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In today's dynamic health care environment, medical assistants are playing an increasingly important role. DELMAR'S ADMINISTRATIVE MEDICAL ASSISTING, Fifth Edition, helps you gain the knowledge and skills needed to succeed in this rewarding, rapidly growing field. Known for its thorough coverage, extensive technical detail, and accurate, up-to-date content, this proven book covers clinical tasks such as taking patients' medical histories, recording vital signs, explaining procedures, and assisting care providers during exams, as well as administrative duties including managing patient

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A listing of role delineation areas in each unit and in Appendix A make it easy to locate specific skills within each competency. Pathophysiology coverage is expanded to include additional diagnostic descriptions and information on medications commonly used to treat conditions. A new unit on related therapies presents information on complimentary and alternative treatments.

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Association of Medical Assistants. A listing of role delineation areas in each unit and in Appendix A make it easy to locate specific skills within each competency. A unit on related therapies presents information on complimentary and alternative treatments.

Delmar's complete learning system prepares students to become multiskilled medical assistants for the 21st Century! This full-color administrative medical assisting textbook is part of a dynamic learning system that includes a free skills CD-ROM bound to the text, workbook, and instructor-support materials. Together, these learning tools integrate essential and advanced competencies set forth by the

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AAMA's Role Delineation study, emphasizing interpersonal communications and changes in the health care setting including Standard Precautions and managed care. The text is written not by just one or two individuals, but by many talented experts who provide students with a thorough understanding of administrative medical assisting fundamentals. The entire learning system is complemented by "real-life" characters and scenarios from the field of medical assisting--a feature not found in any other text!

ADMINISTRATIVE MEDICAL ASSISTING, 7E, is the most comprehensive learning package available for front-office medical

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Assisting, featuring step-by-step procedures for job skills and the development of critical thinking through real-life scenarios. This proven package includes in-depth coverage of essential administrative competencies including professional and career responsibilities, interpersonal communications, records management, written communications, financial administration, and managing the office. Updated to reflect the latest accreditation and certification standards, this robust resource also features new or updated content in every chapter, including the latest requirements for skill competency, technology, insurance regulations and health care reform, and legal compliance

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