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5TH EDITION

# Today's **MEDICAL ASSISTANT**

Clinical & Administrative Procedures

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# Administrative Medical Assistant Study Guide

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**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 Delmar's Administrative Medical Assisting Wilburta Q. Lindh,Marilyn S. Pooler,Carol D. Tamparo,1997 Delmar s complete learning system prepares students to become multiskilled medical assistants for the 21st Century This new full color administrative medical assisting textbook is part of a dynamic learning system that includes free skills CD ROM bound in the text workbook and instructor support materials Together these learning tools integrate essential and advanced competencies set forth by the AAMA s Role Delination study emphasizing clinical procedures interpersonal communications and changes in the health care setting including Standard Precautions and managed care The text is written not by just one or two individuals but by twenty talented experts who provide students with a thorough understanding of administrative medical assisting fundamentals The entire learning system is complemented by real life characters and scenerios from the field of medical assisting a feature not found in any other text Supplements Workbook 0 8273 8529 3 Instructor s Manual 0 8273 8530 7 Instructor s Resource Kit 0 7668 0146 2 Computerized Testbank 0 8273 8415 7 **Workbook to Accompany Thomson Delmar Learning's Administrative Medical Assisting** ,2006

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integrates the competencies identified in the new AAMA Role Delineation Study throughout Study Guide Software packaged with the text provides a comprehensive review of administrative and general content areas End of chapter review questions with a critical thinking emphasis reinforce learning of material covered Unique topics covered include managed care coping skills therapeutic approach to patients cultural diversity applications preparation for the examination and professional career success strategies free Study Guide Software 3 5 Windows with 500 exercises step by step procedures illustrate basic and advanced skills common insurance billing codes are applied where appropriate integrates the AAMA's Role Delineation Study areas of competence throughout [Kinn's the Administrative Medical Assistant - Text, Study Guide, and SCMO: Learning the Medical Workflow Package](#) Deborah B. Proctor,2016-05-27 [CMAA Study Guide 2019 & 2020 Points Exam Prep](#) Team,2019-07-23 This book is a concise study guide for the Medical Administrative Assistant Certification Exam

**Workbook, Volume I, Administrative** Nina M. Beaman,2006-07 [Study Guide for Lippincott Williams and Wilkins' Administrative Medical Assisting](#) Julie Ledbetter,2016-02-02 Master your course with the practice and hands on activities that will help you get ready for the medical office In this new edition of Study Guide for Lippincott Williams Wilkins Administrative Medical Assisting the exercises and activities align with the most current Medical Assisting Education Review Board MAERB of the American Association of Medical Assistants AAMA curriculum standards **Instructor's Manual to Accompany the Administrative Medical Assistant** Mary E. Kinn,1999-09-14

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