fiancé (4) is going to write TV and movie scripts, so (5) he is going to be totally mobile and happy to move as necessary.

<b>Exercise 3</b>	
usually	present simple
occasionally	present continuous
always	present simple
at present	present continuous
at the moment	present continuous
often	present simple
<b>Exercise 4</b>	
ever	present perfect
in	past simple
recently	present perfect
ago	past simple
already	present perfect
(just) yet	present perfect
just	past simple
	present perfect

# Answer Key Chapterkinns The Medical Assistant

**Tammy B. Morton**

## **Answer Key Chapter *kinns The Medical Assistant*:**

*Kinn's Medical Assisting Fundamentals* Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2018-08-31 Launch your Medical Assisting career with Kinn's Medical Assisting Fundamentals Administrative and Clinical Competencies with Anatomy 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 applications and content that ties directly to the order of learning objectives Pharmacology glossary of the top 100 150 most common over the counter and prescription medications gives you quick access to pronunciation guides generic and trade names and drug classification

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*Kinn's Medical Assisting Fundamentals - E-Book* Brigitte Niedzwiecki, 2021-10-21 Master the clinical and administrative competencies you need to succeed as a Medical Assistant Kinn's Medical Assisting Fundamentals 2nd Edition covers the administrative and clinical knowledge skills and procedures that are essential to patient care A reader friendly approach and focus on foundational content including medical terminology anatomy and physiology basic math calculations and soft skills provide a solid foundation for the key skills and procedures at the heart of Medical Assisting practice An applied learning approach organizes content around realistic case scenarios The 2nd edition adds coverage of intravenous procedures catheterization and limited scope radiography to address competencies approved in many states This practical text will prepare you to launch a successful Medical Assisting career Easy to understand writing style is appropriate for all levels of learners in all types of Medical Assisting programs Emphasis on foundational content includes in depth coverage of anatomy and physiology medical terminology basic math calculations and job readiness to build a strong base of knowledge Illustrated step by step procedure boxes demonstrate how to perform and document key administrative and clinical skills Content supports Medical Assisting certification test plans to help you prepare for board examinations Real world scenario in each chapter presents a situation for you to follow as you read through the material helping you understand and apply key concepts as they are presented Learning features include key terms and definitions Being Professional boxes study tips critical thinking exercises and review and summary sections all focusing on developing the soft skills that employers seek when hiring Chapter learning tools include terms with definitions study tips critical thinking boxes and review and summary sections Medical Terminology boxes highlight chapter related medical terms to help you learn word parts pronunciation and definitions Evolve website includes skills videos chapter quizzes five practice certification exams and a portfolio builder NEW chapters on intravenous procedures and limited scope radiography provide coverage of expanded Medical Assisting functions approved in many states NEW Expanded content addresses behavioral health catheterization procedures disease states medical office organization expanding MA roles and more **Kinn's The Medical Assistant** Deborah B. Proctor, Brigitte

Niedzwiecki,Julie Pepper,Payel Madero,Marti Garrels,Helen Mills,2016-05-04 Comprehensive Medical Assisting begins with Kinn Elsevier's 60th Anniversary edition of Kinn's The Medical Assistant 13th Edition provides you with real world administrative and 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 for working in today's healthcare setting Paired with our adaptive solutions real world simulations EHR documentation and HESI remediation and assessment you will learn the leading skills of modern administrative and clinical medical assisting in the classroom Basics of Diagnostic Coding prepares you to use the ICD 10 coding system Learning objectives listed in the same order as content makes it easy to review material Clinical procedures integrated into the TOC give you a quick reference point Professional behavior boxes provide guidelines on how to interact with patients families and coworkers Patient education and legal and ethical issues are described in relation to the Medical Assistant's job Applied approach to learning helps you use what you've learned in the clinical setting Learning objectives and vocabulary with definitions highlight what's important in each chapter Critical thinking applications test your understanding of the content 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 Portfolio builder helps you demonstrate your mastery of the material 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 EHR technology plays in the medical office NEW Chapter on Competency Based Education helps you understand how your mastery of the material will affect your ability to get a job NEW Clinical procedure videos helps you visualize and review key procedures **Kinn's The Medical Assistant - E-Book** Deborah B. Proctor,Alexandra Patricia Adams,2013-12-27 Prepare for a successful career in medical assisting Kinn's The Medical Assistant 12th Edition helps you learn the real world administrative and clinical skills essential to working in the health care setting Administrative coverage ranges from professionalism and interpersonal skills to billing and coding and electronic health records clinical content teaches how to assist with medications diagnostic procedures and surgeries And no other comprehensive medical assisting text can match its coverage of assisting with medical specialties Written by medical assisting experts Alexandra Adams and Deborah Proctor this classic resource also includes an Evolve companion website with practical exercises and activities videos and review questions for the CMA and RMA certification exams More chapters on assisting with medical specialties than any other Medical Assisting text prepare you to assist in specialty exams and make you better qualified to work in specialty fields like cardiology dermatology ophthalmology gynecology and neurology Step by step illustrated procedures make it easier to learn and understand medical assisting skills and include rationales for each step Threaded case scenarios help you develop critical thinking skills and apply concepts to realistic administrative and clinical situations Patient education and legal and ethical issues are described in relation to the Medical Assistant's job A

Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website Study Guide includes a variety of exercises to test your knowledge and critical thinking skills case scenarios from the book and a Procedure Checklists Manual Sold separately NEW Charting examples within the procedures are highlighted for easier learning UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you ll use on the job UPDATED content on alternative therapies and treatment includes the latest herbal remedies such as red rice yeast for lowering cholesterol St John s Wort for depression and probiotic bacteria for GI maladies Kinn's The Clinical Medical Assistant Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Marti Garrels,Helen Mills,2016-05-10 Clinical Medical Assisting begins with Kinn Elsevier s Kinn 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 confidently prepare for today s competitive job market NEW Clinical procedure videos help you to visualize and review key procedures **Kinn's the Administrative Medical Assistant** Alexandra Patricia Young-Adams,2003 This text helps students master the skills needed in the front office of a physician practice drawn from the administrative material covered in the comprehensive book Kinn s The Medical Assistant An Applied Learning Approach 9th Edition complimenting its clinical counterpart Kinn s The Clinical Medical Assistant Building on Kinn s unique approach of teaching skills within the medical specialty context this volume introduces a new applied learning approach that focuses on the real world context required to apply theory and skills from the text to various case studies throughout the chapters All chapters begin with a scenario appropriate to the content and contextual exercises are incorporated throughout the chapter Student Skills chapters Chapters 1 and 25 equip students with skills for

succeeding in the MA program and for finding a job after they complete their course of study National curriculum competencies covered in each chapter are listed in the chapter opener to help students focus on what is required for certification and familiarize them with the official language of the curricula Charting examples in all procedures cover proper documentation in the patient record to ensure accurate charting extremely important to communicating the proper information to a record user and legally protecting the practice Critical Thinking Applications featured with a specific icon appear periodically throughout a chapter and relate to the chapter opening scenario challenging students to use specific concepts to make decisions about a real life situation Applied learning approach features a scenario at the beginning of each chapter suited to that chapter's focus which is summarized at the chapter's end centering on a fictional MA who needs to make decisions and address critical issues to help students develop sound critical thinking and decision making skills Many new chapter features including an all new interior design tighter focus new color palette and fresh icons enliven this edition and make information easy to follow Increased emphasis on medical terminology features a vocabulary spelling and terminology review in the Student Study Guide and bolded words within the chapter to reinforce medical terminology in context Figures have been revised replaced and augmented to accurately reflect the current medical office environment and provide clearer graphics more images of equipment more disease examples and better illustration of key procedural steps Major websites related to the field are provided to help MA students to find more information online and stay current with business news and medical industry developments Transdisciplinary themes are introduced in an applied context legal ethical communication professionalism patient education and office management woven throughout the chapters in scenarios and in critical thinking applications Two new coding chapters Chapters 15 16 separate coding information into two distinct chapters for increased focus on this essential administrative skill presenting sufficient background to get started in this area Revised organization more closely aligns the book's progression with the AAMA and RMA curricula grouping topics together more logically Contextual exercises and applications are incorporated throughout the chapters Content has been reworked and updated to provide more real world emphasis *Kinn's The Administrative Medical Assistant - E-Book* Alexandra Patricia Adams, 2013-11-28 Prepare for a successful career in medical assisting Kinn's The Administrative Medical Assistant 8th Edition helps you learn the real world administrative skills essential to working in the health care office In depth coverage ranges from professional behavior and interpersonal skills to billing and coding electronic health records and management of practice finances Written by administrative medical assisting expert Alexandra Adams this classic resource also includes an Evolve companion website with exercises and activities videos review questions for the CMA and RMA certification exams and an interactive portfolio builder Step by step illustrated procedures make it easier to learn and understand medical assisting skills and include rationales for each step Threaded case scenarios let you develop critical thinking skills and apply concepts learned in each chapter to realistic administrative situations Study Guide includes a

variety of exercises to test your knowledge and critical thinking skills case scenarios from the book and a Procedure Checklists Manual Sold separately Emergency Preparedness and Assisting with Medical Emergencies chapter prepares you to take action during crises and urgent situations Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website Patient education and legal and ethical issues are described in relation to the Medical Assistant s job A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers NEW Charting examples within the procedures are highlighted for easier learning UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you ll use on the job **Kinn's The Administrative Medical Assistant E-Book** Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Payel Madero,2016-05-13 Administrative Medical Assisting begins with Kinn Elsevier s Kinn s The 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 procedure 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 **Student Study Guide to Accompany Kinn's the Clinical Medical Assistant** Tammy B. Morton,2003-06 Provides additional practice and tracks student progress with terminology review exercises coding applications documentation scenarios telephone triage examples instrument identification and review of disease specific skills Unique margin quizzes along the edge of pages can be assigned by the instructor and cut off to hand in making an easy and effective way for instructors to track and provide feedback on the students progress through the course **Kinn's The Medical Assistant** Alexandra Patricia Young-Adams,2003 **The Medical Assistant** Mary E. Kinn,MaryAnn Woods,1999 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 Instructor Curriculum Guide for the Medical Assistant Mary E Kinn, CPS CMA-A,Kinn,Woods,1999-05

**Instructor's Manual to Accompany the Administrative Medical Assistant** Mary E. Kinn,1999-09-14 **Student Review Manual for the Administrative Medical Assistant** Mary E. Kinn,1988

**Study Guide and Procedure Checklist Manual for Kinn's**

**The Medical Assistant - E-Book** Brigitte Niedzwiecki,Julie Pepper,2022-09-08 Designed to support the trusted content in Kinn's The Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common administrative and clinical skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Comprehensive coverage of all administrative and clinical procedures complies with accreditation requirements Approximately 190 step by step procedure checklists enable you to assess and track your performance for every procedure included in the textbook Chapter by chapter correlation with the textbook allows you to easily follow core textbook competencies Matching and acronym activities reinforce your understanding of medical terminology anatomy and physiology and chapter vocabulary Short answer and fill in the blank exercises strengthen your comprehension of key concepts Multiple choice questions help you prepare for classroom and board exams Workplace application exercises promote critical thinking and job readiness before you enter practice Internet exercises offer ideas for expanded and project based learning NEW Content aligns to 2022 Medical Assisting educational competencies NEW Advanced Clinical Skills unit features three new chapters on IV therapy radiology basics and radiology positioning to support expanded medical assisting functions NEW Coverage of telemedicine enhanced infection control related to COVID 19 and catheterization NEW Procedures address IV therapy limited scope radiography applying a sling and coaching for stool collection UPDATED Coverage of administrative functions includes insurance coding privacy security and more EXPANDED Information on physical medicine and rehabilitation EXPANDED Content on specimen collection including wound swab nasal and nasopharyngeal specimen collections

**Saunders Manual of Medical**

**Assisting Practice** Karen Lane,1993 Aims to provide a valuable reference for medical assisting that incorporates the full range of business and clinical activities encountered in the physician's office or in other outpatient medical settings

**Vocational and Technical Resources for Community College Libraries** Mary Ann Laun,1995 **Medical Assisting**

Lucille Keir,Barbara A. Wise,1989

**Medical Assisting** Phyllis Theiss Bayt,1984

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