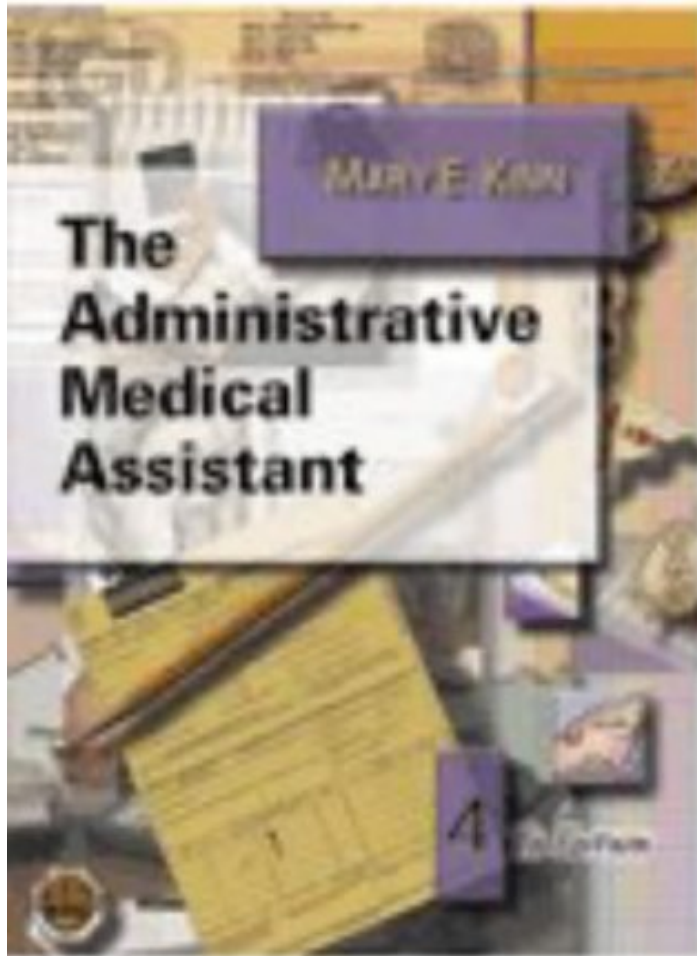


[Pdf free] The Administrative Medical Assistant (Free CD-ROM with Return of Enclosed Card)

The Administrative Medical Assistant (Free CD-ROM with Return of Enclosed Card)

Mary E. Kinn CPS CMA-A
DOC | *audiobook | ebooks | Download PDF | ePub



[Download](#)

[Read Online](#)

#6268584 in Books Saunders 1999-05-15 Original language: English PDF # 1 11.00 x 8.50 x .75l, #File Name: 0721672930459 pages | File size: 74.Mb

Mary E. Kinn CPS CMA-A : The Administrative Medical Assistant (Free CD-ROM with Return of Enclosed Card) before purchasing it in order to gage whether or not it would be worth my time, and all praised The Administrative Medical Assistant (Free CD-ROM with Return of Enclosed Card):

0 of 0 people found the following review helpful. PRETTY GOODBy Liz VargasITS VERY HELPFUL, ITS NOT UPDATED TO PRESENT BUT DETAILS AND FACTS ARE ACURATE. MY TEACHER ALWAYS USES THIS BOOK FOR CLASSES2 of 3 people found the following review helpful. very instructive and helpfulBy A CustomerVery helpful for getting a new job in the field. Had all the answers I needed.

The 4th Edition of this authoritative text serves as an excellent source for training the administrative medical assistant. It is a useful reference for the practising medical assistant, and the text of choice in preparing for certification exams. Completely updated, and now in full colour, it includes all the topics and skills identified by the American Association of Medical Assistants (AAMA) in their Occupational Analysis of the Medical Assisting Profession (Role Delineation Study Competencies). Covers all of the theories and skills required by the Role Delineation Study, focusing on key curriculum content and offering nice-to-know information in sidebars. Includes all the theory, skills, and reinforcement exercises required to pass the Medical Assisting Certification Exam. Provides chapter outlines, vocabulary, and learning objectives, as well as cognitive and performance objectives. Contains all new four-colour art throughout, including high-quality photographs and illustrations. Lists what Role Delineation competencies are covered in each chapter. Incorporates a real-world orientation that can be easily transferred to everyday situations encountered on the job. Features Memory Joggers questions throughout with follow-up How Did I Do? answers at the end of the chapter. Also includes Critical Thinking Challenge exercises to stimulate and motivate students to independently think through various problems that occur everyday in the physician's office. Offers a unique, completely refocused and reorganized ancillary package that includes a Student Learning and Competency Resource (a workbook and CD-ROM), an Instructors Curriculum Guide, that provides the essentials for teaching AAMA accreditation requirements, and an EXAMaster.