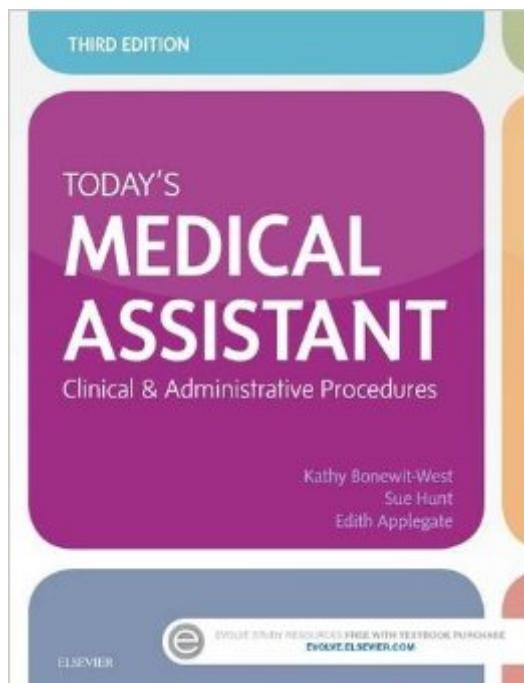


The book was found

# Today's Medical Assistant: Clinical & Administrative Procedures, 3e



## Synopsis

Launch your career in medical assisting with Today's Medical Assistant, Clinical & Administrative Procedures, 3rd Edition! Bringing together the clinical know-how of Kathy Bonewit-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. NEW! Chapter on nutrition underscores the CAAHEP curriculum's emphasis on nutrition by covering all of the latest nutritional information that pertains to today's medical assistants. NEW! Updated chapters on emergency preparedness and medical records ensure readers are up to date on the latest advances and rulings in these topical areas. NEW! Updated content aligned to the most recent CAAHEP and ABHES competencies ensures readers have the latest information needed to obtain

employment and long-term success on the job. NEW! Expanded resources on Evolve now include videos, video evaluations, and practice examinations for the CMA, RMA, CCMA, and CMAA. NEW! Tie-in with SimChart for the Medical Office links important text content to opportunities for hands on practice working on Elsevier's educational EHR. NEW! Updated photographs and illustrations give readers a closer look at today's most pertinent information and skills for the medical assistant. NEW! Expanded A&P key terminology sections give readers ample terminology reinforcement, including proper pronunciations.

## Book Information

Hardcover: 1336 pages

Publisher: Saunders; 3 edition (October 27, 2015)

Language: English

ISBN-10: 032331127X

ISBN-13: 978-0323311274

Product Dimensions: 2 x 9 x 11 inches

Shipping Weight: 6.2 pounds (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #15,968 in Books (See Top 100 in Books) #20 in Books > Textbooks > Medicine & Health Sciences > Allied Health Services > Medical Assistants #23 in Books > Medical Books > Allied Health Professions > Medical Assistants

[Download to continue reading...](#)

Study Guide for Today's Medical Assistant: Clinical & Administrative Procedures, 3e Today's Medical Assistant: Clinical & Administrative Procedures, 3e Medical Assistant Exam Strategies, Practice & Review with Practice Test (Kaplan Medical Assistant Exam Review) Starting Meetings of Administrative Professionals: 52 Tips for Planning, Conducting, Leading and Facilitating Successful Meetings of Your Administrative Support Staff Linne & Ringsrud's Clinical Laboratory Science: Concepts, Procedures, and Clinical Applications, 7e The Patient's Medical Journal: Record Your Personal Medical History, Your Family Medical History, Your Medical Visits & Treatment Plans Clinical Procedures for Ocular Examination, Fourth Edition The Definitive Personal Assistant & Secretarial Handbook: A Best Practice Guide for All Secretaries, PAs, Office Managers and Executive Assistants Jewel in the LEADER's CROWN: Powerful Strategies to Shine as an Executive Assistant & Beyond Baba Yaga's Assistant Coders Desk Reference for Procedures - 2015 The Coders' Desk Reference for Procedures - 2016 Phlebotomy: Worktext and Procedures

Manual, 4e Workbook for Merrill's Atlas of Radiographic Positioning and Procedures, 13e Implant Procedures for the General Dentist, An Issue of Dental Clinics of North America, 1e (The Clinics: Dentistry) Lippincott Nursing Procedures Writing Effective and Successful Policies and Procedures by Stephen Page GAAP Handbook of Policies and Procedures (2016) Veterinary Medical School Admission Requirements (VMSAR): 2015 Edition for 2016 Matriculation (Veterinary Medical School Admission Requirements in the United States and Canada) LWW's Medical Assisting Exam Review for CMA, RMA & CMAS Certification (Medical Assisting Exam Review for CMA and RMA Certification)

[Dmca](#)