

# Kinns Medical Assistant Chapter 1 Study Guide

Terms in this set (20)

## 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.

# **Kinns The Medical Assistant Study Guide**

**Alexandra Patricia Young, Deborah B.  
Proctor**



## **Kinns The Medical Assistant Study Guide:**

*Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book* Brigitte Niedzwiecki, Julie Pepper, 2022-09-08 Designed to support the trusted content in Kinn's The Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common administrative and clinical skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Comprehensive coverage of all administrative and clinical procedures complies with accreditation requirements Approximately 190 step by step procedure checklists enable you to assess and track your performance for every procedure included in the textbook Chapter by chapter correlation with the textbook allows you to easily follow core textbook competencies Matching and acronym activities reinforce your understanding of medical terminology anatomy and physiology and chapter vocabulary Short answer and fill in the blank exercises strengthen your comprehension of key concepts Multiple choice questions help you prepare for classroom and board exams Workplace application exercises promote critical thinking and job readiness before you enter practice Internet exercises offer ideas for expanded and project based learning NEW Content aligns to 2022 Medical Assisting educational competencies NEW Advanced Clinical Skills unit features three new chapters on IV therapy radiology basics and radiology positioning to support expanded medical assisting functions NEW Coverage of telemedicine enhanced infection control related to COVID 19 and catheterization NEW Procedures address IV therapy limited scope radiography applying a sling and coaching for stool collection UPDATED Coverage of administrative functions includes insurance coding privacy security and more EXPANDED Information on physical medicine and rehabilitation EXPANDED Content on specimen collection including wound swab nasal and nasopharyngeal specimen collections

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administrative medical assisting profession Step by step illustrated procedures include rationales and a focus on professionalism Electronic health record EHR coverage provides access to hands on activities using SimChart for the Medical Office sold separately Applied learning approach incorporates threaded case scenarios and critical thinking applications Patient education and legal and ethical features at the end of each chapter reinforce legal and communications implications within medical assisting practice Key vocabulary terms and definitions are presented at the beginning of each chapter highlighted in text discussions and summarized in a glossary for quick reference Robust Evolve companion website offers procedure videos practice quizzes mock certification exams and interactive learning exercises NEW Content aligns to 2022 Medical Assisting educational competencies NEW and UPDATED Comprehensive coverage of all administrative functions complies with accreditation requirements and includes insurance coding privacy and security telehealth logistics and more NEW Artwork familiarizes you with the modern medical office and equipment

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