

Answer key

1 Building a career

1.1 About business The education business

123 telemarketing, personal referrals, weekends at Harvard, mail shots, travelling abroad

- 123
a 23,000 applications for the new academic year
b 9% of applications were accepted
c 80% ultimately decided to attend
d 100% of admitted students came from abroad
e 35 staff in Fitzsimmons' team
f \$45,700 - the annual fee for tuition, room and board
g \$60,000 - parents who make less aren't expected to pay
h 8000 alumni volunteers

- 123
1 Purchase high school juniors' names from examination boards.
2 Send 70,000 or so letters to high school juniors.
3 Visit 1-40 US cities and travel to other countries.
4 Send out 8,000 alumni volunteers to identify possible candidates.
5 Sort applications and give a score from one to six.
6 Local subcommittees discuss the case for and against each candidate.
7 Professors, alumni, and students lobby successful candidates by phone.
8 Invite applicants to spend a weekend at Harvard in April.

- 123
a speaker 3
b speaker 1
c speaker 4
d speaker 2

1.2 Vocabulary Education and career

- 123
1 gain 2 acquire 3 improving 4 boosting 5 have
6 going to 7 making 8 receive 9 obtain 10 enhance

123
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.

- 123
1 finance 2 arrange 3 borrow 4 support
5 obtain 6 win 7 subsidise

123
Student A
I wasn't a very motivated student when I was younger, so I failed my exams in 1999 and had to retake them the following summer. I'd already decided I wanted to take a gap year then 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 revising my exams.
In my second year as an undergraduate, I spent a semester as an intern at Hewlett Packard, which was very rewarding. In fact, I went straight into a job at HP 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.

123
Student B
I wasn't a very motivated student when I was younger, so I had to retake my exams in 2000 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 revising my exams I spent a year abroad as an assistant in a secondary school.
I spent a semester as an intern at Hewlett Packard 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 HP. I'm now writing a dissertation for a Master's degree by correspondence which HP 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.

- 123
1 contacted
2 presented
3 recruited
4 trained
5 met
6 exceeded
7 designed

- 8 implemented
9 managed / motivated
10 motivated / managed
11 checked
12 drew up

- 123
1 to be writing, to take a sabbatical
2 to be laid off, to be made redundant
3 to be promoted, to join a company
4 to quit, to give in your notice
5 to be on assignment, to be transferred
6 to be suspended, to be dismissed

- 123
1 He's intending 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.
2 She was laid off when they modernised the company, then made redundant when they couldn't find any work for her.
3 He's been suspended for not wearing a safety helmet, but he thinks the company want to dismiss him.
4 He joined the company four years ago and has just been promoted.
5 She's on assignment in India, and she's being transferred to Vancouver.
6 He's resting at the moment, and considering taking a sabbatical to write a book.

Name: Bob	Name: Lucy	Name: Mel
Problem: Started up successful electronics company. Resigned when he disagreed with his CEO. Sell shares? What next?	Problem: Previously worked as researcher, teacher, then secretary. Fired for writing stories at work. Do creative writing, course, or look for another job?	Problem: 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

123
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 feel ready for 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.

- 123
1 have just finished
2 am currently working
3 consider
4 has left
5 have agreed
6 have been designing
7 have been looking
8 seems

- 123
1 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 IPC agreed to let me go.
2 You see, if I make a commitment, 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.

123
In the short term, I hope (1) I'll become a department manager quite quickly. We expect a lot about research 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.

- 123
Exercise 3
usually present simple
currently present continuous
always present simple
at present present continuous
at the moment present continuous
often present simple

- 123
Exercise 6
never present perfect
just past simple
in present perfect
never present perfect
ago past simple
already present perfect
(not) yet present perfect
when past simple
just present perfect

Answer Key Chapterkinns The Medical Assistant

Mary E Kinn, CPS Cma-A,Kinn,Woods

Answer Key Chapterkinns 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 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 explain 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 help you visualize and review key procedures.

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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

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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

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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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