Chapter 01: The Professional Medical Assistant and the Healthcare Team Niedzwiecki: Kinn's The Clinical Medical Assistant, 14th Edition MULTIPLE CHOICE

- 1. Which of the following is a characteristic of stage 1 learners according to the learning style inventory?
 - a. Want to practice what you are learning.
 - Learn best with hands-on practice.
 - Like to create ways of thinking about the material.
 - d. Comfortable watching rather than doing.
 - Want to practice what you are learning and learn best with hands-on practice.

ANS: D

Stage 1 learners have a concrete reflective style. These students want to know the purpose of the information and have a personal connection to the content. They like to consider a situation from many points of view, observe others, and plan before taking action. They feel most comfortable watching rather than doing.

REF: p. 9 OBJ: 5
TOP: Healthcare Systems: Roles of Allied Health Personnel
MSC: CAAHEP: X.C.5 | ABHES: 1.c

- 2. Which of the following mind maps would display the cause and effect of events?
 - Spider map
 - b. Fishbone map
 - c. Chain-of-events map
 - d. Cycle map

ANS: C

The chain-of-events map displays the cause and effect of events, such as infection control or the history of medicine.

REF: p. 10 OBJ: 6 TOP: Healthcare Systems: Roles of Allied Health Personnel MSC: CAAHEP: X.C.5 | ABHES: Le

- 3. Which of the following is NOT part of critical thinking?
 - a. Sorting out conflicting information
 - Weighing your knowledge about the information
 - Deciding on a reasonable belief or action
 - Incorporating personal beliefs

ANS: D

The process of critical thinking involves: (1) sorting out conflicting information, (2) weighing your knowledge about that information, (3) ignoring or letting go of personal biases, and (4) deciding on a reasonable belief or action. Critical thinking is actually an active search for the truth.

REF: p. 12 OBJ: 6 TOP: Healthcare Systems: Roles of Allied Health Personnel

Kinns Chapter 5study Guide

Alexandra Patricia Adams

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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 **Kinn's The Medical Assistant** Alexandra Patricia Young-Adams,2003

Jones on Minnesota Criminal Procedure C. Paul Jones, Mark W. Peterson, 1974 The Horse Review Harness Racing Guide and Trotting and Pacing Breeders' Directory for ...,1918 *Guide to the Turf* Ruff William, 1880 The Medical Assistant Mary E. Kinn, Mary Ann Woods, Eleanor F. Derge, 1993 This full color 8th Edition covers the administrative and clinical skills medical assistants need to know to carry out their duties The 8th Edition integrates all of the topics and skills competencies required by the American Association of Medical Assistants entry level Medical Assisting Curriculum It features chapter outlines and learning objectives as well as lots of pertinent information such as personal gulities skills responsibilities types of patient education and legal and ethical isues Also included are real life examples guizzes and answers A free interactive CD Rom ispackaged in the book The Administrative Medical Assistant Mary E. Kinn, 1993 Now in its 3rd Edition this popular text gives office personnel just what they need to perform all of their nonclinical tasks with greater skill and efficiency You get the background to better understand your role and responsibilities as well as current step by step advice on billing scheduling making travel arrangements ordering supplies any duty from receptionist to manager you might have in your doctor s office Includes the latest on using computers in medical practice handling medicolegal issues communicating more effectively with physicians patients and peers and transcribing reports everything you need to be good at your job The Literary Guide and Rationalist Review ,1925 Instructor's Manual to Accompany the Administrative Medical Assistant Mary E. Kinn, 1999-09-14 Catalogue of the London Library London Library, 1913 Review of Medical Terminology Mary E. Kinn, 1980

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