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Kathy Bonewit–West
Kathy Bonewit–West
Deborah B. Proctor
Brigitte Niedzwiecki
Lindh
Brigitte Niedzwiecki
Margaret Schell
Frazier
Michelle Heller
Brigitte Niedzwiecki
Kathy Bonewit–West
Connie Krebs
Linda L. French
Deborah B. Proctor
Kathy Bonewit–West
Diane M. Klieger
Deborah B. Proctor
Deborah B. Proctor
Mary A. Frew

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Kinn's the Clinical Medical Assistant – Text and Study Guide and Procedure Checklist Manual Package

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designed to support the trusted content in Kinn's the medical assistant 14th edition this study guide is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure that you learn to master and apply key medical assisting content this robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative and clinical skills including new certification preparation questions that offer additional practice for certification exams a review of medical terminology and anatomy and need to know workplace applications trusted for more than 60 years as a key part of the student journey from classroom to career it also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a medical assistant comprehensive coverage of all administrative and clinical procedures is built from medical assisting accreditation standards and competencies hundreds of practice questions multiple choice true false fill in the blank help students with essential content review and practice skills practice workplace applications and online activities promote critical thinking before students enter practice procedure checklists help students track their performance of every procedure included in the textbook work products allows students to provide documentation of skills mastery for classroom or job searching requirements chapter by chapter correlation with the textbook allows students to easily follow core textbook competencies perforated pages for on the go study or turn in assignments and evaluations new chapter reviews medical terminology anatomy and physiology and pathology to reinforce key foundational knowledge new expanded content on medical office accounts collections banking and practice management prepares students to step

into the role of a medical assistant new certification preparation questions help students focus on certification from the beginning of their studies new streamlined presentation combines chapters and focuses on need to know content

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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

designed to help you retain key chapter content this resource includes chapter objective questions key term definition queries and problems in multiple choice fill in the blank and true or false formats

this study guide was created to help you to achieve the objectives of each chapter in your text and to establish a solid base of knowledge in medical assisting page iii

learn how to think critically and perform competently in the clinical setting correlating to chapters in clinical procedures for the medical assistant 10th edition this study guide provides additional activities review questions and exercises designed to prepare you to work as a clinical medical assistant new is the addition of simchart for the medical office activities that tie into appropriate chapters of the text in addition video evaluation activities on the companion evolve site track your progress and understanding of each procedure assignment sheets at the beginning of each chapter indicate the upcoming textbook and study guide assignments and make it easy to prepare for what's coming next critical thinking activities utilize realistic situations to help you analyze and apply what you've learned with games role playing situations fun crossword puzzles and independent study questions pre tests and post tests provide a quick assessment of your knowledge prior to and after you study each chapter key term exercises and assessments help in mastering new vocabulary evaluation of learning questions let you assess your understanding evaluate your progress and prepare for the certification examination practice for competency sections include checklist worksheets to use in practicing clinical skills practicum activities on the evolve companion website use worksheets to help you learn how the practicum site functions 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 evaluation of competency checklists evaluate your performance versus stated objectives and performance standards and include caahep and abhes standards new video evaluation activities allow students to track their understanding of the video procedures

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a review tool for certification or re certification for practicing medical assistants full color and visually oriented this text presents information in manageable segments that give you all the relevant facts without being overwhelming with the most up to date information on basic body systems foundational concepts such as medical terminology nutrition and full coverage of office concepts and procedures you ll have everything you need to know to begin your medical assisting career with confidence full color design is visually stimulating and great for visual learners helpful studying features guide students through the material such as learning objectives for every chapter key information summarized in tables throughout the text and emphasized key words practical applications case studies at the beginning of each chapter quickly introduce students to real life medical assisting word parts and abbreviations at the end of the anatomy and physiology sections reinforce learned medical terminology illustrated step by step procedures with charting examples and rationales show how to perform and document administrative and clinical procedures updated information on medical office technology prepares students for jobs in today s modern and often hectic medical offices new disaster preparedness content demonstrates how medical offices can work closely with community and health departments during an emergency newly organized information emphasizes foundational areas of knowledge with new chapters on nutrition phlebotomy venipuncture and blood lymphatic and immune systems

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

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