

SOLUTION MANUAL FOR

Medical Office Procedures 10th Edition By Nenna L. Bayes

Chapter 1-10

CHAPTER 1: THE ADMINISTRATIVE MEDICAL ASSISTANT

Teaching Strategies:

LEARNING OUTCOMES

After studying this chapter, you will be able to

- 1.1 describe the tasks and skills required of an administrative medical assistant.
- 1.2 list and define at least three personal attributes essential for an administrative medical assistant.
- 1.3 describe the employment opportunities in various medical setting and specialties and nonmedical settings.
- 1.4 identify and define at least six positive work attitudes that contribute to the work ethic and professionalism of an administrative medical assistant.
- 1.5 list three advantages of professional affiliation and certification.
- 1.6 apply elements of good interpersonal communication to relationships with patients and others within the medical environment.

MATERIALS AND RESOURCES

Medical Office Procedures (text)
Computer
Internet access
PowerPoint Slides
Test Bank
Instructor resources
Student resources
Connect (if applicable)

LESSON CHECKLIST

Preparation for this lesson should include:

- Read the entire chapter and review the PowerPoint slides and any other materials associated with the chapter.
- Divide time between lecture, student interaction, student exercises, and/or class activities.
- Prepare handouts, as needed, for classroom activities or homework assignments.
- Review exam.

Key Terms

AAMA	assertiveness	empathy	IAAP	punctuality
accuracy	certification	ethnocentrism	initiative	self-motivation

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