

## CHAPTER 3 STUDY GUIDE ANSWERS

### VOCABULARY REVIEW

1. benefits and "perks"
2. phlebotomy
3. profit sharing
4. certification
5. intangibles
6. invasive
7. allied health fields.
8. continuing education units
9. Cross-training
10. versatile
11. stock options
12. externship or internship

### SKILLS AND CONCEPTS

#### Part I: The Medical Assisting Profession

13. Clinical or administrative
14. Clinical or administrative

List five administrative duties that a medical assistant might perform.

15. Answers will vary.
16. Answers will vary.
17. Answers will vary.
18. Answers will vary.
19. Answers will vary.

List five clinical duties that a medical assistant might perform.

20. Answers will vary.
21. Answers will vary.
22. Answers will vary.
23. Answers will vary.
24. Answers will vary.
25. Teaching a clinical employee to check out a patient; teaching an administrative medical assistant to position and drape a patient.
26. Time must be taken to train the employee, which may be more costly than hiring a trained medical assistant.
27. Most medical assistants were originally probably neighbors of physicians called to help them. The profession grew with the organization of the AAMA.

# Medical Assisting Study Guide Answers

**Brigitte Niedzwiecki**

## **Medical Assisting Study Guide Answers:**

*Preparing to Pass the Medical Assisting Exam* Carlene Harrison, Valerie Weiss, 2009-11-20     *Study Guide for Today's Medical Assistant - E-Book* Kathy Bonewit-West, Sue Hunt, Edith Applegate, 2014-07-30 Use this study tool to master the content from your Today's Medical Assistant Clinical Administrative Procedures 2nd Edition textbook Corresponding to the chapters in the textbook by Kathy Bonewit-West, Sue Hunt, and Edith Applegate, this study guide helps you understand and apply the material with practical exercises, activities, flashcards, checklists, review questions, and more. 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.

*Study Guide for Lippincott Williams & Wilkins' Comprehensive Medical Assisting* Judy Kronenberger, Laura Southard Durham, Laura Durham, Denise Woodson, 2012-03-19 In the Fourth Edition of Study Guide for Lippincott Williams & Wilkins' Comprehensive Medical Assisting, the exercises and activities have been aligned with the most current 2008 Medical Assistant Education Review Board (MAERB) of the American Association of Medical Assistants (AAMA) curriculum standards. Program directors, instructors, and students will know which activities in this Study Guide support comprehension of knowledge from textbook cognitive domain, which support the practice and skills needed to become a competent entry-level medical assistant, psychomotor domain, and which exercises encourage critical thinking and professional behaviors in the medical office affective domain. The Study Guide is divided into four sections that coincide with the textbook: Administrative, Clinical, Laboratory, and Career Strategies. Sections One, Two, and Three include exercises that

reinforce the knowledge and skills required of all Medical Assistants Section Four includes activities to put it all together as a potential medical office employee and to prepare you for either the Registered Medical Assistant RMA or the Certified Medical Assistant CMA credentialing examination New to this edition Chapter 47 in the Study Guide gives students the opportunity to reinforce information learned throughout their program This final Study Guide chapter includes documentation skills practice for a multitude of situations and active learning activities to engage students with previously learned knowledge Each chapter includes the following Learning Outcomes Learning outcomes are listed at the beginning of the chapter and are divided into AAMA MAERB categories Cognitive Psychomotor Affective and AMT ABHES objectives A Variety of Question Formats To meet the needs of a variety of learning styles and to reinforce content and knowledge each chapter of the Study Guide includes multiple choice matching short answer completion and where applicable calculation type questions These formats will help you retain new information reinforce previously learned content and build confidence Case Studies for Critical Thinking These scenarios and questions are designed with real world situations in mind and are intended to promote conversation about possible responses not just one correct answer These questions will be valuable to students who confront these types of situations during externship and graduates who encounter similar situations after employment Procedure Skill Sheets Every procedure in the textbook has a procedure skill sheet in the Study Guide These procedures have been updated and revised in this edition and include steps on interacting with diverse patients such as those who are visually or hearing impaired those who do not speak English or who speak English as a Second Language ESL and patients who may have developmental challenges *Study Guide for Jones & Bartlett Learning's Comprehensive Medical Assisting* Judy Kronenberger,Julie Ledbetter,2020-04-21 Master your course with the practice and hands on activities that will help you get ready for the medical office In this new edition of Study Guide for Jones Bartlett Learning s Comprehensive Medical Assisting the exercises and activities align with the most current Medical Assisting Education Review Board MAERB of the American Association of Medical Assistants AAMA curriculum standards The Study Guide is divided into sections that coincide with the textbook and includes exercises that reinforce the knowledge and skills required of all Medical Assistants

**Study Guide for Jones & Bartlett Learning's Clinical Medical Assisting** Judy Kronenberger,2020-04-20 Master your course with the practice and hands on activities that will help you get ready for the medical office In this new edition of Clinical Medical Assisting the exercises and activities align with the American Association of Medical Assistants AAMA curriculum standards The Study Guide aligns to the textbook and includes exercises that reinforce the knowledge and skills required of all Medical Assistants *Study Guide for Today's Medical Assistant - E-Book* Kathy Bonewit-West,Sue Hunt,2020-03-02 Get unrivaled practice mastering all the concepts and skills necessary for success in today s fast paced medical office with the Study Guide for Today s Medical Assistant Filled with assignment sheets pre and post tests vocabulary practice short answer review questions critical thinking activities competency practice and evaluations for each

chapter this comprehensive study guide is the perfect hands on resource to jump start your medical assisting expertise The 4th Edition features enhanced coverage of healthcare law certification electronic health records motivational interviewing office management and more as well as additional procedures to address behavior based competencies and more EHR practice Expanded application to SimChart for the Medical Office provides more realistic practice with EHRs Consistent and meticulous coverage throughout all elements of the text and its learning package provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant Chapter pre tests and post tests enable you to easily gauge how much content you have mastered Critical thinking activities encourage you to develop the judgment needed for real life medical office situations Laboratory assignments at the beginning of each chapter offer a guide on each chapter s procedures Practice for Competency checklists for each procedure help you 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

**Study Guide for Kinn's Medical Assisting Fundamentals E-Book** Brigitte Niedzwiecki,2021-11-23 Get the review and practice you need to master essential medical assisting skills Corresponding to the chapters in Kinn s Medical Assisting Fundamentals 2nd Edition this study guide offers a wide range of exercises to reinforce your understanding of administrative and clinical competencies Review questions test your proficiency with subjects such as anatomy and physiology medical terminology math basics and key administrative and clinical concepts Hands on activities and competency checklists help you apply your knowledge to patient care The 2nd edition adds coverage of expanded skills approved in many states It s all the review and practice you need to succeed in the classroom and begin preparing for a successful and rewarding career as a Medical Assistant Review and practice supports educational competencies and certification test plan coverage Focus on foundational areas includes a solid review of medical terminology anatomy and physiology and basic math calculations Vocabulary review multiple choice fill in the blank and true false questions test student knowledge and understanding of key concepts Skills Concepts Word Puzzles Case Studies Workplace Applications and Internet Activities enhance study with application and critical thinking exercises Chapter review quizzes assess student comprehension and serve as an excellent review for classroom and certification exams Procedure Checklists help students confirm mastery of key administrative and clinical skills Work Products provide documentation of key tasks and help in building a skills portfolio NEW chapters on intravenous procedures and limited scope radiography provide coverage of expanded Medical Assisting functions approved in many states NEW Expanded content addresses behavioral health catheterization procedures disease states medical office organization expanding MA roles and more

[Study Guide for Jones & Bartlett Learning's Administrative Medical Assisting](#)

Julie Ledbetter,2020-04-23 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Jones Bartlett Learning's Administrative Medical Assisting Fourth Edition is more than just a textbook it's an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative skills they'll need in today's rapidly changing health care environment **Study Guide for Jones & Bartlett Learning's Comprehensive Medical Assisting**

Judy Kronenberger,Julie Ledbetter,2023-01-09 Master your course with the practice and hands on activities that will help you get ready for the medical office In this new edition of Study Guide for Jones Bartlett Learning's Comprehensive Medical Assisting the exercises and activities align with the most current Medical Assisting Education Review Board MAERB of the American Association of Medical Assistants AAMA curriculum standards The Study Guide is divided into sections that coincide with the textbook and includes exercises that reinforce the knowledge and skills required of all Medical Assistants *Study Guide for Today's Medical Assistant - E-Book* Kathy Bonewit-West,Julie Pepper,2025-02-03 Get the most out of your Today's Medical Assistant Clinical and Administrative Procedures textbook with this practical study guide With chapters corresponding to those in the textbook this review provides the extra practice you need to master the clinical and administrative procedures performed by medical assistants Each chapter includes a wide range of exercises performance checklists and a guide to the amount of practice you need to attain competency Written by the textbook's author this review tool provides everything you need to master all of today's important medical assisting skills

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diagnostic testing and laboratory procedures Learn the art of phlebotomy specimen collection and assisting with minor surgeries gaining hands on experience in providing high quality care under the guidance of experienced practitioners Discover the critical role of pharmacology in healthcare delivery from understanding drug classifications to mastering medication administration and dosage calculations Explore the complexities of healthcare law ethics and professionalism and learn how to navigate legal responsibilities maintain patient confidentiality and handle ethical dilemmas with integrity and compassion But being a CMA is not just about clinical expertise it's about embracing the values of empathy cultural competence and patient advocacy Learn how to communicate effectively with patients from diverse backgrounds educate them on health and wellness and empower them to take charge of their well being Throughout this journey readers will gain invaluable insights into healthcare leadership and management quality improvement patient safety and the integration of technology and informatics in modern healthcare practice With a focus on continuous learning and professional growth this guide equips aspiring CMAs with the knowledge skills and confidence to excel in their careers and make a positive impact in the lives of others This book is your comprehensive companion to becoming a competent compassionate and confident Certified Medical Assistant Join the ranks of healthcare professionals dedicated to providing quality care promoting wellness and improving the health outcomes of individuals and communities worldwide [Medical Assistant Exam Prep Kaplan Nursing](#) 2017-11-07 Kaplan's Medical Assistant Exam Prep provides the in depth content comprehensive review and targeted practice you need to pass the Certified Medical Assistant and Registered Medical Assistant exams Whether you're a first time test taker or you're studying for recertification Kaplan's up to date content and proven test taking strategies will help you face the exam with confidence Kaplan is so certain that Medical Assistant Exam Prep offers all the knowledge you need to pass the exam that we guarantee it After studying with the book you'll score higher on your medical assistant exam or you'll get your money back Comprehensive Review Review of all tested subjects for the CMA and RMA exams including a new nutrition chapter and a section on emerging public health issues that affect MAs on the job Diagnostic test to help you target areas for score improvement and make the most of your study time Full length practice test with 300 questions End of chapter quizzes with detailed answer explanations Case study based practice questions to develop your critical thinking skills Current guidelines for Electronic Health Records Expert Guidance Expert advice on building and maintaining professional credentials Updated career resources and a guide to the certification process We invented test prep Kaplan [www.kaptest.com](http://www.kaptest.com) has been helping students for almost 80 years Our proven strategies have helped legions of students achieve their dreams The previous edition of this book was titled Medical Assistant Exam Strategies Practice Review with Practice Test

**Jones & Bartlett Learning's Clinical Medical Assisting** Judy Kronenberger, 2020-04-06 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Clinical Medical Assisting Fifth Edition is more than just a textbook it's an engaging dynamic suite of learning resources designed to train medical assisting students in

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[Bundle of Clinical Medical Assisting + Study Guide](#) Judy Kronenberger, 2020-04-17

**Elsevier's Medical Assisting Exam Review - E-Book** Deborah E. Barbier

Holmes, 2017-02-04 There's no better way to get ready for your Medical Assisting certification exam. With some 2,500 practice questions and customized online tests, Elsevier's Medical Assisting Exam Review, 5th Edition provides complete preparation for all six certification exams: the CMA, RMA, CMAS, CCMA, CMAA, and CMAC. An illustrated outline format makes it easy to review key medical assisting concepts and competencies, including anatomy and physiology, medical terminology, diseases and disorders, and administrative and clinical tasks. Written by medical assisting educator Deborah Holmes, this review includes answers and rationales for each question to help you strengthen any weak areas and prepare effectively for your certification exam. UNIQUE: Six certification exams are covered: the CMA, AAMA, RMA, AMT, CMAS, AMT, CCMA, NHA, CMAA, NHT, and CMAC. Convenient, easy-to-follow outline format provides at a glance review of the subject areas typically found on certification exams for Medical Assisting. Complete test preparation includes three pretests, administrative, clinical, and general, as well as a comprehensive posttest with answers and rationales for all questions. Study tips and test-taking strategies provide advice and insight into preparing effectively for your certification exam. Hundreds of additional practice questions are included on the Evolve companion website, along with flash cards and A-P animations to boost your exam readiness and test-taking confidence. NEW: 2,500 questions, including 550 all-new questions, include answers, rationales, and mapping to six exam blueprints: CMA, RMA, CMAS, CCMA, CMAA, and CMAC. NEW content includes coverage of the Affordable Care Act, ICD-10, electronic office systems, vaccination updates, and more. NEW: Online test generator allows you to focus your practice on any topic and to create timed, simulated exams. NEW: Records Management chapter tackles both paper management and Electronic Health Records, emphasizing the most up-to-date electronic ways to manage records. UPDATED: High-quality illustrations reinforce your understanding of medical assisting content and include photos of clinical equipment and supplies.

[Study Guide for Today's Medical Assistant - E-Book](#) Kathy Bonewit-West, Sue Hunt, Edith Applegate, 2015-11-12 Corresponding to the chapters in the main Bonewit text, *Study Guide for Today's Medical Assistant: Clinical Administrative Procedures*, 3rd Edition features a variety of practical exercises, activities, checklists, review questions, and more to help users master important medical assisting knowledge and skills. This comprehensive study guide has been thoroughly updated to reflect the 2015 CAAHEP competencies and key areas of practice, such as electronic medical records, HIPAA regulations, advanced directives, emergency preparedness, ICD-10 coding, billing, documentation, medical office technology, medical asepsis, vital signs, pediatric immunizations, and injections, colonoscopy procedures, IV therapy, and CLIA-waived tests. Consistent, meticulous study guide coverage aligns seamlessly with the main Bonewit text and all other Bonewit

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