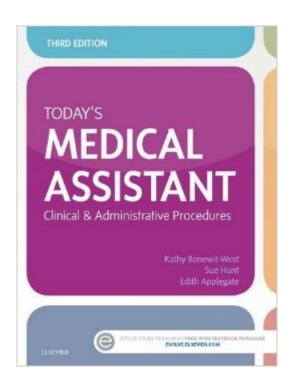
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# Today's Medical Assistant: Clinical & Administrative Procedures, 3e





### 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 tomorrowâ ™s medical assisting profession, then look no further than Todayâ ™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 preparednessICD-10 codingmedical office technology medical asepsis, OSHA Bloodborne Pathogens Standard; AIDS & Hepatitis, latex glove allergies vital signs pediatrics, immunization information, IM injection (theory), child abusecolonoscopiesIV therapy CLIA waived tests Unique learning aids throughout the book include: procedure charting examplesoutlines, detailed learning objectives, and key terms for each chapterHighlight boxesWhat Would You Do? What Would You Not Do? boxesPatient Teaching boxesOn the Web boxesPutting It All into Practice boxesMemories from Practicum boxesglossary of key termsArsenal 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 curriculumâ ™s emphasis on nutrition by covering all of the latest nutritional information that pertains to todayâ ™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 Elsevierâ <sup>TM</sup>s educational EHR.NEW! Updated photographs and illustrations give readers a closer look at todayâ <sup>TM</sup>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**

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