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learn the foundational concepts and skills necessary to become a successful clinical medical assistant written using clear and accessible language clinical procedures for medical assistants 10th edition guides you through common office procedures such as taking vital signs collecting and processing lab specimens preparing patients for examinations and assisting with office surgeries this new edition is thoroughly updated throughout and includes content on elephant system for ear irrigation influenza test h pylori test digital scale for measuring weight administration of rotavirus vaccine along with new chapters on nutrition emergency preparedness and the medical record plus with the addition of soft skills and critical thinking exercises this comprehensive text introduces you the skills you need to succeed in today's fast paced medical office updated procedural photos provides you with the most current pictures of how to perform important clinical medical assisting procedures detailed learning objectives at the beginning of each chapter align with respective procedures to help guide you through the learning process and ensure that you learned everything you should from the chapter over 120 procedures presented in a clear illustrated step by step format with online videos showing 84 of the procedures in action student resources on the evolve companion website offer a fun way for you to practice your medical assisting knowledge with animations games matching exercises and other interactive activities chapter outlines and learning objectives prepare you for the

skills and concepts you will be learning charting examples help you understand the process for charting your own procedures patient teaching boxes prepares you for effective communication with detailed instructions on how to answer questions and how to explain medical concepts and procedures what would you do what would you not do case studies challenge you to apply your knowledge to realistic medical office situations with a practitioner's response at the end of chapters putting it all into practice and memories from practicum boxes feature real medical assistants sharing personal on the job experiences glossary of key terms gives you a quick reference guide for important terms and concepts

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bloodborne pathogens standards proper procedure for measuring temperature using a temporal artery thermometer step by step guidance for performing pulse oximetry essential principles related to intravenous therapy procedure for performing the a1c blood glucose test updated information on medications commonly administered and prescribed in the medical office four companion dvds show you proper technique for performing more than 70 step by step procedures directly from the book

bringing together comprehensive easy to read coverage of medical assisting competencies and a solid foundation of anatomy and physiology today s medical assistant clinical administrative procedures 4th edition provides everything you need to successfully begin a career as a medical assistant this hands on guide uses easy to follow language and detailed visuals to walk you through all the medical knowledge procedures and skills you need for success in today s fast paced medical office cutting edge content is organized around medical assisting standards and competencies supplemented throughout with a wide assortment of engaging learning tools and activities that help you to fully understand and demonstrate those competencies the 4th edition features enhanced coverage of healthcare law certification electronic health records motivational interviewing office management and more as well as additional procedures to address behavior based competencies and expanded sample certification exams online for tomorrow s professional landscape look no further than today s medical assistant consistent and meticulous coverage throughout all elements of the text and its learning package provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant more than 120 detailed step by step procedures with illustrations are accompanied by skills videos online unique effective learning aids include procedure charting activities what would you do what would you not do scenarios patient education and practice applications and much more wide range of engaging learning activities on the companion website provide fun interactive practice new new content on healthcare trends and laws certification for medical assistants electronic health records motivational interviewing office management and more ensures that you have the latest information needed to obtain employment and long term success on the job new new procedures address the affective behavior based maerb 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

get the most out of your today s medical assistant clinical and administrative procedures textbook with this practical study guide with chapters corresponding to those in the textbook this review provides the extra practice you need to master the clinical and

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aids hepatitis latex glove allergies vital signs pediatrics immunization information injection theory child abuse colonoscopies iv therapy cia 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 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

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

the administrative clinical and general areas necessary for entry level employment as identified by the medical assistant role delineation study issued by the american association of medical assistants pathophysiology coverage is expanded to include additional diagnostic descriptions and information on medications commonly used to treat conditions

a new unit on related therapies presents information on complimentary and alternative treatments medical assisting administrative and clinical competencies 5e contains a two free interactive skills cd one cd reviews the administrative skills used in the front office via a simulation of front office procedures the second cd reviews clinical skills pertinent to the back office

content updates reflect the latest competencies for medical assistants and ensure you have the most current information on the newest trends and updates in the medical assisting world 8th grade reading level makes material approachable and easy to understand new chapter on emergency preparedness offers a well rounded perspective on what to do in specific emergency situations new osha bloodborne pathogens video improves your understanding of personal safety following the osha standards pronunciation section in the terminology review gives you confidence with pronunciation and medical knowledge application to emr where appropriate prepares you for the real world by dealing with electronic medical records

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this convenient money saving package is a must have for students training for a career in health care it includes clinical procedures for medical assistants 6th edition intravenous therapy and hipaa guide student mastery manual and virtual medical office

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