

# Medical Assistant Study Guide

## MEDICAL TERMINOLOGY

1. A medical assistant is reviewing a patient's medical record. Which of the following acronyms should the medical assistant identify as the notation used when interpreting the correlation between the patient's body weight and height?

- A. KUB
- B. LMP
- C. PID
- D. BMI

2. When a medical assistant is documenting data in a patient's progress notes, which of the following abbreviations acceptable for use?

- A. >
- B. O<sub>2</sub>
- C. MgSO<sub>4</sub>
- D. ug

3. Which of the following abbreviations is used in place of the word "prescription" in a patient's chart?

- A. Rx
- B. Tx
- C. Sx
- D. Hx

4. Which of the following abbreviations should a medical assistant use when documenting initial assessment data collected prior to a patient's wellness examination?

- A. HPI
- B. p/o

## Medical Assistant Study Guide: Your Comprehensive Guide to Success

Are you dreaming of a rewarding career in healthcare? Becoming a Medical Assistant (MA) offers a fantastic entry point, combining administrative and clinical skills. But navigating the path to certification can feel overwhelming. This comprehensive medical assistant study guide provides everything you need to succeed, from mastering key concepts to acing your certification exam. We'll break down essential topics, offer effective study strategies, and equip you with the confidence to launch your healthcare career.

# Understanding the Medical Assistant Role

Before diving into the nitty-gritty of studying, let's establish a firm understanding of what a Medical Assistant does. MAs play a crucial role in healthcare settings, working closely with physicians and other medical professionals. Their responsibilities are diverse and encompass both administrative and clinical tasks.

## Administrative Duties:

Scheduling appointments: Managing patient schedules efficiently and effectively.

Managing medical records: Maintaining accurate and organized patient files, both physical and electronic (EMR).

Handling insurance claims: Processing billing and claims to ensure timely reimbursement.

Answering phones and greeting patients: Providing excellent customer service and a welcoming atmosphere.

## Clinical Duties:

Taking vital signs: Accurately measuring blood pressure, temperature, pulse, and respiration.

Assisting with examinations: Preparing patients and the examination room, handing instruments to the physician.

Administering injections: Providing intramuscular, subcutaneous, and intradermal injections (depending on certification and state regulations).

Phlebotomy: Drawing blood samples accurately and efficiently.

Electrocardiograms (ECGs): Performing and interpreting ECGs.

Sterilizing instruments: Maintaining a sterile environment to prevent infections.

## Key Topics for Your Medical Assistant Study Guide

This section outlines the core subjects you'll encounter in your MA program and certification exam. Effective study requires a structured approach, focusing on understanding the underlying principles rather than rote memorization.

## Anatomy and Physiology:

This is foundational. You need a solid grasp of the body's systems (circulatory, respiratory, digestive, etc.) to understand medical procedures and patient conditions. Focus on key organs, their functions, and common associated diseases.

## **Medical Terminology:**

Mastering medical terminology is crucial for effective communication within the healthcare team. Utilize flashcards, online resources, and practice quizzes to build your vocabulary.

## **Pharmacology:**

Understanding common medications, their uses, dosages, and potential side effects is essential. Focus on the drug classifications and their mechanisms of action.

## **Medical Law and Ethics:**

This covers patient confidentiality (HIPAA), informed consent, and professional boundaries. Understanding ethical considerations is paramount in patient care.

## **Clinical Procedures:**

Thoroughly review the techniques for taking vital signs, administering injections, performing phlebotomy, and other clinical tasks. Hands-on practice is invaluable.

## **Electronic Health Records (EHR):**

Familiarity with EHR systems is crucial. Many programs use specific software; ensure you understand the basics of data entry, retrieval, and security.

## **Effective Study Strategies for Medical Assistants**

Success in your studies depends on smart study habits. Avoid cramming and opt for consistent,

focused effort.

## **Create a Study Schedule:**

Allocate specific times for studying each subject, ensuring a balanced approach. Regular, shorter study sessions are generally more effective than infrequent marathon sessions.

## **Utilize Diverse Study Resources:**

Don't rely solely on textbooks. Explore online resources, flashcards, practice quizzes, and interactive learning platforms.

## **Practice, Practice, Practice:**

Hands-on practice is critical, especially for clinical skills. Seek opportunities for simulated practice or shadowing experienced MAs.

## **Join a Study Group:**

Collaborating with peers can enhance understanding and provide different perspectives on challenging concepts.

## **Take Regular Breaks:**

Avoid burnout by incorporating regular breaks into your study schedule. Short breaks every hour can improve focus and retention.

# **Acing Your Medical Assistant Certification Exam**

The certification exam is the culmination of your hard work. Adequate preparation is key to success. Familiarize yourself with the exam format, content areas, and time limits. Practice exams are indispensable for assessing your readiness and identifying areas needing further attention.

# Conclusion

Becoming a Medical Assistant requires dedication and focused effort, but the rewards are significant. By following this medical assistant study guide and employing effective study strategies, you can confidently navigate your education and launch a fulfilling career in healthcare. Remember consistent effort, diverse resources, and hands-on practice are your keys to success.

## FAQs

1. What are the common types of Medical Assistant certifications? The most common are the Certified Medical Assistant (CMA) offered by the American Association of Medical Assistants (AAMA) and the Registered Medical Assistant (RMA) offered by the American Medical Technologists (AMT). There are other certifications as well, depending on your location and specific career goals.
2. How long does it take to become a Medical Assistant? The length of programs varies but typically range from a few months to two years, depending on whether you choose a certificate program or an associate's degree.
3. What is the job outlook for Medical Assistants? The job outlook for Medical Assistants is excellent. The demand for MAs is consistently high due to an aging population and the increasing need for healthcare services.
4. What salary can I expect as a Medical Assistant? Salaries vary by location, experience, and employer, but generally range from \$30,000 to \$50,000 per year or more.
5. Where can I find accredited Medical Assistant programs? You can search for accredited programs through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accrediting Bureau of Health Education Schools (ABHES) websites.

**medical assistant study guide: 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.

**medical assistant study guide:** *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.

**medical assistant study guide: Certified Medical Assistant Exam Secrets** Mometrix Media, 2013-02 \*\*\*Includes Practice Test Questions\*\*\* \*\*\*Certified Medical Assistant Exam Secrets will help you pass the Certified Medical Assistant Exam without spending weeks and months on endless, boring study.\*\*\* Our comprehensive study guide is written by our exam experts. They've thoroughly researched every topic and concept that you need to know to ace your CMA Exam from the American Association of Medical Assistants. Inside, we reveal specific weaknesses of the exam that you can exploit to get a higher test score than you've ever imagined. Take a look for yourself at what's covered: Comprehensive General Concept Review: Medical Terminology, Anatomy and Physiology, Psychology, Professionalism, Communication, Medicolegal Guidelines and Requirements Comprehensive Administrative Review: Data Entry, Equipment, Computer Concepts, Records Management, Screening and Processing Mail, Scheduling and Monitoring Appointments, Resource Information and Community Services, Maintaining the Office Environment, Policies and Procedures, Practice Finances Comprehensive Clinical Review: Principles of Infection Control, Treatment Area, Patient Preparation & Assisting the Physician, Collecting and Processing Specimens, Preparing and Administering Medications, Emergencies, First Aid, Nutrition Five Test-Taking Secrets: Time Is Your Greatest Enemy, Guessing Is Not Guesswork, Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself and much more...

**medical assistant study guide:** Medical Assistant Exam Prep Kaplan Nursing, 2020-02-04 Always study with the most up-to-date prep! Look for Medical Assistant Exam Prep, ISBN 9781506278193, on sale April 5, 2022. Publisher's Note: Products purchased from third-party sellers are not guaranteed by the publisher for quality, authenticity, or access to any online entitles included with the product.

**medical assistant study guide:** Medical Assistant Study Guide Ascencia, 2020-08-14

**medical assistant study guide:** Study Guide for Clinical Procedures for Medical Assistants - E-Book Kathy Bonewit-West, 2022-10-12 Learn how to think critically and perform competently in the clinical setting! Correlating to chapters in Clinical Procedures for Medical Assistants, 11th Edition, this study guide provides additional activities, review questions, and exercises designed to prepare you to work in a modern medical office. Content aligns to the new 2022 medical assisting educational competencies and provides procedure checklists and video evaluations to help you track your mastery of clinical skills. This essential companion provides the practice you need to prepare for a successful career in the fast-paced world of medical assisting! - Critical thinking activities with realistic situations help students analyze and apply what they've learned with games, role-playing situations, crossword puzzles, and independent study questions. - Focus on competency mastery includes worksheets to practice key skills and evaluation forms to assess proficiency. - Assignment sheets at the beginning of chapters help students stay organized and document their progress. - NEW! 2022 CAAHEP medical assisting competencies throughout represent the latest educational standards. - NEW! Updated content addresses changes in the medical record, nutritional guidelines, OSHA standards for infection control and prevention, emergency preparedness, and more. - REVISED! Self-assessment opportunities allow students to perform quick comprehension checks, including pre-tests, post-tests, and key-term assessments.

**medical assistant study guide:** 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 solution learning products. - Evaluation of Competency checklists assess readers' performance versus stated objectives and performance standards. - Critical thinking activities encourage readers to think outside the box and imagine what they would do in real-life situations. - Laboratory assignments at the beginning of each chapter give readers a guide on each chapter's procedures, including guidelines on how many practices are required, which study guide pages correlate to the procedure, and which procedures are also in the procedural videos. - Key term assessment 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.

**medical assistant study guide:** 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 (AMCA). - 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.

**medical assistant study guide: Study Guide and Procedure Checklist Manual for Kinn's The Clinical Medical Assistant - E-Book** Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Martha (Marti) Garrels, Helen Mills, 2016-06-07 Get more practice with the essential medical assisting job skills! Designed to support Kinn's The Clinical Medical Assistant: An Applied Learning Approach, 13th Edition, Kinn's The Clinical Medical Assistant - Study Guide and Procedure Checklist Manual Package: An Applied Learning Approach, 13th Edition offers a wide range of exercises to reinforce your understanding of common clinical skills — including CAAHEP and ABHES competencies. A variety of exercises test your knowledge and critical thinking skills with vocabulary review, multiple choice, fill in the blank, and true/false questions. Additional exercises enhance learning with skills and concepts, word puzzles, case studies, workplace applications, and Internet activities. Procedure checklists help you track your performance of every procedure included in the textbook. Work products allow you to provide documentation to instructors and to accrediting organizations when a competency has been mastered. Cross-references tie together exercises in the study guide to the Connections theme in the main text. NEW! Eight procedure checklists based on CAAHEP competencies provide an assessment tool for MA procedures. NEW! Glucometer test results and Mantoux test records allow you to assess how well you're able to perform these procedures. NEW! SimChart for the Medical Office Connection ties EHR cases to appropriate chapters.

**medical assistant study guide: Study Guide for Kinn's The Administrative Medical Assistant - E-Book** Alexandra Patricia Adams, 2013-10-11 Get more practice with medical assisting competencies and test your critical thinking skills! Designed to reinforce your understanding of Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 8th Edition by Alexandra P. Adams, this study guide offers a complete review of content and a wide range of exercises to help you master CAAHEP and ABHES competencies and prepare for your career in medical assisting. A variety of exercises test your knowledge and critical thinking skills, including vocabulary review, multiple choice, fill in the blank, and true/false questions. The most current content and competencies associated with CAAHEP and ABHES are included, such as emergency preparedness, patient education, and documentation. Procedure checklists allow you to tear out each sheet and submit to your instructor for evaluation. Additional exercises enhance learning with

skills and concepts, word puzzles, case studies, workplace applications, and Internet activities. Work documentation proves to your instructor and to accrediting organizations that you have completed each competency. UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you'll use on the job. UPDATED content reflects revisions to the Kinn's The Administrative Medical Assistant, 8th Edition textbook. Expanded coverage of emergency preparedness helps you meet specific CAAHEP and ABHES requirements.

**medical assistant study guide:** *Kinn's The Clinical Medical Assistant* Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Marti Garrels, Helen Mills, 2016-05-10 Clinical Medical Assisting begins with Kinn! Elsevier's Kinn's The Clinical Medical Assistant, 13th Edition provides you with the real-world clinical skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary to assist with medications, diagnostic procedures, and surgeries. Paired with our adaptive solutions, real-world simulations, EHR documentation and HESI remediation and assessment, you will learn the leading skills of modern clinical medical assisting in the classroom! Applied approach to learning helps you use what you've learned in the clinical setting. Clinical procedures integrated into the TOC provide you with a quick reference. Detailed learning objectives and vocabulary with definitions highlight what's important in each chapter. Step-by-step procedures explain complex conditions and abstract concepts. Rationales for each procedure clarify the need for each step and explains why it's being performed. Critical thinking applications test your understanding of the content. Patient education and legal and ethical issues are described in relation to the clinical Medical Assistant's job. Threaded case scenarios help you apply concepts to realistic clinical situations. Portfolio builder helps you demonstrate clinical proficiency to potential employers. NEW! Chapter on The Health Record reviews how you will maintain and interact with the medical record. NEW! Chapter on Competency-Based Education helps you confidently prepare for today's competitive job market. NEW! Clinical procedure videos help you to visualize and review key procedures.

**medical assistant study guide:** *National Certified Medical Assistant Exam Secrets Study Guide: Ncct Test Review for the National Center for Competency Testing Exam* Ncct Exam Secrets Test Prep, 2018-04-12 \*\*\*Includes Practice Test Questions\*\*\* National Certified Medical Assistant Exam Secrets helps you ace the National Center for Competency Testing Exam, without weeks and months of endless studying. Our comprehensive National Certified Medical Assistant Exam Secrets study guide is written by our exam experts, who painstakingly researched every topic and concept that you need to know to ace your test. Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined. National Certified Medical Assistant Exam Secrets includes: The 5 Secret Keys to NCCT Success: Time is Your Greatest Enemy, Guessing is Not Guesswork, Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself; A comprehensive General Strategy review including: Make Predictions, Answer the Question, Benchmark, Valid Information, Avoid Fact Traps, Milk the Question, The Trap of Familiarity, Eliminate Answers, Tough Questions, Brainstorm, Read Carefully, Face Value, Prefixes, Hedge Phrases, Switchback Words, New Information, Time Management, Contextual Clues, Don't Panic, Pace Yourself, Answer Selection, Check Your Work, Beware of Directly Quoted Answers, Slang, Extreme Statements, Answer Choice Families; A comprehensive review including: Nervous System, Signs and Symptoms, Major Hormones, Respiratory System, Cardiac Review, Grief Process, Psychosocial Development, Cognitive Development, Maslow's Hierarchy of Needs, Nutrient Review, Pediatric Conditions, Musculoskeletal Conditions, Organ Functions, Pathological Conditions, Basic Tissues, Normal Lab Values, Testing Tips, Communications, Key Acronyms, Definitions, Business and Its Environment, Professional Education, Skills Demonstrated, Office Procedures, Telephone Protocol, Management, Employability Skills, Accounting, Computer Management, Interviewing Applicants, and much more...

**medical assistant study guide:** *Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book* Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2022-06-18

Designed to support the trusted content in Kinn's The Medical Assistant, 14th Edition, this study guide is the essential review and practice companion to reinforce key concepts, encourage critical thinking, and ensure that you learn to master and apply key medical assisting content. This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative and clinical skills — including new certification preparation questions that offer additional practice for certification exams, a review of medical terminology and anatomy, and need-to-know workplace applications. Trusted for more than 60 years as a key part of the student journey from classroom to career, it also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant. - Comprehensive coverage of all administrative and clinical procedures is built from Medical Assisting accreditation standards and competencies. - Hundreds of practice questions (multiple-choice, true/false, fill-in-the-blank) help students with essential content review and practice. - Skills practice, workplace applications, and online activities promote critical thinking before students enter practice. - Procedure checklists help students track their performance of every procedure included in the textbook. - Work products allows students to provide documentation of skills mastery for classroom or job-searching requirements. - Chapter-by-chapter correlation with the textbook allows students to easily follow core textbook competencies. - Perforated pages for on-the-go study or turn-in assignments and evaluations. - NEW! Chapter reviews medical terminology, anatomy and physiology, and pathology to reinforce key foundational knowledge. - NEW! Expanded content on medical office accounts, collections, banking, and practice management prepares students to step into the role of a Medical Assistant. - NEW! Certification Preparation questions help students focus on certification from the beginning of their studies. - NEW! Streamlined presentation combines chapters and focuses on need-to-know content.

**medical assistant study guide: The Complete Medical Assistant** Janet Sesser, Deborah L. Westervelt, 2020-07-01 The Complete Medical Assistant, aligned with the latest CAHEEP and ABHES competencies, is your source to transform engaged students into successful medical assistants.

**medical assistant study guide: MA Notes** Cindi Brassington, Cheri Goretti, 2020-05-19 This handy guide provides all the commonly used, but rarely memorized information you need in both the front and back office—from normal lab values and common medical abbreviations to dosage calculations, triage questions, and more.

**medical assistant study guide: Study Guide and Procedure Checklist Manual for Kinn's the Clinical Medical Assistant** Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2019-11 Designed to support the trusted content in Kinn's The Clinical Medical Assistant, 14th Edition, this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts, encourage critical thinking, and ensure your mastery of clinical medical assisting content. This robust companion guide offers a wide range of exercises to reinforce your understanding of common clinical skills - including new certification preparation questions that offer additional practice for certification exams, a new chapter review of medical terminology and anatomy, and need-to-know workplace applications. Trusted for more than 60 years Kinn's Clinical Study Guide and Procedure Checklist Manual also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant. Hundreds of practice questions test your knowledge and comprehension with vocabulary review, multiple choice, fill-in-the-blank, and true/false questions. Skills practice, workplace applications, and online activities promote your critical thinking skills. Procedure checklists help you track your performance of key toward mastery of key skills and job-readiness. Work products allows you to provide documentation or file in professional portfolios to use in job-searching. Chapter-by-chapter correlation with the textbook allows you to easily test your comprehension as you go. Perforated pages are easily removed for on-the-go study or turn-in assignments and evaluations. NEW! Chapter reviews medical terminology, anatomy and physiology, and pathology to help you build a solid medical foundation. NEW! Streamlined presentation of the material combines chapters in an

easier-to-read format. NEW! Certification Preparation questions help you focus on becoming certification-ready from Day 1.

**medical assistant study guide: *Lippincott Williams & Wilkins' Comprehensive Medical Assisting*** Judy Kronenberger, Laura Southard Durham, Denise Woodson, 2013 We're pleased to introduce the fourth edition of Lippincott Williams & Wilkins' Comprehensive Medical Assisting, the medical assisting text designed to meet your challenges. This dynamic package of text and resources represent more than just a textbook, instead providing a suite of learning resources. This is the one text aimed at making sure that every graduate can quickly change their cap and gown for a set of scrubs and immediately be a vital member of the medical office. We do this by: Providing the content in an engaging style that speaks to students. Putting pedagogy to work in the text through key features like patient education boxes, competency checklists, procedure boxes, etc. Placing students in the real environment in through our web-based EMR and PMS software package. Showing what we teach through skills videos that demonstrate the procedures and skills described. Constantly reinforcing the learning through additional online ancillaries including animations, ESL resources, etc. Helping instructors lessen planning time, with robust instructor resources. A competency spreadsheet helps faculty members and students track their progress through the material. New content in the fourth edition focuses on addressing crucial changes in policy and technology. Without changing the engaging writing style we're known for, we've made sure that the content is up-to-date and in-line with the needs of the market. We've added content on emergency preparedness, a crucial topic in today's medical office. In addition, instructors will be happy to find the latest CAAHEP and ABHES competencies clearly addressed throughout the text.

**medical assistant study guide: *Study Guide for Today's Medical Assistant*** Kathy Bonewit-West, Sue Hunt, Edith Applegate, Edith MS Applegate, MS, 2015-09-30 Launch your career in medical assisting with Today's Medical Assistant, Clinical & Administrative Procedures, 3rd Edition! 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 hands-on guide uses easy-to-follow language and detailed visuals to walk readers through all of the medical knowledge, procedures, and skills needed for success in today's fast-paced medical office. Not only does this new edition incorporate the latest standards and competencies throughout all of its content and resources, but it also includes an incredibly wide assortment of engaging learning tools and activities that help readers fully understand and demonstrate those competencies.

**medical assistant study guide: *Kinn's Medical Assisting Fundamentals*** Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2018-08-31 Launch your Medical Assisting career with Kinn's Medical Assisting Fundamentals: Administrative and Clinical Competencies with Anatomy & Physiology! This practical, hands-on text features an easy-to-understand writing style and detailed visuals designed to help you master all the Medical Assisting knowledge, procedures, and skills needed for career success. Based on trusted content from the bestselling Kinn's product suite, this brand-new text and its accompanying resources incorporate the latest standards and competencies throughout, as well as approachable coverage of math, medical terminology, soft skills, and anatomy and physiology. - Easy-to-grasp writing style is appropriate for all levels of learners in all types of Medical Assisting programs. - Trusted Kinn's content supports the following exam plans: CMA from the American Association of Medical Assistants; RMA and CMAS from American Medical Technologist; CCMA and CMAA from the National Healthcareer Association; NCMA from the National Center for Competency Testing; and CMAC from the American Medical Certification Association. - Emphasis on anatomy and physiology — along with pathology, signs/symptoms, diagnostic procedures, and treatments — enables you to meet key competencies. - Strong focus on medical terminology includes feature boxes that highlight chapter-related medical terminology to help you learn word parts, pronunciation, and definitions. - Math exercises embedded throughout the text challenge you to sharpen your math skills. - Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step, offer rationales for each step, and can be conveniently performed in the classroom. - Customer Service boxes in appropriate chapters help you develop the

soft skills that employers seek when hiring Medical Assistants. - Applied learning approach introduces a case scenario at the beginning of each chapter and then revisits it throughout the chapter to help you understand new concepts as they are presented. - Chapter learning tools include vocabulary with definitions, critical thinking applications, and content that ties directly to the order of learning objectives. - Pharmacology glossary of the top 100-150 most common over-the-counter and prescription medications gives you quick access to pronunciation guides, generic and trade names, and drug classification.

**medical assistant study guide:** National Healthcareer Association Assessment Technologies Institute, 2017-04-15

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