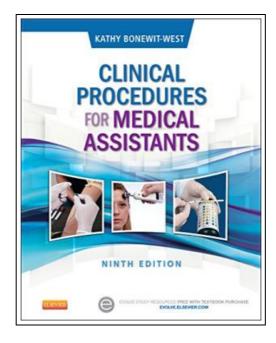
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Elsevier Health Sciences, United Kingdom, 2014. Hardback. Condition: New. 9th Revised edition. Language: English. Brand New Book. Learn the concepts, procedures, and skills you need to succeed as a medical assistant! Clinical Procedures for Medical Assistants provides clear, step-by-step instructions for common office procedures such as taking vital signs, collecting and processing lab specimens, preparing patients for examinations, and assisting with office surgeries. Written by expert educator Kathy Bonewit-West, this edition covers the latest competencies and topics related to today s medical assisting practice, including HIPAA, the Electronic Health Record, and caring for special populations. It also includes four DVDs with video demonstrating 76 clinical skills described in the book. Over 120 procedures are presented in a clear, illustrated, step-by-step format, with online videos showing 84 of the procedures in action. Chapter outlines and learning objectives prepare you for the skills and concepts you will be learning. What Would You Do? What Would You Not Do? case studies challenge you to apply your knowledge to realistic medical office situations - with a practitioner's response at the end of chapters. Putting It All Into Practice and Memories from Practicum boxes feature real medical assistants sharing personal, on-the-job experiences. Key Terms and Terminology Review help you master medical assisting terminology. Charting examples help you understand the process for charting your own procedures. Patient Teaching boxes prepare you for effective communication, with detailed instructions on how to answer questions and how to explain medical concepts and procedures. Student resources on the Evolve companion website offer a fun way to practice your medical assisting knowledge with animations, games such as Quiz Show and Road to Recovery, drag-and-drop exercises, Apply Your Knowledge exercises, matching exercises, and other interactive activities (blood pressure readings, determining height and weight, dra

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