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Glencoe Administrative Procedures for Medical Assisting: A Patient-Centered Approach Barbara Ramutkowski,Abdulai Barrie,Cindy Keller,Laurie Dazarow,Cindy Abel,1998-08-28 Students learn the skills necessary to become a multiskilled front office medical assistant All of the step by step procedures are fully illustrated so students can learn proper technique Trains students on medical office administrative procedures and equipment Each chapter begins with an outline of topics a list of chapter objectives key terms and a list of 1997 AAMA Role Delineation Study Areas of Competence covered in that chapter so students know where to focus their attention as they read and study Questions and activities at the end of every chapter help students measure their progress every step of the way

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Workbook, Volume I, Administrative Nina M. Beaman,2006-07 *Webster's Medical Office Handbook* John Rhodes Haverty,1979 **Laboratory Procedures for the Medical Office** Tom Palko,Hilda Palko,1995 **Medical Office Procedures: With Computer Simulation Text-Workbook with CD-ROM** Karonne Becklin,2002-03-05 *Medical Office Procedures* 5e by Becklin is a text workbook that introduces and describes the tasks of a medical assistant s career teaches records management medical communications and scheduling skills and describes procedures for preparing patients charts and bills Practice management and finances are also addressed Multi day simulations provide real world experience with physician dictation *The Medical Assistant* Mary E. Kinn,MaryAnn Woods,1999 This full color 8th Edition covers the administrative and clinical skills medical assistants need to know to carry out their duties The 8th Edition integrates all of the topics and skills competencies required by the American Association of Medical Assistants entry level Medical Assisting Curriculum It features chapter outlines and learning objectives as well as lots of pertinent information such as personal qualities skills responsibilities types of patient education and legal and ethical issues Also included are real life examples quizzes and answers A free interactive CD Rom ispackaged in the book *Delmar's Administrative Medical Assisting* Wilburta Q. Lindh,Marilyn S. Pooler,Carol D. Tamparo,1997 Delmar s complete learning system prepares students to become multiskilled medical assistants for the 21st Century This new full color administrative medical assisting textbook is part of a dynamic learning system that includes free skills CD ROM bound in the text workbook and instructor support materials

Together these learning tools integrate essential and advanced competencies set forth by the AAMA's Role Delination study emphasizing clinical procedures interpersonal communications and changes in the health care setting including Standard Precautions and managed care. The text is written not by just one or two individuals but by twenty talented experts who provide students with a thorough understanding of administrative medical assisting fundamentals. The entire learning system is complemented by real life characters and scenerios from the field of medical assisting a feature not found in any other text. Supplements Workbook 0 8273 8529 3 Instructor's Manual 0 8273 8530 7 Instructor's Resource Kit 0 7668 0146 2 Computerized Testbank 0 8273 8415 7 *Comprehensive Medical Assisting* Mary Ann Frew, David R. Frew, 1988

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