

Second Edition

Critical Care Manual of Clinical Nursing Procedures

Edited by Suzanne Bench • Nicki Credland • Chris Hill



WILEY Blackwell

Clinical Procedures User Manual

David Kirk



Clinical Procedures User Manual:

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coverage ensures alignment of all content throughout the text on the Evolve companion website and in the study guide More than 90 illustrated procedures offer step by step guidance with many featuring accompanying online videos Learning features focus on case based critical thinking patient education legal issues practice tips and documentation examples Student resources on Evolve include video procedures with evaluation quizzes case based quizzes SimChart for the Medical Office documentation exercises sample certification exams practicum activities and interactive activities NEW 2022 medical assisting competencies throughout represent the latest educational standards approved by CAAHEP and ABHES NEW Updated content and skills address electronic prescribing of medications computer generated laboratory results and reports nutritional guidelines OSHA standards for infection control and prevention emergency preparedness and the latest clinical guidelines NEW Art program features more than 200 new illustrations for procedures equipment and supplies used in the modern medical office

Clinic Procedure Reference Manual University of Michigan. School of Dentistry, 2002 *Clinic Procedure Manual* University of Michigan. School of Dentistry, 1981 *Clinical Procedures for Medical Assistants* Kathy Bonewit-West, 2004 Encompassing all of the back office hands on concepts and skills that medical assistants need to know this popular in depth resource of clinical procedures covers essential topics such as taking vital signs and lab specimens processing lab specimens as well as preparing patients for examinations surgeries and other office treatments and procedures The book's current expert accessible coverage addresses all aspects of back office duties with certain transdisciplinary themes legal ethical patient education documentation woven throughout the chapters where appropriate This edition continues to feature profiles of real medical assistants who are currently practicing in the clinical area sharing their most memorable or influential on the job experiences Instructor resources are available please contact your Elsevier sales representative for details Expert reputation of both the text and author Kathy Bonewit West reassures readers that all information is accurate and follows the national curriculum guidelines Medical assistant profiles provide unique and memorable biographical profiles of real life MAs sharing their fears likes hopes and aspirations designed to help readers connect with their future career goals in a concrete way End of chapter procedures with steps rationales and charting examples clearly show how a particular procedure would be documented in the medical record Patient Teaching boxes present patient education in the context of the medical assistant's role making it more immediate and relevant Terminology Review boxes identify key terms for a valuable terminology overview in each chapter Certification Review boxes provide a bulleted summary review of important points to know after each chapter that may be covered in the medical assisting certification exam Medical Practice and the Law boxes describe legal issues that are important for medical assistants to understand On the Web boxes list websites for further student study and research relevant to each chapter Reorganized table of contents presents a more logical progression of material beginning with the medical record and followed by medical asepsis and sterilization and disinfection so readers have the foundation of basic clinical knowledge before delving into more

complicated procedural concepts Apply Your Knowledge sections offer case based multiple choice questions at the end of each chapter to help strengthen critical thinking and application skills A table correlating Cognitive Learning Objectives with Performance Skills Learning Objectives clearly identifies the cognitive basis for each clinical skill The Administration of Medication chapter has been extensively revised to include the most current and commonly used drugs exposing readers to medication names most likely encountered in the medical office What Would You Do What Would You Not Do case study boxes and responses profile real world cases throughout the chapter English to Spanish medical terms appendix covers glossary terms used by medical assistants when interacting with Spanish speaking patients

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