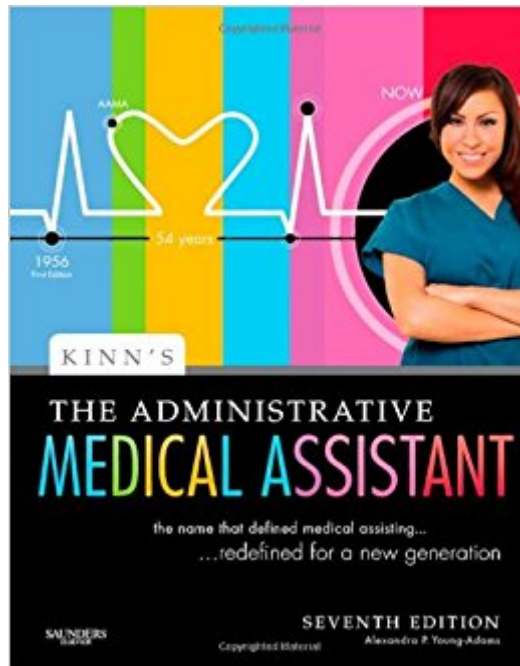


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Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 7e



Synopsis

The most comprehensive front office medical assisting resource available, Kinn's The Administrative Medical Assistant, 7th Edition provides unparalleled coverage of the practical, real-world administrative skills essential to your success in the health care office. This thoroughly updated, fully modernized edition combines current, reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market. Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter. Study more effectively with detailed Learning Objectives, Vocabulary terms and definitions, and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide & Procedure Checklist Manual. Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text. Master key skills through step-by-step instructions and full-color illustrations that clarify procedures. Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises. Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes. Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website. Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record. Confidently prepare for the CMA and RMA certification exams with a new online appendix that mirrors the exam outlines and provides fast, efficient access to related content. Find information quickly and easily with newly reorganized chapter content and charting examples. Reinforce your understanding through medical terminology audio pronunciations, Medisoft practice management software exercises, chapter quizzes, review activities, and more on the completely revised companion Evolve Resources website.

Book Information

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Customer Reviews

I am blown away by the material in this book. So far, I have gained extensive knowledge on how a patient sees the medical staff and how important it is to know your skill set and be great at what you do. Customer service skills are essential and this book gives detailed and informative information from when you first turn the page in the beginning. It has great online features that help you study and even for future use to help you stay on top of your skills. I had the earlier version and this one out does it. I am very glad I purchased this book and am using it for class. It is the best!

This book really goes into the nuts and bolts of the Medical Administrative Assistant. Actually it is the only book I found that was reasonably priced, and it is good-really good. It is an easy read like someone is talking to you within a lecture setting, but it is in written form. I am glad I purchased this book for study and to follow me in my new career.

Community Business College uses this textbook for our medical office classes and we needed a spare for when students forget theirs at home. This text has been very useful for our adult students, most of whom have little medical office experience, to learn what they need to know quickly and in an enjoyable way.

This is a all around general book about working in a dr's office. If you currently work in a dr's office, this book maybe repetitive to you but if not, you'll likely learn alot about inter-office operations.

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