

MEDICAL OFFICE POLICY AND PROCEDURE MANUAL

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Jean L. Eaton

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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 Medical Assistant Exam Prep Kaplan Nursing, 2017-11-07 Kaplan's Medical Assistant Exam Prep provides the in depth content comprehensive review and targeted practice you need to pass the Certified Medical Assistant and Registered Medical Assistant exams Whether you re a first time test taker or you re studying for recertification Kaplan s up to date content and proven test taking strategies will help you face the exam with confidence Kaplan is so certain that Medical Assistant Exam Prep offers all the knowledge you need to pass the exam that we guarantee it After studying with the book you ll score higher on your medical assistant exam or you ll get your money back Comprehensive Review Review of all tested subjects for the CMA and RMA exams including a new nutrition chapter and a section on emerging public health issues that affect MAs on the job Diagnostic test to help you target areas for score improvement and make the most of your study time Full length practice test with 300 questions End of chapter guizzes with detailed answer explanations Case study based practice questions to develop your critical thinking skills Current quidelines for Electronic Health Records Expert Guidance Expert advice on building and maintaining professional credentials Updated career resources and a guide to the certification process We invented test prep Kaplan www kaptest com has been helping students for almost 80 years Our proven strategies have helped legions of students achieve their dreams The previous edition of this book was titled Medical Assistant Exam Strategies Practice Review with Practice Test Plunkett's Procedures for the Medical Administrative Assistant Heather D Ramsay, Marie Rutherford, 2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW

Chapter order and comprehensive Table of Contents Tips to Prevent Employee Snooping - A Key Component of Your Privacy Practice Management Program Jean L. Eaton, 2022-06-01 As Linda drove to the ABC Family Practice Clinic where she worked she listened to the local news on the radio In the most recent conviction under the health privacy legislation a clerk formerly employed by a local community medical office was fined yesterday for snooping in patient records when she didn t need to know the information to do her job The court fined the clerk 3 000 and gave her a sentence of one year s probation including no access to health information for one year Yikes thought Linda I wonder if any of our patients were affected by this snooping incident I wonder if the clerk is anyone I know The news anchor continued In Ontario the Information and Privacy Commissioner of Ontario revealed that unauthorized access to personal health information or snooping by health care workers accounted for over 20 per cent of self reported health privacy breaches in 2020 Snooping incidents are on the rise and can cost you time money heartache and headache in your practice It's pains me to know that this form of privacy breach is entirely preventable We know that human curiosity interpersonal conflicts shaming or bullying or financial gains are common motivators for snooping We seem to be hard wired to want to peek into someone else s personal and private information But snooping violates trust between our patients and the healthcare providers and the people who work for them We want our patients to trust us We need the patients to share their personal information with us so that we can provide the health services to them When healthcare providers and employees snoop in our patient s information we destroy that trust with the patient When one of our team members is snooping it harms the effectiveness of our teams and damages morale in the clinic Looking at someone's personal information without having an authorized purpose to access that information to do your job is known as snooping Even when you are just looking at personal information but don t share that information with anyone else this is still a breach of confidentiality It is illegal It is a privacy breach It is snooping Author Jean L Eaton uses real world privacy breaches from practices large and small and reported in the news to illustrate how employee snooping in patient records affects patients employees and the practice in which they work By reading Tips to Prevent Employee Snooping A Key Component of Your Privacy Practice Management Program you can avoid snooping privacy breaches in your healthcare practice This Practice Management Success Tip Will Help You Take 5 practical steps to prevent employee snooping Provide clarity about what we consider a privacy breach Contribute to the health information privacy compliance in your healthcare practice BONUS Includes a Say NO to Snooping poster that you can download and print in your practice Privacy officers can use this as part of their privacy practice management training This book is the first in the all new Privacy Management Success Tips series to help clinic managers practice managers privacy officers healthcare providers and owners implement practical privacy management in your business What others are saying about Tips to Prevent Employee Snooping The book is the perfect length with sufficient detail to enable guick information gathering and action I love the five tips that are very relatable and I m personally championing Be a Privacy Champion Lorraine Fernandes RHIA Data Governance

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