



Today's Medical Assistant: Clinical & Administrative Procedures

Kathy Bonewit-West, Sue Hunt, Edith Applegate

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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. If you want to be fully prepared for tomorrow's medical assisting profession, then look no further than **Today's Medical Assistant!**

- **Consistent and meticulous coverage** throughout the main text, Evolve resources, study guide, and SimChart for the Medical Office provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant.
- **The most up-to-date content** outfits readers with the latest information and insights on key topics such as:
 - electronic medical records (EMR), HIPAA, and advanced directives
 - documentation, evaluation & management, office and hospital services (billing & coding)
 - emergency preparedness
 - ICD-10 coding
 - medical office technology
 - medical asepsis, OSHA Bloodborne Pathogens Standard; AIDS & Hepatitis, latex glove allergies
 - vital signs
 - pediatrics, immunization information, IM injection (theory), child abuse
 - colonoscopies
 - IV therapy
 - CLIA waived tests
- **Unique learning aids** throughout the book include:
 - procedure charting examples
 - outlines, detailed learning objectives, and key terms for each chapter
 - *Highlight* boxes
 - *What Would You Do? What Would You Not Do?* boxes
 - *Patient Teaching* boxes
 - *On the Web* boxes
 - *Putting It All into Practice* boxes
 - *Memories from Practicum* boxes
 - glossary of key terms
- **Arsenal of engaging activities on the Evolve companion site** gives users a fun way to practice their medical assisting knowledge.
- **Over 120 procedures** give readers clear, illustrated guidance on each step of every procedure. The **procedural videos** on the Evolve companion site enable users to view the procedures in action.
- **8th grade reading level** makes material approachable and easy to understand for all types of readers.

- **Full-color design** makes the book visually stimulating.

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