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CLINICAL PROCEDURES FOR MEDICAL ASSISTANTS



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from feedback Lounge Talk lets students review what they ve learned from each lesson with their supervisor mentor Lesson quizzes and module exams let students demonstrate their mastery of the content with automatic scoring and calculation of grades Pop up boxes include in depth explanations oversized figures or paperwork forms actually used on the job A glossary provides definitions and audio pronunciations each term linked to relevant locations in the online content Discussion board topics and assignments are posted online saving the instructors time in preparation The Evolve course management system saves time with automatic scoring and a grade book for the instructor and improves class communication with real time chat calendar e mail and bulletin board

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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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