

**MULTIPLE CHOICE**

1. The section of the medical history that helps uncover existing or potential health problems is called the:
  - a. database.
  - b. past history.
  - c. social history.
  - d. systems review.

**ANS: D**

The physician's review of systems can aid diagnosis of the patient's health problem.

**REF: p. 463**

**OBJ: 1. Describe the components of the patient's medical history and how to collect the history information.** **TOP: Patient Care: Conduct History and Chief Complaint**

**MSC: CAAHEP: V.P.11 | CAAHEP: V.A.1.b | ABHES: 8.b**

2. Which of the following factors is likely to have the most influence on the accuracy and completeness of the information obtained from the patient during the medical history?
  - a. The comfort of the chairs in the meeting area
  - b. The medical assistant's ability to take complete and detailed notes
  - c. The privacy of the area in which the interview takes place
  - d. The efficiency of the medical assistant in conducting the interview

**ANS: C**

Privacy allows patients the freedom to share the details of their health problems.

**REF: p. 462**

**OBJ: 1. Describe the components of the patient's medical history and how to collect the history information.** **TOP: Patient Care: Conduct History and Chief Complaint**

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3. While you are taking the medical history of a new patient, the patient mentions having occasional headaches that are quite painful. What is the best way for you to proceed with the interview?
  - a. Express concern and note this information in writing.
  - b. Ask the patient a direct question about the pain.
  - c. Reassure the patient that it is probably nothing serious.
  - d. Ask the patient open-ended questions about the headaches.

**ANS: D**

Open-ended questions allow the medical assistant to gather more details about the patient's chief complaint.

**REF: p. 467**

**OBJ: 2. Do the following related to understanding and communicating with patients: Discuss how to successfully understand and communicate with patients and display sensitivity to diverse populations; Demonstrate therapeutic communication feedback techniques to obtain information**

# Kinns Chapter 14 Study Guide

**Deborah B. Proctor**



## **Kinns Chapter 14 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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rationales for correct and incorrect answers cognitive leveling for questions and mapping to chapter objectives and exam blueprints

**Kinn's the Administrative Medical Assistant** Alexandra Patricia Young-Adams, 2003 This text helps students master the skills needed in the front office of a physician practice drawn from the administrative material covered in the comprehensive book Kinn's The Medical Assistant An Applied Learning Approach 9th Edition complimenting its clinical counterpart Kinn's The Clinical Medical Assistant Building on Kinn's unique approach of teaching skills within the medical specialty context this volume introduces a new applied learning approach that focuses on the real world context required to apply theory and skills from the text to various case studies throughout the chapters All chapters begin with a scenario appropriate to the content and contextual exercises are incorporated throughout the chapter Student Skills chapters Chapters 1 and 25 equip students with skills for succeeding in the MA program and for finding a job after they complete their course of study National curriculum competencies covered in each chapter are listed in the chapter opener to help students focus on what is required for certification and familiarize them with the official language of the curricula Charting examples in all procedures cover proper documentation in the patient record to ensure accurate charting extremely important to communicating the proper information to a record user and legally protecting the practice Critical Thinking Applications featured with a specific icon appear periodically throughout a chapter and relate to the chapter opening scenario challenging students to use specific concepts to make decisions about a real life situation Applied learning approach features a scenario at the beginning of each chapter suited to that chapter's focus which is summarized at the chapter's end centering on a fictional MA who needs to make decisions and address critical issues to help students develop sound critical thinking and decision making skills Many new chapter features including an all new interior design tighter focus new color palette and fresh icons enliven this edition and make information easy to follow Increased emphasis on medical terminology features a vocabulary spelling and terminology review in the Student Study Guide and bolded words within the chapter to reinforce medical terminology in context Figures have been revised replaced and augmented to accurately reflect the current medical office environment and provide clearer graphics more images of equipment more disease examples and better illustration of key procedural steps Major websites related to the field are provided to help MA students to find more information online and stay current with business news and medical industry developments Transdisciplinary themes are introduced in an applied context legal ethical communication professionalism patient education and office management woven throughout the chapters in scenarios and in critical thinking applications Two new coding chapters Chapters 15 16 separate coding information into two distinct chapters for increased focus on this essential administrative skill presenting sufficient background to get started in this area Revised organization more closely aligns the book's progression with the AAMA and RMA curricula grouping topics together more logically Contextual exercises and applications are incorporated throughout the chapters Content has been reworked and updated to provide more real world emphasis

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