

## Answer Key

### Self-Evaluation Exam 2: Medical Medical Assisting Review 4e

1. (D) In this example, twenty-eight capsules of a 250-mg dose of erythromycin should be dispensed to the patient. The formula is the following:  $28 \times 250 \text{ mg} = 7,000 \text{ mg}$ , which is the same total amount as the original prescription (500 mg twice a day for seven days:  $500 \times 2 \times 7 = 7,000 \text{ mg}$  total).
2. (C) Registered Mail is the most secure service offered by the post office. Registered Mail provides insurance coverage for valuable items and is controlled from the point of mailing to the point of delivery. This service should be reserved for mailing items of tangible value, such as gifts or items that cannot be replaced in case of loss or damage. First Class Mail and Priority Mail can be registered.
3. (C) Denial is an unconscious defense mechanism in which a person avoids emotional conflict and anxiety by refusing to acknowledge thoughts, feelings, desires, or facts that are consciously unacceptable.
4. (C) A speculum is used to examine the vagina. This instrument is a retractor used to separate the vaginal walls to allow for examination of internal structures.
5. (E) Induration, which is the hardening of the skin caused by inflammation (a reaction to the tuberculin protein derivative), indicates a positive result of a tuberculin test.
6. (E) The soleus muscle is located in the leg.
7. (E) Night blindness is caused by a deficiency in vitamin A. Vitamin B<sub>1</sub> deficiency may lead to Wernicke-Korsakoff syndrome. Hemorrhage can be a symptom of vitamin K deficiency. Pernicious anemia may be caused by vitamin B<sub>12</sub> deficiency.
8. (C) Afferent neurons conduct nerve impulses toward the spinal cord and brain.
9. (B) When using a modified-block letter style, begin all lines at the left margin, with the exception of the date line, complimentary closure, and keyed signature, which usually begin at the center position.
10. (C) Under the old classification system, Third Class Mail included books and catalogues of twenty-four or fewer bound pages, manuscript copies, identification cards, circulars, and other printed materials, as well as all other matter weighing less than 16 ounces that was not sent First or Second Class.
11. (E) Calls that require the attention of the physician include emergency calls, calls from other doctors and physicians, calls from patients who want to discuss test results (particularly abnormal results), calls from patients who want to discuss symptoms with the physician, reports from patients concerning unsatisfactory progress, requests for prescription renewals when they have not been previously authorized by the physician, and personal calls. In general, all emergencies should be routed to the physician immediately. Calls from other physicians should also be routed to the doctor immediately if possible.

# Medical Assisting Workbook Answers

**Barbara Ramutkowski, Kathryn A  
Booth, Donna Jeanne Pugh, Sharion  
Thomson, Kathryn Booth, Leesa  
Whicker, Ramutkowski Barbara, Pugh  
Donna, Thomson Sharion, Whicker  
Leesa**

## **Medical Assisting Workbook Answers:**

*Medical Assistant Vocabulary Workbook* Lewis Morris, Learn the Secret to Success on the Medical Assistant Course and Exams Ever wonder why learning comes so easily to some people This remarkable workbook reveals a system that shows you how to learn faster easier and without frustration By mastering the hidden language of the subject and exams you will be poised to tackle the toughest of questions with ease We ve discovered that the key to success on the Medical Assistant Course and Exams lies with mastering the Insider s Language of the subject People who score high on their exams have a strong working vocabulary in the subject tested They know how to decode the vocabulary of the subject and use this as a model for test success People with a strong Insider s Language consistently Perform better on their Exams Learn faster and retain more information Feel more confident in their courses Perform better in upper level courses Gain more satisfaction in learning The Medical Assistant Vocabulary Workbook is different from traditional review books because it focuses on the exam s Insider s Language It is an outstanding supplement to a traditional review program It helps your preparation for the exam become easier and more efficient The strategies puzzles and questions give you enough exposure to the Insider Language to use it with confidence and make it part of your long term memory The Medical Assistant Vocabulary Workbook is an awesome tool to use before a course of study as it will help you develop a strong working Insider s Language before you even begin your review Learn the Secret to Success After nearly 20 years of teaching Lewis Morris discovered a startling fact Most students didn t struggle with the subject they struggled with the language It was never about brains or ability His students simply didn t have the knowledge of the specific language needed to succeed Through experimentation and research he discovered that for any subject there was a list of essential words that when mastered unlocked a student s ability to progress in the subject Lewis called this set of vocabulary the Insider s Words When he applied these Insider s Words the results were incredible His students began to learn with ease He was on his way to developing the landmark series of workbooks and applications to teach this Insider s Language to students around the world *2010 Cross-Training the Medical Assistant Workbook* Cats Careers School of Medical Assisting,2010-06-21 2010 Cross Training the Medical Assistant Workbook is the official Workbook for the CATS Careers Schools Medical Assistant Program **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

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**Medical Assisting** Keir,2002-11 Essentials of Medical Assisting Administrative and Clinical Competencies is a competency based learning system covering the administrative clinical and general areas identified as necessary for entry level employment by the Medical Assistant Role Delineation study issued by the AAMA Includes a unit on related therapies presents information on complementary or alternative treatments Web links provide additional chapter related information

**Workbook for Clinical Medical Assisting** Frazier,Margaret Schell Frazier,Connie Morgan,2008-01-05 **Delmar's Administrative Medical Assisting** Lindh,Wilburta Q Lindh, CMA,Marilyn S Pooler, R.N.,Joanne Cerrato,Carol D Tamparo, PhD, CMA-A,2001-11 Delmar s complete learning system prepares students to become multiskilled medical assistants for the 21st Century This full color administrative medical assisting textbook is part of a dynamic learning system that includes a free skills CD ROM bound to the text workbook and instructor support materials Together these learning tools integrate essential and advanced competencies set forth by the AAMA s Role Delineation study emphasizing 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 many 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 scenarios from the field of medical assisting a feature not found In any other text Workbook for Essentials of Human

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provide practice recognizing the varying degrees of urgency in realistic patient situations Certification Exam Review helps you build the confidence for success on your certification exam

**Student Workbook to accompany Administrative Procedures for Medical Assisting** Barbara Ramutkowski, Kathryn Booth, Donna Pugh, Sharion Thomson, Leesa

Whicker, 2004-08-11 Administrative Procedures for Medical Assisting 2nd edition addresses the most current competencies for CMA certification CPR procedures coding and insurance billing requirements HIPAA regulations and OSHA guidelines It retains its thorough coverage of procedures It trains students on medical office administrative procedures and equipment infection control and much more

Delmar's Comprehensive Medical Assisting Wilburta Q. Lindh, Wilburta Q Lindh, CMA, Marilyn S. Pooler, Joanne U. Cerrato, Carol D Tamparo, PhD, CMA-A, 2001-08 Delmar's Comprehensive Medical Assisting 2E thoroughly examines every facet of the medical assisting profession within the role delineation statements of the AAMA New to the second edition are the two CD ROMs in the back of the text The clinical CD ROM covers SO clinical skills with video demonstrations and self assessment The administrative CD ROM covers the entire front office with interactive activities that provide a rich and comprehensive learning experience Expanded chapters examining geriatrics and pediatrics diagnostic imaging medical and surgical specialties and clinical laboratory safety and regulations are included This compact resource is designed as a quick reference tool for classroom activity and instruction Chapters include proficiency assessments answers to text review questions and answers to text critical thinking questions

**Student Workbook to Accompany Clinical Procedures for Medical Assisting** Barbara Ramutkowski, Kathryn A Booth, Donna Jeanne Pugh, Sharion Thomson, Kathryn Booth, Leesa Whicker, Ramutkowski Barbara, Pugh Donna, Thomson Sharion, Whicker Leesa, 2004-08 Clinical Procedures for Medical Assisting 2nd edition addresses the most current competencies for CMA certification CPR procedures coding and insurance billing requirements HIPAA regulations OSHA guidelines and clinical diagnostic testing such as hemoglobin A1c diabetes testing It also includes coverage of procedures and the coverage of Anatomy and Physiology is increased significantly It trains students on clinical procedures infection control anatomy and physiology assisting with patients medical emergencies and first aid laboratory procedures nutrition pharmacology diagnostic equipment and much more

Pearson's Comprehensive Medical Assisting Nina Beaman, Lorraine Fleming-McPhillips, 2007 This book is intended as an introduction to medical assisting courses Having a balanced understanding of legal and ethical concepts and applying them to a multitude of real life clinical and administrative situations is essential to any health professional This text provides this balance by helping health professionals understand both the intention as well as the realities of the law All the while preparing them for the major ethical considerations and dilemmas they may encounter Written in a straightforward manner aimed at health professionals in a variety of settings this book introduces the reader to many topics affecting health care today such as the legal system patient physician relationship professional liability and malpractice prevention confidentiality physician's public duties medical records and bioethical issues Through this introduction healthcare professionals will better

understand the ethical obligations to the patient the employer and themselves the law and how it is applied expanded end of chapter workbook exercises a reinforcement of key concepts legal cases pertaining to patient confidentiality managed care and death and dying integrated throughout the book appendices as a great reference tool for both the student and the professional a thorough compilation of codes of ethics a listing of health care regulatory agencies and useful medical websites Additional cases are available in the appendix that can be used to expand the discussion and as a reference tool for additional clarification med tips provide quick information about the law and ethics This historical context increases student understanding of how to apply the law today and the brief scenarios and hints are an ideal resource for class discussions

**Mosby's Workbook for Fundamentals of Medical Assisting** Sharron M. Zakus,Eggars,1990 Not available through Harcourt *The Professional Medical Assistant* Sharon Eagle,Cindi Brassington,Candace Dailey,Cheri Goretti,2009-04-08 This new textbook uses a multidisciplinary integrated approach to learning that truly reflects the real world in which MAS practice whether they re focused on the front or back office From beginning to end it offers comprehensive competency based coverage complemented by an emphasis on multiple learning styles to better meet the needs of your students Mastery of all the knowledge and skills that lead to CMA AAMA or RMA certification plus flexibility versatility teamwork and professionalism in the workplace are the hallmarks of a successful and rewarding career as a Medical Assistant

**Comprehensive Medical Assisting** Lindh,1997-12 **Medical Assisting** Barbara Ramutkowski,Kathryn A Booth,Donna Jeanne Pugh,Sharion Thomson,Kathryn Booth,Leesa Whicker,Ramutkowski Barbara,Pugh Donna,Thomson Sharion,Whicker Leesa,2004-07 *Workbook for Essentials of Human Diseases and Conditions - E-BOOK* Tracie Fuqua,2024-10-10 Reinforce your understanding of disease processes with this practical workbook With chapters corresponding to the chapters in the Essentials of Human Diseases and Conditions 8th Edition textbook this workbook provides hands on review and practice with anatomy labeling activities review questions vocabulary exercises scenarios for patient screening and teaching and more This complete review will prepare you for success on classroom and certification exams and help you apply your knowledge to the clinical setting NEW Updated content in the workbook reflects the updates to the Essentials of Human Diseases and Conditions 8th Edition textbook Correlation with CAAHEP Medical Assisting educational competencies aligns the workbook to the newly revised accreditation standards Review questions include multiple choice questions to help you prepare for classroom and certification exams and short answer and fill in the blank questions to test your comprehension and foster critical thinking Labeling exercises reinforce your knowledge of anatomical structures and disease processes Patient Screening exercises provide practice with responding to telephone calls to the medical office Patient Teaching exercises help you develop skills in patient education and instruction Exercises with word definitions and glossary terms provide a review of medical terminology and strengthen your vocabulary **Saunders Essentials of Medical Assisting - E-Book** Diane M. Klieger,2013-08-09 Saunders Essentials of Medical Assisting 2nd

Edition is designed to give you just the right amount of the essential information you need to prepare for your career as a medical assistant. It covers all of the need to know information in an organized, approachable format. The condensed information is perfect for shorter programs of study and as a review tool for certification or re certification for practicing medical assistants. Full color and visually oriented, this text presents information in manageable segments that give you all the relevant facts without being overwhelming. With the most up to date information on basic body systems, foundational concepts such as medical terminology, nutrition, and full coverage of office concepts and procedures, you'll have everything you need to know to begin your Medical Assisting career with confidence. Full color design is visually stimulating and great for visual learners. Helpful studying features guide students through the material, such as Learning Objectives for every chapter, Key Information summarized in tables throughout the text, and emphasized Key Words. Practical Applications, case studies at the beginning of each chapter, quickly introduce students to real life Medical Assisting. Word Parts and Abbreviations at the end of the Anatomy and Physiology sections reinforce learned medical terminology. Illustrated step by step Procedures with charting examples and rationales show how to perform and document administrative and clinical procedures. UPDATED information on Medical Office Technology prepares students for jobs in today's modern and often hectic medical offices. NEW Disaster Preparedness content demonstrates how medical offices can work closely with community and health departments during an emergency. Newly organized information emphasizes foundational areas of knowledge with new chapters on Nutrition, Phlebotomy, Venipuncture, and Blood, Lymphatic, and Immune Systems.

*Study Guide for Clinical Procedures for Medical Assistants - E-Book* Kathy Bonewit-West, 2017-09-14

Learn how to think critically and perform competently in the clinical setting. Correlating to chapters in *Clinical Procedures for the Medical Assistant*, 10th Edition, this study guide provides additional activities, review questions, and exercises designed to prepare you to work as a clinical medical assistant. New is the addition of SimChart for the Medical Office activities that tie into appropriate chapters of the text. In addition, video evaluation activities on the companion Evolve site track your progress and understanding of each procedure. Assignment sheets at the beginning of each chapter indicate the upcoming textbook and study guide assignments and make it easy to prepare for what's coming next. Critical thinking activities utilize realistic situations to help you analyze and apply what you've learned with games, role playing situations, fun crossword puzzles, and independent study questions. Pre tests and post tests provide a quick assessment of your knowledge prior to and after you study each chapter. Key term exercises and assessments help in mastering new vocabulary. Evaluation of Learning questions let you assess your understanding, evaluate your progress, and prepare for the certification examination. Practice for Competency sections include checklist worksheets to use in practicing clinical skills. Practicum activities on the Evolve companion website use worksheets to help you learn how the practicum site functions. NEW SimChart for the Medical Office SCMO connection ties Elsevier's Educational EHR cases to the appropriate chapters and provides cohesion for the total curriculum solution. NEW Evaluation

of Competency checklists evaluate your performance versus stated objectives and performance standards and include CAAHEP and ABHES standards NEW Video evaluation activities allow students to track their understanding of the video procedures     Clinical Procedures for Medical Assisting Barbara Ramutkowski,2005 Clinical Procedures for Medical Assisting 2nd edition addresses the most current competencies for CMA certification CPR procedures coding and insurance billing requirements HIPAA regulations OSHA guidelines and clinical diagnostic testing such as hemoglobin A1c diabetes testing It also includes coverage of procedures and the coverage of Anatomy and Physiology is increased significantly It trains students on clinical procedures infection control anatomy and physiology assisting with patients medical emergencies and first aid laboratory procedures nutrition pharmacology diagnostic equipment and much more     *Student Workbook to Accompany Modern Medical Assisting* Gail A. Chester,1998 This text provides the most comprehensive practical guidance on every aspect of medical assisting It complies fully with the new AAMA Role Delineation Study objectives It employs bulleted lists charts graphs and outlines to provide information on the profession the essentials of a professional administrative responsibilities fundamentals of medical science clinical responsibilities the job search and more Step by step procedures are provided with rationales and charting examples Accompanying software contains over 1 000 questions in electronic format



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