

# EXPLORING THE ROLES OF MEDICAL ASSISTANT INSTRUCTORS AND SUPERVISORS



# Medical Assistant Instructor Resources

**Kathy Bonewit-West**



## Medical Assistant Instructor Resources:

**The Professional Medical Assistant Clinical Practice** Bonnie J. Lindsey, Francis M. Rayburn, 1990-05 *Kinn's The Medical Assistant* Tammy B. Morton, 2004 *Delmar's Clinical Medical Assisting* Wilburta Q. Lindh, Marilyn S. Pooler, Carol Tamparo, Joanne U. Cerrato, 1998-01-01 Lippincott Williams and Wilkins' Administrative Medical Assisting Laura Southard Durham, 2008 Lippincott Williams Wilkins Administrative Medical Assisting Second Edition teaches students the theory and skills to become effective medical office assistants The text and ancillary resources address all the required administrative competencies for CAAHEP and ABHES program accreditation The book includes critical thinking questions and is written for maximum readability with a full color layout over 100 illustrations and boxes to highlight key points A bound in CD ROM and a companion Website include CMA RMA exam preparation questions an English to Spanish audio glossary a clinical simulation administrative skill video clips competency evaluation forms and worksheets for practice A Skills DVD with demonstrations of the most important medical assisting skills is available separately An Instructor's Resource CD ROM and online instructor resources will be available gratis upon adoption of the text **Iml-Comprehensive Medical Assisting** Pooler, TAMPARO, LINDH, 2005-08 Includes Transition Guide from the 2nd edition to the 3rd edition Answer Key to Text Review Questions and Critical Thinking Questions Answers to Workbook Exercises Activities and Case Study Questions

**Clinical Procedures for Medical Assistants** Kathy Bonewit-West, 2004 Encompassing all of the back office hands on concepts and skills that medical assistants need to know this popular in depth resource of clinical procedures covers essential topics such as taking vital signs and lab specimens processing lab specimens as well as preparing patients for examinations surgeries and other office treatments and procedures The book's current expert accessible coverage addresses all aspects of back office duties with certain transdisciplinary themes legal ethical patient education documentation woven throughout the chapters where appropriate This edition continues to feature profiles of real medical assistants who are currently practicing in the clinical area sharing their most memorable or influential on the job experiences Instructor resources are available please contact your Elsevier sales representative for details Expert reputation of both the text and author Kathy Bonewit West reassures readers that all information is accurate and follows the national curriculum guidelines Medical assistant profiles provide unique and memorable biographical profiles of real life MAs sharing their fears likes hopes and aspirations designed to help readers connect with their future career goals in a concrete way End of chapter procedures with steps rationales and charting examples clearly show how a particular procedure would be documented in the medical record Patient Teaching boxes present patient education in the context of the medical assistant's role making it more immediate and relevant Terminology Review boxes identify key terms for a valuable terminology overview in each chapter Certification Review boxes provide a bulleted summary review of important points to know after each chapter that may be covered in the medical assisting certification exam Medical Practice and the Law boxes describe legal issues that are

important for medical assistants to understand On the Web boxes list websites for further student study and research relevant to each chapter Reorganized table of contents presents a more logical progression of material beginning with the medical record and followed by medical asepsis and sterilization and disinfection so readers have the foundation of basic clinical knowledge before delving into more complicated procedural concepts Apply Your Knowledge sections offer case based multiple choice questions at the end of each chapter to help strengthen critical thinking and application skills A table correlating Cognitive Learning Objectives with Performance Skills Learning Objectives clearly identifies the cognitive basis for each clinical skill The Administration of Medication chapter has been extensively revised to include the most current and commonly used drugs exposing readers to medication names most likely encountered in the medical office What Would You Do What Would You Not Do case study boxes and responses profile real world cases throughout the chapter English to Spanish medical terms appendix covers glossary terms used by medical assistants when interacting with Spanish speaking patients

*Instructor's Resource Manual for Today's Medical Assistant : Clinical and Administrative Procedures* Kathy Bonewit-West,Sue A. Hunt,Edith J. Applegate,2009      Medical Assisting Lucille Keir,Barbara A. Wise,Connie Krebs,1997 This best selling book is part of a dynamic learning system that includes practice software a workbook video series CD ROM and instructor support materials Together these learning tools integrate the new AAMA Role Delineation Study with complete coverage of anatomy and physiology This new edition was developed with extensive input from many medical assisting instructors students and health care professionals we took your advice The organization of the book allows flexibility in course planning accommodating different learning styles and adapts well to most teaching and learning situations The learning system emphasizes interpersonal communications and changes in today s health care settings including standard precautions and of managed care      *Kinn's the Administrative Medical Assistant* Alexandra Patricia Young-Adams,2011      **Instructor's Resource Manual for Clinical Procedures for Medical Assistants** Kathy Bonewit-West,2008-01-01      **Medical Assisting** Connie West-Stack,2004-11      **Clinical Skills Online for Medical Assistants** Saunders,St Bartholomew School Of Nursing & Midwi,2007-10 Set up as 10 individual modules divided into units with at least 10 video skills presentations each Clinical Skills Online for Medical Assisting is specifically designed to help you visually master all of the clinical medical assisting skills you need A medical assistant demonstrates proper technique to give you a consistent portrayal of all skills Review questions and additional activities test your basic knowledge to see how much you ve learned Duration for access to this product which may be at the discretion of your institution is up to 36 months Elsevier reserves the right to restrict or remove access due to changes in product portfolio or other market conditions Presents a consistent process for each skill including proper documentation techniques to aid learning and memorization Includes Skill Variations to provide you with the option to observe the most common skills techniques used in their areas Spanish captioning provides easy access to translations from English to Spanish What If scenarios provide interviews with

actual medical assistants to help you think about what you would do in the same situation An Instructor s Resource Manual available on Evolve provides outlines of times for each skill a correlation grid of skills to CAAHEP and ABHES competencies suggestions for effectively using the programs for in class demonstrations and student self study and multiple choice and open ended assessment questions for each skill with answers and rationales

**Professionalism** Jacquelyn Marshall,Jackie Marshall,2008-02 This new addition to the Medical Assisting Made Incredibly Easy series gives students a thorough understanding of the professional traits and behavior required for medical assistants A host character guides students through the material in a light hearted humorous readable extremely practical manner that makes teaching and learning fun Boxes with eye catching icons provide practical advice about workplace scenarios and other topics More than 130 illustrations enhance visual learning A free Instructor s Resource CD ROM including PowerPoint slides lesson plans test generator skill evaluation forms case studies and WebCT Blackboard ready materials is available to instructors who adopt the text

*Instructor's Manual to Accompany "Textbook for Medical Assistants"* Julie B. Hosley,Elizabeth A. Molle-Matthews,Shirley A. Jones,1997 *Lippincott Williams & Wilkins' Clinical Medical Assisting* Judy Kronenberger,Denise Woodson,2008 Lippincott Williams Wilkins Clinical Medical Assisting Third Edition teaches all the clinical skills students need to provide patient care in the medical office This updated text and its ancillary resources cover all the competencies outlined by the AAMA and AMT for medical assisting practice The book includes critical thinking questions and is written for maximum readability with a full color layout hundreds of illustrations and boxes to highlight key points A bound in CD ROM and a companion Website include animations CMA RMA exam preparation questions an English to Spanish audio glossary clinical simulations clinical and laboratory skill video clips competency evaluation forms and worksheets for practice A Skills DVD with demonstrations of the most important medical assisting skills is available separately An Instructor s Resource CD ROM and online instructor resources will be available gratis upon adoption of the text

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administrative and clinical procedures complies with accreditation requirements Step by step illustrated procedures include rationales and a focus on professionalism Electronic health record EHR coverage provides access to hands on activities using SimChart for the Medical Office sold separately Applied learning approach incorporates threaded case scenarios and critical thinking applications Patient education and legal and ethical features at the end of each chapter reinforce legal and communications implications within Medical Assisting practice Key vocabulary terms and definitions are presented at the beginning of each chapter highlighted in text discussions and summarized in a glossary for quick reference 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 data security and more UPDATED Online practice exam for the Certified Medical Assistant matches 2021 test updates EXPANDED Information on physical medicine and rehabilitation EXPANDED Content on specimen collection including wound swab nasal and nasopharyngeal specimen collections

**Instructor Curriculum Guide for the Medical Assistant** Mary E Kinn, CPS Cma-A, Kinn, Woods, 1999-05 **Medical Assisting Competencies** EMC/Paradigm Publishing, 2002 Clinical Competencies Michelle Buchman, 2008 Part of the new Medical Assisting Made Incredibly Easy series this text presents the core clinical skills medical assistants need for patient care in a light hearted humorous readable extremely practical style that makes teaching and learning fun A host character guides students through all the clinical skills needed to pass certification exams required by CAAHEP and ABHES Boxes with eye catching icons provide practical advice about workplace scenarios professionalism and other topics More than 400 full color illustrations enhance visual learning A Study Guide and an online course are available as additional purchases A free Instructor's Resource CD ROM including PowerPoint slides and lecture notes is available from Lippincott Williams Wilkins to instructors who adopt the text

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