

STUDY GUIDE

KATHY BONEWIT-WEST
SUE A. HUNT

TODAY'S **MEDICAL ASSISTANT**

Clinical & Administrative Procedures

4TH EDITION



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Study Guide For Todays Medical Assistant

**Kathy Bonewit-West,Sue A. Hunt,Edith
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Study Guide for Today's Medical Assistant Kathy Bonewit-West,Sue Hunt,Edith Applegate, MS,2012-10 Chapter assignment tables at the beginning of chapters guide you through textbook and study guide assignments and make it easy to track your progress Laboratory assignment tables list the procedures in each chapter including study guide page number references and indicate the procedures shown on the DVDs A pretest and posttest in each chapter measure your understanding with 10 true false questions Key term assessments include exercises to help in reviewing and mastering new vocabulary Evaluation of Learning questions let you assess your understanding evaluate progress and prepare for the certification examination Critical thinking activities let you apply your knowledge to real life situations Practice for Competency sections offer extra practice on clinical skills presented in the book Evaluation of Competency checklists evaluate your performance versus stated objectives and updated CAAHEP performance standards Updated content includes exercises for topics such as electronic medical records advanced directives HIPAA emergency preparedness ICD 10 coding documentation medical office technology medical asepsis vital signs pediatrics colonoscopy IV therapy and CLIA waived tests New activities provide practice for the Today s Medical Assistant textbook s newest and most up to date content New Emergency Protective Practices for the Medical Office chapter includes procedures critical thinking questions and other activities to help you understand emergency preparedness New Wheelchair Transfer Procedure and Evaluation of Competency checklist includes a step by step guide to this important procedure New video evaluation worksheets on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs New practicum and externship activities on Evolve provide practice with real world scenarios

Today's Medical Assistant Kathy Bonewit-West,Sue A. Hunt,Edith Applegate,2012-10-04 Bringing together the clinical know how of Kathy Bonewit West the administrative expertise of Sue Hunt and the anatomy and physiology knowledge of Edith Applegate this unique hands on text guides you through the medical knowledge and skills you need to succeed in today s fast paced medical office The latest standards and competencies for the medical assistant have been incorporated into this new edition along with expanded coverage on important topics such as nutrition the electronic medical record ICD 10 emergency preparedness and disaster

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tests readers knowledge of the terms presented in the main text Evaluation of Learning questions assess readers progress and are an excellent tool to prepare for the certification exam Practice for Competency checklists help readers practice each of their clinical skills Pharmacology math exercises give readers a chance to practice their basic math skills in a way that relates to their future job Chapter assignment tables at the beginning of each chapter guide readers through the textbook and study guide chapters and provides a great tracking device for recording progress of textbook reading assignments and study guide activity assignments NEW Updated material aligned to most current CAAHEP and ABHES competencies ensures success and employability for today s medical assistants NEW Material from the chapter on nutrition is also incorporated into the accompanying study guide material NEW Updated content on emergency preparedness and medical records ensure readers are up to date on these key topics NEW Application to SimChart for the Medical Office where appropriate allows readers to prepare for the real world by working on Elsevier s own educational EHR NEW Expanded A P key terminology sections give readers ample A P key term practice

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practice each of your clinical skills Perforated pages offer on the go review and enable easy assignment submission NEW New content on healthcare trends and laws certification for Medical Assistants electronic health records motivational interviewing office management and more ensures that you have the latest information needed to obtain employment and long term success on the job NEW Competency evaluation for new procedures addresses affective behavior based MAERB competencies to provide example driven teaching and learning tools **Today's Medical Assistant** Kathy

Bonewit-West, Sue A. Hunt, Edith J. Applegate, 2009 For the first time all in one volume here's everything you need to prepare for a successful career as a medical assistant Today's Medical Assistant Clinical Administrative Procedures is a hands on comprehensive guide to all of the concepts and skills you need for success in today's busy medical office medical knowledge clinical skills and administrative details No other medical assisting text provides everything you need in such a practical accessible package Bringing together the clinical know how of Kathy Bonewit West the administrative expertise of Sue Hunt and the anatomy and physiology knowledge of Edith Applegate this unique text offers a single volume manageable approach to both clinical and administrative procedures as well as an essential understanding of anatomy and physiology It provides a solid foundation for success in today's fast paced medical office covering all the concepts and skills needed for modern medical assisting and their application to real life situations Streaming video presentations of 89 procedures on four companion DVD ROMs clarify procedures from the text and reinforce your understanding Two companion CD ROMs offer animations games exercises and other helpful activities designed to help you assess your content knowledge improve your critical thinking skills and make learning more interesting and effective Interactive A P Review exercises on the CD ROM Body Spectrum and ArchieMD animations with exercises help you master challenging anatomy and physiology content Evolve offers online access to additional exercises charting documentation examples and externship evaluation tools More than 120 procedures are presented in a clear step by step format in the text including underlying principles and illustrations depicting the technique Procedures also include Charting Examples to help you understand the process for charting your own procedures Includes coverage of anatomy and physiology plus up to date content on the medical record including HIPAA electronic medical records EMR and advanced directives documentation including billing and coding medical office terminology medical asepsis vital signs pediatrics colonoscopy IV therapy CLIA Waived Tests and much more What Would You Do What Would You Not Do challenges you to analyze and respond to real life applications of case studies Apply your Knowledge questions at the end of each chapter help you assess your knowledge of the material you've just covered Prepare for Certification sections at the end of each chapter help you master important elements covered in medical assisting certification examinations Putting It All into Practice boxes and Memories from Externship boxes introduce realistic medical assistants so that you can witness real life medical situations Patient Teaching boxes emphasize this important aspect of a medical assistant's daily job An appendix of common Spanish English phrases helps you effectively communicate with

Spanish speaking patients An appendix of helpful websites gives you valuable information on professional organizations accrediting agencies and agencies that provide CPR certification *Today's Medical Assistant - E-Book* Kathy Bonewit-West,Sue Hunt,Edith Applegate,2012-10-15 Content updates reflect the latest competencies for medical assistants and ensure you have the most current information on the newest trends and updates in the medical assisting world 8th grade reading level makes material approachable and easy to understand New chapter on Emergency Preparedness offers a well rounded perspective on what to do in specific emergency situations New OSHA Bloodborne Pathogens video improves your understanding of personal safety following the OSHA standards Pronunciation section in the Terminology Review gives you confidence with pronunciation and medical knowledge Application to EMR where appropriate prepares you for the real world by dealing with electronic medical records **Today's Medical Assistant - Text, Study Guide and Adaptive Learning Package** Kathy Bonewit-West,2014-04-24 Corresponding chapter by chapter to Today s Medical Assistant 2e Elsevier Adaptive Learning combines the power of brain science with sophisticated patented Cerego algorithms to help you learn faster and remember longer It s fun it s engaging and it s constantly tracking your performance and adapting to deliver content precisely when it s needed to ensure core information is transformed into lasting knowledge **Today's Medical Assistant - Text, Study Guide, and MediSoft Version 16 Demo CD Package** Kathy Bonewit-West,Sue Hunt,Edith Applegate,Edith MS Applegate, MS,2012-12-03 This money saving package includes Bonewit West Today s Medical Assistant Today s Medical Assistant Study Guide and MediSoft Version 14 Demo CD **Medical Assisting Online for Today's Medical Assistant (User Guide, Access Code, Textbook and Study Guide Package)** Kathy Bonewit-West,Sue Hunt,Edith Applegate,2012-10-17 This money saving package includes the 2nd edition of Medical Assisting Online for Today s Medical Assistant User Guide and Access Code Textbook and Study Guide **Today's Medical Assistant - Book, Study Guide, and SimChart for the Medical Office 2020 Edition Package** KATHY. BONEWIT-WEST,Edith Applegate,Sue Hunt,2020-03-03 **Medical Assisting Online for Today's Medical Assistant (User Guide, Access Code, Textbook and Study Guide Package)** Kathy Bonewit-West,Sue Hunt,Edith MS Applegate,2010-10 This money saving package includes Medical Assisting Online for Today s Medical Assistant User Guide and Access Code and Bonewit Today s Medical Assistant textbook and study guide

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