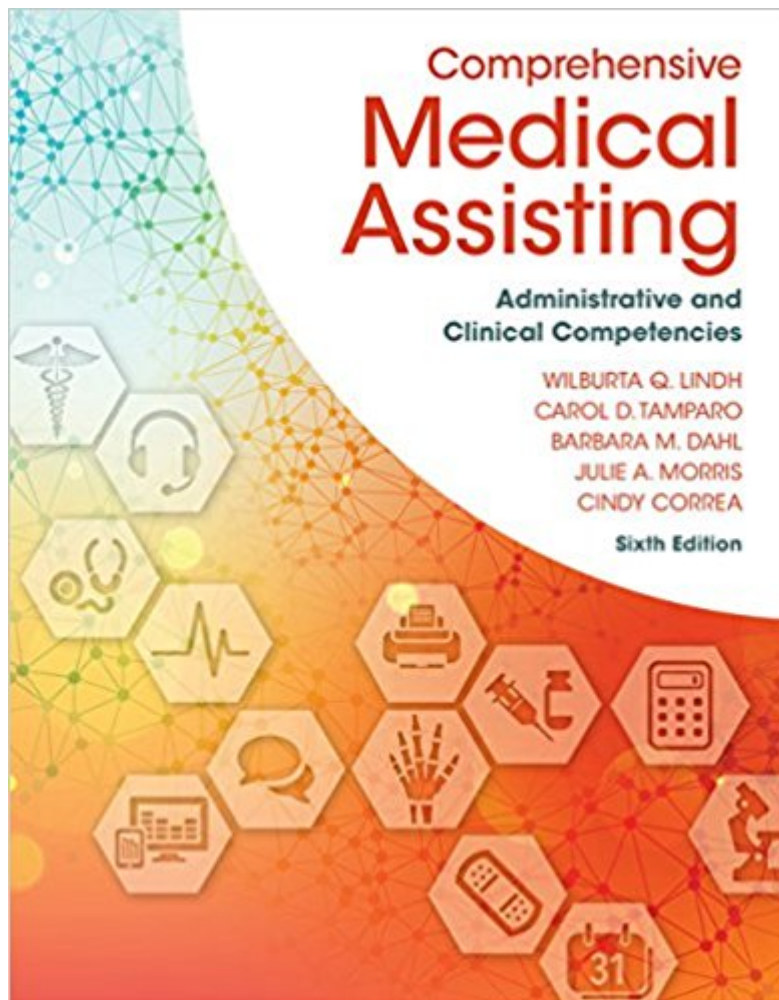




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Comprehensive Medical Assisting: Administrative And Clinical Competencies



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Today's dynamic health care field puts medical assistants in increasingly important roles, and **COMPREHENSIVE MEDICAL ASSISTING, Sixth Edition**, prepares you to lead the way. Known for thorough coverage, technical detail, and the most up-to-date content available, this proven book covers all the administrative, laboratory, and clinical tasks you need to know for success in this growing field. General and administrative topics include record keeping, office management skills, legal and ethical issues, employment strategies, and tips for entering the profession on your best footing. Chapters also prepare you for clinical competency exams by walking you through required skills and procedural knowledge while connecting material to current accreditation standards for certification. The book also supports a variety of learning styles with online resources to help you make the most of your time in the classroom and beyond!

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Customer Reviews

Ms. Lindh, CMA (AAMA) is Professor Emerita at Highline College in Des Moines, Washington, where she served as Program Director and a consultant to the Medical Assistant Program, and received the Outstanding Faculty Member of the Year award for reshaping the program. The co-author of several textbooks on medical assisting, Ms. Lindh conducted workshops and lectured at events across the country during her tenure, and remains an active member of both the SeaTac Chapter of the American Association of Medical Assistants (AAMA) and the National American Association of Medical Assistants. Dr. Tamparo, PhD, CMA-A (AAMA) is the former Dean of

Business and Allied Health at the Lake Washington Institute of Technology in Kirkland, Washington, and founder of the Medical Assistant Program at Highline College. The author and co-author of four texts for allied health professionals, she is also a member of the SeaTac American Association of Medical Assistants and the National American Association of Medical Assistants. Ms. Dahl, CMA (AAMA), CPC served as a tenured faculty member and coordinator for the Medical Assisting Program at Whatcom Community College in Bellingham, Washington, for more than 20 years. A credentialed CMA and CPC, she actively participated in the Whatcom County Chapter of Medical Assistants, Washington State Society of Medical Assistants, American Association of Medical Assistants (AAMA), Washington State Medical Assisting Educators, and American Academy of Professional Coders (AAPC). Ms. Dahl is currently consulting to organizations on medical management, personnel issues, curriculum development, and program accreditation, and as a medical assistant advocate. Ms. Morris, RN, BSN, CCMA, CMAA, CBCS has been involved in health care for more than four decades. After earning her Bachelor of Science in Nursing from Jacksonville State University, she went on to a career that included Director-level roles in case management, home infusion care, clinical education, and clinic management. Over the last ten years, Ms. Morris has honored her passion for education by instructing adults in allied health, eventually serving as Program Director, Externship Coordinator, and Director of Career Services. Currently, Ms. Morris devotes her career to curriculum development, integrating active learning in the classroom, and student engagement and success strategies. She is an active member of the Cobb Chapter of the American Association of Medical Assistants in Georgia. Ms. Correa is the former Allied Health Educational Coordinator at City University of New York at Queens College. Responsible creating and developing curricula for several Queens College Allied Health certificate programs, including Medical Assistant, she now develops satellite courses for adult education programs. Her clinical experience extends to both private practice and administrative hospital work in oncology, cardiovascular surgery, pulmonology, and thoracic surgery. Ms. Correa also works on technical writing and software development projects, and serves on advisory boards for technical colleges in her home state of Colorado.

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