

## 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

**Wilburta Q. Lindh, Wilburta Q Lindh,  
CMA, Marilyn S. Pooler, Joanne U.  
Cerrato, Carol D Tamparo, PhD, CMA-A**

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**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 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. 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. Comprehensive Medical Assisting Lindh, 1997-12 Mosby's Workbook for Fundamentals of Medical Assisting Sharron M. Zakus, Eggars, 1990 Not available through Harcourt **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 *Curriculum Materials for Trade and Industrial Education* ,1961

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## **Table of Contents Medical Assisting Workbook Answers**

1. Understanding the eBook Medical Assisting Workbook Answers
  - The Rise of Digital Reading Medical Assisting Workbook Answers
  - Advantages of eBooks Over Traditional Books
2. Identifying Medical Assisting Workbook Answers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Medical Assisting Workbook Answers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Medical Assisting Workbook Answers
  - Personalized Recommendations
  - Medical Assisting Workbook Answers User Reviews and Ratings
  - Medical Assisting Workbook Answers and Bestseller Lists
5. Accessing Medical Assisting Workbook Answers Free and Paid eBooks
  - Medical Assisting Workbook Answers Public Domain eBooks
  - Medical Assisting Workbook Answers eBook Subscription Services
  - Medical Assisting Workbook Answers Budget-Friendly Options



6. Navigating Medical Assisting Workbook Answers eBook Formats
  - ePub, PDF, MOBI, and More
  - Medical Assisting Workbook Answers Compatibility with Devices
  - Medical Assisting Workbook Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Medical Assisting Workbook Answers
  - Highlighting and Note-Taking Medical Assisting Workbook Answers
  - Interactive Elements Medical Assisting Workbook Answers
8. Staying Engaged with Medical Assisting Workbook Answers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Medical Assisting Workbook Answers
9. Balancing eBooks and Physical Books Medical Assisting Workbook Answers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Medical Assisting Workbook Answers
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Medical Assisting Workbook Answers
  - Setting Reading Goals Medical Assisting Workbook Answers
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Medical Assisting Workbook Answers
  - Fact-Checking eBook Content of Medical Assisting Workbook Answers
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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