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# Kinns Medical Assistant Chapter 1 Study Guide

What is the second step in learning new material? - ✓ ✓ Information processing, which is the way learners internalize the new information and make it their own

Critical thinking - ✓ ✓ The constant practice of considering all aspects of a situation when deciding what to believe or what to do

Empathy - ✓ ✓ Sensitivity to the individual needs and reactions of patients

Learning style - ✓ ✓ THE WAY an individual PERCEIVE AND PROCESS information to learn new material

Perceiving - ✓ ✓ How an individual LOOKS at an information and sees it as real

Processing - ✓ ✓ How an individual INTERNALIZES new information and makes it his or her own

Professional behaviors - ✓ ✓ Actions that identify the medical assistant as a member of a healthcare profession, including being DEPENDABLE, RESPECTFUL, POSITIVE ATTITUDE, TEAM MEMBER

Reflection - ✓ ✓ The process of CONSIDERING new information and internalizing it to create new ways of examining information

Concrete perceiver's - ✓ ✓ Learn information through direct experience.

Learn by "doing".

Rely on detailed information

Abstract perceiver's - ✓ ✓ Learn by observation.

# Kinns Patient Assessment Study Guide Answers

**Deborah B. Proctor**



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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

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competencies and certification test plan coverage Focus on foundational areas includes a solid review of medical terminology anatomy and physiology and basic math calculations Vocabulary review multiple choice fill in the blank and true false questions test student knowledge and understanding of key concepts Skills Concepts Word Puzzles Case Studies Workplace Applications and Internet Activities enhance study with application and critical thinking exercises Chapter review quizzes assess student comprehension and serve as an excellent review for classroom and certification exams Procedure Checklists help students confirm mastery of key administrative and clinical skills Work Products provide documentation of key tasks and help in building a skills portfolio NEW chapters on intravenous procedures and limited scope radiography provide coverage of expanded Medical Assisting functions approved in many states NEW Expanded content addresses behavioral health catheterization procedures disease states medical office organization expanding MA roles and more

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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

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