



# Study Guide for Today's Medical Assistant: Clinical & Administrative Procedures

*Kathy Bonewit-West, Sue Hunt, Edith Applegate*

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Use this study tool to master the content from your *Today's Medical Assistant: Clinical & Administrative Procedures, 2nd Edition* textbook! Corresponding to the chapters in the textbook by Kathy Bonewit-West, Sue Hunt, and Edith Applegate, this study guide helps you understand and apply the material with practical exercises, activities, flashcards, checklists, review questions, and more.

- **Chapter assignment tables** at the beginning of chapters guide you through textbook and study guide assignments, and make it easy to track your progress.
- **Laboratory assignment tables** list the procedures in each chapter, including study guide page number references, and indicate the procedures shown on the DVDs.
- **A pretest and posttest** in each chapter measure your understanding with 10 true/false questions.
- **Key term assessments** include exercises to help in reviewing and mastering new vocabulary.
- **Evaluation of Learning questions** let you assess your understanding, evaluate progress, and prepare for the certification examination.
- **Critical thinking activities** let you apply your knowledge to real-life situations.
- *Practice for Competency* sections offer extra practice on clinical skills presented in the book.
- **Evaluation of Competency checklists** evaluate your performance versus stated objectives and updated CAAHEP performance standards.
- **Updated content** includes exercises for topics such as electronic medical records, advanced directives, HIPAA, emergency preparedness, ICD-10 coding, documentation, medical office technology, medical asepsis, vital signs, pediatrics, colonoscopy, IV therapy, and CLIA waived tests.
- **New activities** provide practice for the *Today's Medical Assistant* textbook's newest and most up-to-date content.
- **New *Emergency Protective Practices for the Medical Office* chapter includes procedures, critical thinking questions, and other activities to help you understand emergency preparedness.**
- **New *Wheelchair Transfer Procedure and Evaluation of Competency* checklist** includes a step-by-step guide to this important procedure.
- **New video evaluation worksheets** on the Evolve companion website reinforce the procedures demonstrated on the textbook DVDs.
- **New practicum and externship activities** on Evolve provide practice with real-world scenarios.

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