

Clinical Procedures For Medical Assistants 8th Edition

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.

This money-saving package includes Clinical Procedures for Medical Assistants Text, Study Guide for Clinical Procedures for Medical Assistants and Virtual Medical Office for Clinical Procedures for Medical Assistants. For further information on the individual products, please click on the links provided below.

Encompassing all of the back office, hands-on concepts and skills that medical assistants need to know, this popular, in-depth resource of clinical procedures covers essential topics such as taking vital signs and lab specimens, processing lab specimens, as well as preparing patients for examinations, surgeries, and other office treatments and procedures. The book's current, expert, accessible coverage addresses all aspects of back office duties, with certain transdisciplinary themes (legal/ethical, patient education, documentation) woven throughout the chapters where appropriate. This edition continues to feature profiles of real medical assistants who are currently practicing in the clinical area, sharing their most memorable or influential on-the-job experiences. Instructor resources are available; please contact your Elsevier sales representative for details. Expert reputation of both the text and author Kathy Bonewit-West reassures readers that all information is accurate and follows the national curriculum guidelines. Medical assistant profiles provide unique and memorable biographical profiles of real-life MAs sharing their fears, likes, hopes, and aspirations, designed to help readers connect with their future career goals in a concrete way. End-of-chapter procedures with steps, rationales, and charting examples clearly show how a particular procedure would be documented in the medical record. Patient Teaching boxes present patient education in the context of the medical assistant's role, making it more immediate and relevant. Terminology Review boxes identify key terms for a valuable terminology overview in each chapter. Certification Review boxes provide a bulleted summary review of important points to know after each chapter that may be covered in the medical assisting certification exam. Medical Practice and the Law boxes describe legal issues that are important for medical assistants to understand. On the Web boxes list websites for further student study and research relevant to each chapter. Reorganized table of contents presents a more logical progression of material, beginning with the medical record and followed by medical asepsis and sterilization and disinfection so readers have the foundation of basic clinical knowledge before delving into more complicated procedural concepts. Apply Your Knowledge sections offer case-based, multiple-choice questions at the end of

each chapter to help strengthen critical thinking and application skills. A table correlating Cognitive Learning Objectives with Performance Skills Learning Objectives clearly identifies the cognitive basis for each clinical skill. The Administration of Medication chapter has been extensively revised to include the most current and commonly used drugs, exposing readers to medication names most likely encountered in the medical office. What Would You Do? What Would You Not Do? case study boxes and responses profile real-world cases throughout the chapter. English-to-Spanish medical terms appendix covers glossary terms used by medical assistants when interacting with Spanish-speaking patients.

Clinical Procedures for Health Professions is the ideal multi-professional learning resource covering basic and advanced clinical procedures commonly encountered by practitioners and suited for both students and clinicians. Each procedure is discussed in terms of rationales, evidence-based indications, contraindications, potential complications, special considerations, and step-by-step procedural instructions. The format is clear and organized, allowing students to fully grasp the most important elements of each procedure.

More than ever before, medical assistants today must perform complex tasks, possess strong computer and patient screening skills, and communicate effectively with patients and other medical professionals. **CLINICAL MEDICAL ASSISTING: A PROFESSIONAL, FIELD SMART APPROACH TO THE WORKPLACE**, Second Edition, gives you the confidence to succeed in this demanding profession by thinking on a higher level, developing critical problem-solving skills, and mastering the necessary clinical competencies and technical skills. Newly organized for greater effectiveness, the Second Edition of this unique book includes new chapters on Clinical Trends in Health Care, Health Coaching and Patient Navigation, and Specialty Procedures. The new edition is also aligned and mapped to current ABHES standards and the newly approved 2015 CAAHEP standards. The book's practical, toolbox approach, combined with in-depth electronic medical records training, will help you begin your journey to becoming a successful, professional clinical medical assistant. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Clinical Medical Assisting begins with Kinn! Elsevier's Kinn's The Clinical Medical Assistant, 13th Edition provides you with the real-world clinical skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary to assist with medications, diagnostic procedures, and surgeries. Paired with our adaptive solutions, real-world simulations, EHR documentation and HESI remediation and assessment, you will learn the leading skills of modern clinical medical assisting in the classroom! Applied approach to learning helps you use what you've learned in the clinical setting. Clinical procedures integrated into the TOC provide you with a quick reference. Detailed learning objectives and vocabulary with definitions highlight what's important in each chapter. Step-by-step procedures explain complex conditions and abstract concepts. Rationales for each procedure clarify the need for each step and explains why it's being performed. Critical thinking applications test your understanding of the content. Patient education and legal and ethical issues are described in relation to the clinical Medical

Assistant's job. Threaded case scenarios help you apply concepts to realistic clinical situations. Portfolio builder helps you demonstrate clinical proficiency to potential employers. NEW! Chapter on The Health Record reviews how you will maintain and interact with the medical record. NEW! Chapter on Competency-Based Education helps you confidently prepare for today's competitive job market. NEW! Clinical procedure videos help you to visualize and review key procedures.

Provide safe and effective care to every patient with the fully revised 4th Edition of Essential Clinical Procedures. Written by experts in the field, this widely used reference shows you step by step how to perform more than 70 of the most common diagnostic and treatment-related procedures in today's primary care and specialist settings. You'll find clear, concise coverage of the skills you need to know, including new and advanced procedures and new procedure videos. Covers patient preparation, the proper use of instruments, and potential dangers and complications involved in common procedures, as well as nonprocedural issues such as informed consent, standard precautions, patient education, and procedure documentation. Includes new chapters on Point-of-Care Ultrasound and Ring Removal, as well as 35 new procedure videos. Features significantly revised content on cryosurgery • injection techniques • arterial puncture • shoulder/finger subluxations • sterile technique • outpatient coding • casting and splinting • blood cultures • standard precautions • and more. Contains more than 200 high-quality illustrations, including updated images of office pulmonary function testing and wound closure. Uses a consistently formatted presentation to help you find information quickly. Reflects the latest evidence-based protocols and national and international guidelines throughout.

This full-color edition covers the latest competencies and topics in today's medical assisting practice including emergency preparedness and the updated fecal occult blood testing procedure. The Evolve companion website includes videos of 84 procedures described in the book. (Medical Assistants)

Master the content from your textbook with this helpful study tool! Corresponding to the chapters in Clinical Procedures for Medical Assistants, 9th Edition, by Kathy Bonewit-West, this study guide helps you understand and apply the material with exercises, activities, and review questions. Checklists make it easier to practice and gain competency in performing medical assisting procedures. 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. Evaluation of Competency checklists evaluate your performance versus stated objectives and performance standards, and include CAAHEP and ABHES standards. Video evaluation activities include true/false questions relating to the procedural videos shown on the Evolve companion website. UPDATED content corresponds with the changes in the

Clinical Procedures for Medical Assistants, 9th Edition text. NEW Evaluation of Competency checklists allow you to practice the new procedures described in the textbook. NEW! Practicum activities on the Evolve companion website include worksheets and help you learn how your externship works.

This money-saving package includes Bonewit West: Clinical Procedures for Medical Assistants, 6th edition plus the Study Guide / Software for Virtual Medical Office. For further information on the individual products, please click on the links provided below. Use this study tool to master the content from your Today's Medical Assistant: Clinical & Administrative Procedures, 2nd Edition textbook! Corresponding to the chapters in the textbook by Kathy Bonewit-West, Sue Hunt, and Edith Applegate, this study guide helps you understand and apply the material with practical exercises, activities, flashcards, checklists, review questions, and more. Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments, and make it easy to track your progress. Laboratory assignment tables list the procedures in each chapter, including study guide page number references, and indicate the procedures shown on the DVDs. A pretest and posttest in each chapter measure your understanding with 10 true/false questions. Key term assessments include exercises to help in reviewing and mastering new vocabulary. Evaluation of Learning questions let you assess your understanding, evaluate progress, and prepare for the certification examination. Critical thinking activities let you apply your knowledge to real-life situations. Practice for Competency sections offer extra practice on clinical skills presented in the book. Evaluation of Competency checklists evaluate your performance versus stated objectives and updated CAAHEP performance standards. Updated content includes exercises for topics such as electronic medical records, advanced directives, HIPAA, emergency preparedness, ICD-10 coding, documentation, medical office technology, medical asepsis, vital signs, pediatrics, colonoscopy, IV therapy, and CLIA waived tests. New activities provide practice for the Today's Medical Assistant textbook's newest and most up-to-date content. New Emergency Protective Practices for the Medical Office chapter includes procedures, critical thinking questions, and other activities to help you understand emergency preparedness. New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step-by-step guide to this important procedure. New video evaluation worksheets on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs. New practicum and externship activities on Evolve provide practice with real-world scenarios.

Gain realistic experience in a physician's office without leaving the classroom! By using Elsevier's Virtual Medical Office learning system - an Elsevier textbook, a study guide, and interactive software - students develop critical thinking and decision-making skills they'll need in their externships and on the job. In Virtual Medical Office, students experience patient care from check-in through check-out, exploring all national curriculum competencies. It shows how to manage different patients - and why. Each study guide lesson directs the student through the textbook and software and presents exercises focused on one or two medical assisting competencies at a time based on what they experience. Realistic software simulations of handling a difficult patient, setting up the exam room, and many more, bridge the gap between the classroom and the real world. Money-saving package with

the textbook is also available. Search ISBN 1-4160-4175-3. 15 unique cases promote understanding of how the competencies established by ABHES (Accrediting Bureau of Health Education Schools) and CAAHEP (Commission on Accreditation of Allied Health Education Programs) come into play in the workplace. More than two hours of video clips highlight the communication and professionalism competencies of patient care. Realistic information resources are shown, such as medical records for each case, an office policy manual, a fee schedule, a daysheet, and more. Performance summaries allow students to compare their decisions for each case to those of an expert and evaluate any differences between the two. A study guide: Complements textbook content through lessons that correlate reading assignments with patients in the virtual practice. Focuses on one or two competencies in each lesson, to create brief, manageable learning experiences. Demonstrates how all CAAHEP and ABHES medical assisting competencies come into play in the workplace. Promotes active learning as students collect information from a variety of sources to make patient care decisions. Encourages critical thinking as students discuss and critique the performance of the medical assistants in the videos. Augments knowledge of HIPPA by directing students to compare the policy manual, the contents of each case's medical record, and what actually happens in the videos. Makes lessons available online, allowing students to complete their assignments and submit them electronically to their instructor.

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. NEW! Chapter on nutrition focuses on everything a medical assistant should know about the important field of nutrition. NEW! Chapter on emergency preparedness focuses on everything a medical assistant needs to know about emergency preparedness in the medical office. UPDATED chapter on emergency procedures and first aid ensures you have the most up-to-date information on this vital trend. UPDATED chapter on the medical record reviews how the MA maintains and interacts with the medical record. UPDATED content on the latest products and tests used in the medical office includes elephant system for ear irrigation, influenza test, digital scale for measuring weight, administration of rotavirus vaccine, procedure for measuring BP using an automatic BP cuff, and the new hazardous communication standard. 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! New certification examination review on Evolve help you use the textbook when studying for certification and will help you to create a study plan. NEW! Professionalism and soft skills content emphasizes importance of professional interaction with patients and co-workers.

This money-saving package includes the 9th edition of Clinical Procedures for Medical Assistants - Book, Study Guide, and SimChart for the Medical Office.

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. Use this study tool to master the content from your Today's Medical Assistant: Clinical & Administrative Procedures, 2nd Edition textbook! Corresponding to the chapters in the textbook by Kathy Bonewit-West, Sue Hunt, and Edith Applegate, this study guide helps you understand and apply the material with practical exercises, activities, flashcards, checklists, review questions, and more.

Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments, and make it easy to track your progress. Laboratory assignment tables list the procedures in each chapter, including study guide page number references, and indicate the procedures shown on the DVDs. A pretest and posttest in each chapter measure your understanding with 10 true/false questions. Key term assessments include exercises to help in reviewing and mastering new vocabulary. Evaluation of Learning questions let you assess your understanding, evaluate progress, and prepare for the certification examination. Critical thinking activities let you apply your knowledge to real-life situations. Practice for Competency sections offer extra practice on clinical skills presented in the book. Evaluation of Competency checklists evaluate your performance versus stated objectives and updated CAAHEP performance standards. Updated content includes exercises for topics such as electronic medical records, advanced directives, HIPAA, emergency preparedness, ICD-10 coding, documentation, medical office technology, medical asepsis, vital signs, pediatrics, colonoscopy, IV therapy, and CLIA waived tests. New activities provide practice for the Today's Medical Assistant textbook's newest and most up-to-date content. New Emergency Protective Practices for the Medical Office chapter includes procedures, critical thinking questions, and other activities to help you understand emergency preparedness. New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step-by-step guide to this important procedure. New video evaluation worksheets on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs. New practicum and externship activities on Evolve provide practice with real-world scenarios.

Learn the concepts, procedures, and skills you need to succeed as a medical assistant Clinical Procedures for Medical Assistants provides clear, step-by-step instructions for common office procedures such as taking vital signs, collecting and processing lab specimens, preparing patients for examinations, and assisting with office surgeries. Written by expert educator Kathy Bonewit-West, this edition covers the latest competencies and topics related to today's medical assisting practice, including HIPAA, the Electronic Health Record, and caring for special populations. It also includes four DVDs with video demonstrating 76 clinical skills described in the book.

This valuable, money-saving package includes Clinical Procedures for Medical Assistants, 7th edition and Clinical Medical Assisting Online for Clinical Procedures for Medical Assistants (User Guide and Access Code).

A Medical Assistant juggles many tasks and duties while on the job. With Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology, students are presented with all the skills needed to be a successful Medical Assistant! Now in its fifth edition, Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology has been revamped with up-to-date comprehensive material and new chapters for the medical assistant student focused on understanding and mastering the Medical Assistant role. The text acquaints the student with all aspects of the medical assisting profession and includes newly added exercises, videos, and simulations offering a robust learning experience!

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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.

Medical Assisting, 4/e addresses the most current competencies for medical assisting certification, CPR procedures, coding and insurance billing requirements, HIPAA regulation, OSHA guidelines, and clinical diagnostic testing such as hemoglobin A1c (diabetes) testing. Thorough coverage of procedures remains an asset and Anatomy & Physiology coverage is included in separate chapters. It trains students on medical office administrative procedures and equipment, clinical procedures, infection control, anatomy and physiology, assisting with patients, medical emergencies and first aid, laboratory procedures, nutrition, pharmacology, diagnostic equipment, and much more.

This competency-based learning system covers 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. A listing of role delineation areas in each unit and in Appendix A make it easy to locate specific skills within each competency. A unit on related therapies presents information on complimentary and alternative treatments.

The medical assisting profession is soaring to new heights with the expansion and diversity of roles and changes in the healthcare environment. Today's medical assistants must juggle many tasks in the medical office to keep up with the changes. The seventh edition of *Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology* was updated to help students as

well as instructors learn these ever-changing tasks and stay current in the healthcare environment.

As healthcare becomes more complex, the integration of all members of the team becomes even more important. Part of this integration requires that all team members have a grasp of the fundamentals of the medical and surgical treatments they are involved in. Written specifically for paramedical professionals who support doctors and nurses, *Clinical Procedures for Medical Technology Specialists* presents a clear and concise description of the more common diagnostic and treatment procedures used in current medical care. While a great many texts describe medical and surgical procedures, there are few, if any, aimed at the large, diverse group of professionals who directly support the medical system. Moreover, these sources tend to have more detail than is required for a paramedical professional. Carefully organized in an encyclopedic format that allows easy access to just the right amount of information, this book supplies nonclinical members of the modern integrated healthcare team with a more complete perspective of the clinical experiences of the clients of the system — the patients.

Binder-Ready Edition: This loose-leaf copy of the full text is a convenient, accessible, and customizable alternative to the bound book. With this binder-ready edition, you can personalize the text to match your unique study needs! Learn the foundational concepts and skills necessary to become a successful clinical medical assistant! Written in 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. Detailed learning objectives at the beginning of each chapter align with respective procedures to help guide the student through the learning process (and ensure that they learned everything they 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 Evolve offer a fun way for students to practice their medical assisting knowledge with animations, games matching exercises, and other interactive activities. Chapter outlines and learning objectives prepare students for the skills and concepts they will be learning. Charting examples help students understand the process for charting their own procedures. Patient Teaching boxes prepare students 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 students to apply their knowledge to realistic medical office situations - with a practitioner's response. 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 students a quick reference for important terms and concepts. NEW! Chapter on nutrition focuses on everything a medical assistant should know about the important field of nutrition NEW! Chapter on emergency preparedness focuses on everything a medical assistant needs to know about emergency preparedness in the medical office. UPDATED chapter on emergency procedures and first aid ensures students have the most up-to-date information on this vital trend. UPDATED chapter on the medical record reviews how the MA maintains and interacts with the medical record. UPDATED content on the latest products and tests used in the medical office includes elephant system for ear irrigation, influenza test, digital scale for measuring weight, administration of rotavirus vaccine, procedure for measuring BP using an automatic BP cuff,

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Launch your Medical Assisting career with Kinn's Medical Assisting Fundamentals: Administrative and Clinical Competencies with Anatomy & Physiology! This practical, hands-on text features an easy-to-understand writing style and detailed visuals designed to help you master all the Medical Assisting knowledge, procedures, and skills needed for career success. Based on trusted content from the bestselling Kinn's product suite, this brand-new text and its accompanying resources incorporate the latest standards and competencies throughout, as well as approachable coverage of math, medical terminology, soft skills, and anatomy and physiology. Easy-to-grasp writing style is appropriate for

all levels of learners in all types of Medical Assisting programs. Trusted Kinn's content supports the following exam plans: CMA from the American Association of Medical Assistants; RMA and CMAS from American Medical Technologist; CCMA and CMAA from the National Healthcareer Association; NCMA from the National Center for Competency Testing; and CMAC from the American Medical Certification Association. Emphasis on anatomy and physiology — along with pathology, signs/symptoms, diagnostic procedures, and treatments — enables you to meet key competencies. Strong focus on medical terminology includes feature boxes that highlight chapter-related medical terminology to help you learn word parts, pronunciation, and definitions. Math exercises embedded throughout the text challenge you to sharpen your math skills. Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step, offer rationales for each step, and can be conveniently performed in the classroom. Customer Service boxes in appropriate chapters help you develop the soft skills that employers seek when hiring Medical Assistants. Applied learning approach introduces a case scenario at the beginning of each chapter and then revisits it throughout the chapter to help you understand new concepts as they are presented. Chapter learning tools include vocabulary with definitions, critical thinking applications, and content that ties directly to the order of learning objectives. Pharmacology glossary of the top 100-150 most common over-the-counter and prescription medications gives you quick access to pronunciation guides, generic and trade names, and drug classification.

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