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this new textbook uses a multidisciplinary integrated approach to learning that truly reflects the real world in which mas practice whether they re focused on the front or back office from beginning to end it offers comprehensive competency based coverage complemented by an emphasis on multiple learning styles to better meet the needs of your students mastery of all the knowledge and skills that lead to cma aama or rma certification plus flexibility versatility teamwork and professionalism in the workplace are the hallmarks of a successful and rewarding career as a medical assistant

the perfect place to find a new career advance in your current one and keep an eye on tomorrow s

profiles ninety percent of the jobs in the economy nearly 270 in total covering each one s nature working conditions required skills training advancement outlook earnings and related occupations

having a balanced understanding of legal and ethical concepts and applying them to a multitude of real life clinical and administrative situations is essential to any health professional this text provides this balance by helping health professionals understand both the intention as well as the realities of the law all the while preparing them for the major ethical considerations and dilemmas they may encounter written in a straightforward manner aimed at health professionals in a variety of settings this book introduces the reader to many topics affecting health care today such as the legal system patient physician relationship professional liability and malpractice prevention confidentiality physician s public duties medical records and bioethical issues through this introduction healthcare professionals will better understand the ethical obligations to the patient the employer and themselves for medical assisting students

explore hundreds of careers assess your best career fit and land a job fast with this extensive authoritative resource in one time saving volume job seekers and students find everything they need to research careers learn about pay outlook education and skills needed for about 300 jobs match their personal skills to the jobs and take seven steps to land a good job in less time this book provides thorough current and interesting descriptions for all major jobs covering about 90 percent of the workforce a special book within a book section by career and job search author michael farr describes the seven steps that cut job search time in half and includes sample resumes an assessment matches your personal skills with the characteristics of the occupations described in the book

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this fourth revised edition of medical assistant examination review is designed for students preparing for the national certification examination cma conducted by the american association of medical assistants aama the book is organized in a manner similar to the format of the actual examination to help students determine areas of strength and weakness to meet with success on examination it will also challenge the knowledge of the experienced medical assistant established

in the field

profiles over 1000 industries and 500 occupations and provides reviews of the top companies

a complete introductory guide to the principles and clinical application of teamwork in health care understanding teamwork in health care emphasizes the essential competencies necessary to implement teamwork in health care in a complex hospital or primary care setting unlike similar books on the subject which are theoretical or policy oriented this text offers practical real world coverage valuable for health care professionals seeking a thorough explanation of teamwork and for trainers working in hospitals or primary care settings could also be used as a textbook mini cases throughout the text help readers appreciate real world application of principles written to a level suited for the non specialist

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