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What is Medical Administration? [Simple

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I was not prepared for the medical bills that came with that ... Between 2015 and 2020, more than 850 people in either political or administrative office were murdered, according to a forthcoming ...

Now in its 3rd Edition, this popular text gives office personnel just what they need to perform all of their nonclinical tasks with greater skill and efficiency. You get the background to better understand your role and responsibilities... as well as current, step-by-step advice on billing, scheduling, making travel arrangements, ordering supplies - any duty from receptionist to manager you might have in your doctor's office. Includes the latest on... using computers in medical practice; handling medicolegal issues; communicating more effectively with physicians patients, and peers; and transcribing reports... everything you need to be good at your job.

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Easy-to-use, interactive features let you make highlights, share notes, run instant topic searches, and so much more. Best of all, with Pageburst, you get flexible online, offline, and mobile access to all your digital books. Prepare for a successful career in medical assisting! Kinn's The Medical Assistant, 12th Edition helps you learn the real-world administrative and clinical skills essential to working in the health care setting. Administrative coverage ranges from professionalism and interpersonal skills to billing and coding and electronic health records; clinical content teaches how to assist with medications, diagnostic procedures, and surgeries. And no other comprehensive medical assisting text can match its coverage of assisting with medical specialties! Written by medical assisting experts Deborah Proctor and Alexandra Adams, this classic resource also includes an Evolve companion website with practical exercises and activities, videos, and review questions for the CMA and RMA certification exams. More chapters on assisting with medical specialties than any other Medical Assisting text prepare you to assist in specialty exams and make you better qualified to work in specialty fields like cardiology, dermatology, ophthalmology, gynecology, and neurology. Step-by-step, illustrated procedures make it easier to learn and understand medical assisting skills, and include rationales for each step. Threaded

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case scenarios help you develop critical thinking skills and apply concepts to realistic administrative and clinical situations. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers. Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively, with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website. Study Guide includes a variety of exercises to test your knowledge and critical thinking skills, case scenarios from the book, and a Procedure Checklists Manual. Sold separately. NEW! Charting examples within the procedures are highlighted for easier learning. UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you'll use on the job. UPDATED content on alternative therapies and treatment includes the latest herbal remedies such as red rice yeast for lowering cholesterol, St. John's Wort for depression, and probiotic bacteria for GI maladies.

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

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study needs! More than any other product on the market, the most successful Medical Assistants begin their careers with Kinn. Trusted for more than 60 years, Kinn's *The Medical Assistant: An Applied Learning Approach*, 14th Edition, teaches you real-world administrative and clinical skills essential for a career in the modern medical office - always with a focus on application through unfolding case scenarios, critical thinking questions, procedure videos, and interactive exercises. The reorganized 14th edition includes expanded content on medical office accounts, collections, banking, and practice management as well as a new chapter reviewing medical terminology, anatomy and physiology, and pathology. With an easy-to-read format and a full continuum of separately sold adaptive learning solutions, real-world simulations, EHR documentation experience, and HESI remediation and assessment - you'll learn the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession! Comprehensive coverage of all administrative and clinical procedures prepares you for a wide array of Medical Assisting jobs. Nearly 185 step-by-step illustrated procedures with rationales break down how to perform critical skills for practice. Applied approach to learning helps you use what you've learned in a real-world setting, including case scenarios, critical thinking exercises, procedures videos, and

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interactive online activities. Thorough EHR coverage with access to hands-on activities incorporates use of SimChart® for the Medical Office, software designed to ensure that you are practice-ready (sold separately). Robust companion website includes procedures videos, chapter quizzes, and sample certification exams, and interactive exercises. Key vocabulary terms and definitions are presented at the beginning of each chapter and highlighted in text discussions. Summary of Learning Objectives serves as a checkpoint and study tool. Patient education and legal and ethical features help relate content to practical use. NEW! Chapter reviews medical terminology, anatomy and physiology, and pathology to help you build a solid foundation. NEW! Reorganized and expanded content on medical office accounts includes collections, banking, and practice management. NEW! Artwork focused on the workings of a modern medical office, includes updated illustrations and photographs of procedures and medical records. NEW! Expanded and updated sample certification exams help you practice and prepare for certification. NEW! Streamlined presentation refines organization and writing for easy comprehension. NEW! Coverage of patient-centered care featured throughout textbook.

The most comprehensive front office medical assisting resource available, Kinn's The Administrative Medical Assistant, 7th Edition

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provides unparalleled coverage of the practical, real-world administrative skills essential to your success in the health care office. This thoroughly updated, fully modernized edition combines current, reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market. Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter. Study more effectively with detailed Learning Objectives, Vocabulary terms and definitions, and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide & Procedure Checklist Manual. Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text. Master key skills through step-by-step instructions and full-color illustrations that clarify procedures. Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises. Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes. Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website. Familiarize yourself with

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the latest administrative office trends and issues including the Electronic Health Record. Confidently prepare for the CMA and RMA certification exams with a new online appendix that mirrors the exam outlines and provides fast, efficient access to related content. Find information quickly and easily with newly reorganized chapter content and charting examples. Reinforce your understanding through medical terminology audio pronunciations, Medisoft practice management software exercises, chapter quizzes, review activities, and more on the completely revised companion Evolve Resources website.

Administrative Medical Assisting begins with Kinn! Elsevier's Kinn's The Administrative Medical Assistant, 13th Edition provides you with the real-world administrative 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 in today's healthcare setting. Paired with our adaptive solutions, EHR documentation, ICD-10 coverage and, detailed procedural videos, you will learn the professional and interpersonal skills of modern administrative medical assisting! Professionalism in applicable procedures teaches you how to properly interact with patients and coworkers. Professional behavior

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boxes provide guidelines on how to interact with patients, families, and coworkers. Step-by-step procedures explain complex conditions and abstract concepts. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. Critical thinking applications test your understanding of the content. Threaded case scenarios help you to apply concepts to realistic administrative situations. Portfolio builder helps you demonstrate proficiency to potential employers. NEW! Chapter on The Health Record reviews how you'll be working with a patient's medical record. NEW! Chapter on Technology in the Medical Office introduces you to the role technology plays in the medical office. NEW! Administrative procedure videos helps you visualize and review key procedures. NEW! Chapter on Competency-Based Education helps you to understand how your mastery of the material will affect your ability to get a job. Basics of Diagnostic Coding prepares you to use ICD-10 coding system.

Medical Assisting Online is a ready-to-use online course that coordinates with Kinn's The Medical Assistant, 10th Edition. In this unique online world, you'll report for work to a fictitious medical practice, complete with virtual co-workers, physicians, and patients. With the help of an online mentor, you will be challenged to perform essential functions of the front and back office such

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as checking in patients, filing insurance claims, taking vital signs, administering medications, and much more. This "on-the-job" experience helps you apply the skills and concepts presented in the text to real-life practice scenarios. Along the way, you'll have the opportunity to test your understanding of important topics and improve your skills through valuable advice and feedback. Engaging Training Activities cover key curriculum competencies, guiding you step-by-step through important skills and encouraging you try them on your own. Self-comprehension questions and learning activities interspersed throughout allow you to check your comprehension and learn from feedback. Self-evaluation checklists at the end of each lesson help you review key objectives and check off the items you've mastered. Pop-up boxes provide further explanations, forms, or oversized figures, enabling you to "dig deeper" and see the tools and paperwork actually used on the job. Learning objectives are clearly stated at the beginning of each lesson, and revisited throughout in case you need more information on any topic. Ethical, legal, and communication-related considerations are addressed where appropriate, demonstrating how these issues can arise in many contexts and helping you decide the best course of action in a given situation. Automatically scored quizzes and exams help you evaluate your comprehension and check your grade at

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any time throughout the course. A glossary of definitions with audio pronunciations is linked to the appearance of each term, helping you learn the correct definitions in context. "Lounge Talk" allows you to review important concepts with your online mentor after completing each lesson. Discussion threads, chat rooms, and other communications tools help foster online collaboration with other students and the instructor.

More than any other product on the market, the most successful Medical Assistants begin their careers with Kinn. Trusted for more than 60 years, Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 14th Edition teaches you real-world administrative skills essential for a career in the modern medical office - always with a focus on application through unfolding case scenarios, critical thinking questions, procedure videos, and interactive exercises. The reorganized 14th edition includes expanded content on topics from professionalism and interpersonal skills to billing and coding, electronic health records, and practice management as well as a new chapter reviewing medical terminology, anatomy and physiology, and pathology. With an easy-to-read style and practical focus, paired with a full complement of separately sold adaptive solutions, real-world simulations, EHR documentation experience, and HESI remediation and assessment - you'll

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learn the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession. Comprehensive coverage of all administrative procedures prepares you to run a medical office. 65 step-by-step illustrated procedures with rationales break down key administrative skills to master. Applied approach to learning helps you use what you've learned in a real-world setting, including case scenarios, critical thinking exercises, procedures videos, and interactive online activities. Thorough EHR coverage with access to hands-on activities incorporates use of SimChart® for the Medical Office software (sold separately) designed to ensure that you are practice-ready. Key vocabulary terms and definitions are presented at the beginning of each chapter and highlighted in text discussions. Summary of Learning Objectives serves as a checkpoint and study tool. Robust companion website includes chapter quizzes, sample certification exams, procedures videos, and interactive exercises. Patient education and legal and ethical features help relate content to practical use. NEW! Chapter reviews medical terminology, anatomy and physiology, and pathology to help you build a solid foundation. NEW! Reorganized and expanded content covers medical office accounts, collections, banking, and practice management to build a deep understanding of the workings of a medical office. NEW! Artwork focused on

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the workings of a modern medical office includes updated illustrations and photographs of procedures and medical records. NEW! Expanded and updated sample certification exams help you practice and prepare for certification. NEW! Streamlined presentation refines organization and writing for easy comprehension. NEW! Coverage of patient-centered care featured throughout textbook.

Designed to accompany Lippincott Williams & Wilkins' Clinical Medical Assisting, Third Edition, this student study guide includes perforated skill performance evaluation forms; chapter outlines and learning objectives; matching, multiple-choice and critical thinking exercises; patient teaching exercises; and learning self-assessment exercises.

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.

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