

Kinns Medical Assistant Chapter 1 Study Guide

Terms in this set (20)

Critical thinking

The constant practice of considering all aspects of a situation when deciding what to believe or what to do

Empathy

Sensitivity to the individual needs and reactions of patients

Learning style

THE WAY an individual PERCEIVE AND PROCESS information to learn new material

Perceiving

How an individual LOOKS at an information and sees it as real

Processing

How an individual INTERNALIZES new information and makes it his or her own

Professional behaviors

Actions that identify the medical assistant as a member of a healthcare profession, including being DEPENDABLE, RESPECTFUL, POSITIVE ATTITUDE, TEAM MEMBER

Reflection

The process of CONSIDERING new information and internalizing it to create new ways of examining information

Concrete perceiver's

Learn information through direct experience.

Kinns Medical Assistant Study Guide 11 Edition

**Alexandra Patricia Young, Alexandra
Patricia Young-Adams, Deborah B.
Proctor**



Kinns Medical Assistant Study Guide 11 Edition:

Kinn's the Medical Assistant - Study Guide and Procedure Checklist Manual Package Alexandra Patricia Young, Deborah B. Proctor, 2010-10-11 The perfect chapter by chapter companion to Kinn's The Medical Assistant 11th Edition the study guide and procedure checklist manual provide unparalleled review of the practical real world administrative and clinical skills essential to your success in health care Engaging study tools and practice exercises make it easy to review essential concepts assess your understanding and confidently prepare for today's competitive job market A variety of exercises test your content knowledge and critical thinking skills through Vocabulary Review Short Answer Fill in the Blank and True False questions End of chapter Quizzes on Evolve help you assess your understanding of chapter content Work Products enable you to provide documentation to your instructor and accrediting organizations to demonstrate a completed competency Up to date content reflects current CAAHEP and ABHES standards on Patient Education Documentation and more A guide to English Spanish Terms helps you explain important concepts to a broader range of patients Additional exercises including Skills Concepts Word Puzzles Case Studies Workplace Applications and Internet Activities make studying more engaging and reinforce your understanding Expanded coverage of the Electronic Health Record and accompanying Practice Partner E H R activities on Evolve keep you up to date with emerging tools in the field Procedure Checklists Manual packaged with your study guide helps you track your performance of every procedure included in the textbook Separately bound Study Guide and Procedure Checklist Manual enable you to carry just the individual resources you need with you to class or the lab

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thinking skills case scenarios from the book and a Procedure Checklists Manual Sold separately Emergency Preparedness and Assisting with Medical Emergencies chapter prepares you to take action during crises and urgent situations 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 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 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

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Kinn's The Medical Assistant Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Madero, Marti Garrels, Helen Mills, 2016-05-04 Comprehensive Medical Assisting begins with Kinn Elsevier's 60th Anniversary edition of Kinn's The Medical Assistant 13th Edition provides you with real world administrative and 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 for working in today's healthcare setting Paired with our adaptive solutions real world simulations EHR documentation and HESI remediation and assessment you will learn the leading skills of modern administrative and clinical medical assisting in the classroom Basics of Diagnostic Coding prepares you to use the ICD 10 coding system Learning objectives listed in the same order as content makes it easy to review material Clinical procedures integrated into the TOC give you a quick reference point Professional behavior boxes provide guidelines on how to interact with patients families and coworkers Patient education and legal and ethical issues are

described in relation to the Medical Assistant's job. Applied approach to learning helps you use what you've learned in the clinical setting. Learning objectives and vocabulary with definitions highlight what's important in each chapter. Critical thinking applications test your understanding of the content. Step by step procedures explain complex conditions and abstract concepts. Rationales for each procedure clarify the need for each step and explain why it's being performed. Portfolio builder helps you demonstrate your mastery of the material 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 EHR technology plays in the medical office. NEW Chapter on Competency Based Education helps you understand how your mastery of the material will affect your ability to get a job. NEW Clinical procedure videos help you visualize and review key procedures.

ICD-10-CM/PCS Coding: Theory and Practice, 2019/2020 Edition E-Book Elsevier Inc, 2018-07-31

Learn facility based coding by actually working with codes. ICD 10 CM PCS Coding Theory and Practice provides an in depth understanding of in patient diagnosis and procedure coding to those who are just learning to code as well as to experienced professionals who need to solidify and expand their knowledge. Featuring basic coding principles, clear examples and challenging exercises, this text helps explain why coding is necessary for reimbursement, the basics of the health record and rules, guidelines and functions of ICD 10 CM PCS coding. UPDATED ICD 10 codes and coding guidelines revisions ensure you have the most up to date information available. 30 day access to TruCode encoder on the Evolve companion website gives you realistic practice with using an encoder. UPDATED codes for Pancreatitis, Diabetic Retinopathy, Fractures, GIST Tumors, Hypertension and Myocardial Infarctions. ICD 10 CM and ICD 10 PCS Official Guidelines for Coding and Reporting provide fast easy access instruction on proper application of codes. Coverage of both common and complex procedures prepares you for inpatient procedural coding using ICD 10 PCS. Numerous and varied examples and exercises within each chapter break chapters into manageable segments and help reinforcing important concepts. Illustrations and examples of key diseases help in understanding how commonly encountered conditions relate to ICD 10 CM coding. Strong coverage of medical records provides a context for coding and familiarizes you with documents you will encounter on the job. Illustrated full color design emphasizes important content such as anatomy and physiology and visually reinforces key concepts.

ICD-10-CM/PCS Coding: Theory and Practice, 2017 Edition - E-Book Karla R. Lovaasen, 2016-07-18

NEW Coding Medical and Surgical Procedures chapter is added to this edition. UPDATED content includes revisions to ICD 10 code and coding guidelines ensuring you have the latest coding information.

Mosby's Dental Assisting Exam Review - E-Book ELSEVIER, Betty Ladley Finkbeiner, 2022-02-04

Prepare for national certification, local or state exams or course review with Mosby's Dental Assisting Exam Review 4th Edition. Based on the content in the Certified Dental Assistant CDA examination administered by the Dental Assisting National Board (DANB), the book provides a comprehensive review of general chairside assisting, radiation health and safety and infection control. On the Evolve website, a test generator lets you practice taking timed simulated exams with

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Holmes,2013-09-05 With updated review questions and practice tests Saunders Medical Assisting Exam Review 4th Edition helps you prepare for and pass the CMA RMA CMAS CCMA and CMAA certification exams An outline format makes it easy to review core concepts and competencies realistic practice tests simulate the exam experience and help you build test taking confidence This edition adds coverage of three certifications CMAS CCMA and CMAA Written by medical assisting educator Deborah Holmes this review includes an Evolve companion website with over 1 500 practice questions additional practice exams for each of the certifications flashcards and crossword puzzles Comprehensive content includes increased coverage of

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