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# Today's MEDICAL ASSISTANT

Clinical & Administrative Procedures



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Clinical & Administrative Procedures  
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# Today's Medical Assistant Clinical Administrative Procedures 1e

**Kathy Bonewit-West, Sue Hunt**



## **Today's Medical Assistant Clinical Administrative Procedures 1e:**

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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

**Today's Medical Assistant** Kathy Bonewit-West, Sue A. Hunt, Edith Applegate, 2012-10-04 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 unique hands on text guides you through the medical knowledge and skills you need to succeed in today's fast paced medical office The latest standards and competencies for the medical assistant have been incorporated into this new edition along with expanded coverage on important topics such as nutrition the electronic medical record ICD 10 emergency preparedness and disaster planning time management and computerized prescription refills Consistent meticulous coverage throughout the main text IRM SG DVDs Evolve and more provide reliable content and unparalleled accuracy Over 90 procedural videos on DVD and online provide a visual representation of important procedures Expanded Student Evolve site contains all animations games such as Quiz Show and Road to Recovery drag and drop exercises Apply your Knowledge exercises Prepare for Certification exercises matching exercises and other helpful activities such as blood pressure readings determining height and weight and drawing up medication What Would You Do What Would You Not Do boxes and responses offer applications of real life case studies Clear and concise Anatomy and Physiology coverage covers the basics of A P and eliminates the need for a separate A P text 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

**Today's Medical Assistant** Kathy Bonewit-West, BS, MEd, Sue Hunt, Edith Applegate, MS, 2015-10-13 Launch your career in medical assisting with Today's Medical Assistant Clinical 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

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