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this new textbook uses a multidisciplinary integrated approach to learning that truly reflects the real world in which mas practice whether they re focused on the front or back office from beginning to end it offers comprehensive competency based coverage complemented by an emphasis on multiple learning styles to better meet the needs of your students mastery of all the knowledge and skills that lead to cma aama or rma certification plus flexibility versatility teamwork and professionalism in the workplace are the hallmarks of a successful and rewarding career as a medical assistant

selected for doody s core titles 2024 in medicolegal issues learn how to handle the legal and ethical challenges you will encounter in healthcare practice comprehensive yet easy to understand legal and ethical issues for health professionals 5th edition provides a guide to legal concepts and ethical principles and how they are applied in common healthcare scenarios content includes key topics such as the legal system bioethical issues employment laws torts and medical malpractice and liability as well as current issues such as medical marijuana the opioid crisis gender identity and public health and immunization policies questions in each chapter ask you to think critically as you relate concepts to real world situations updated to meet the needs of today s workplace this text prepares you to fulfill the moral and professional responsibilities of the healthcare provider case studies reflect the issues faced in a variety of healthcare settings specialty practice cases provide practical application of legal and ethical issues in specialties such as medical assisting mibc and pharm tech what if boxes present ethical dilemmas and help you apply concepts to real life scenarios internet activities at the end of every chapter suggest related topics for further research and study chapter objectives and key terms are listed at the beginning of each chapter providing learning goals and definitions of important terminology relate to practice boxes help you respond to situations that may occur in healthcare practice self reflection questions challenge you to analyze and evaluate various legal and ethical issues new mandatory reporting and public duties in healthcare chapter covers public health law including the role of state and federal health agencies in managing infectious diseases emergencies chronic diseases and injury prevention new conflict management chapter addresses aspects of this important workplace topic

with proven techniques and professional insight this one of a kind resource is your complete guide to ensuring both effective patient care and sound business practices in the medical facility from the front office to financial management each detailed chapter addresses the interpersonal and administrative concerns you ll face in the management of a medical office accompanied by realistic forms letters and procedural policies that help you prepare for on the job success this new edition keeps you up to date on emerging developments in billing and coding documentation ethical and legal issues and technological advances to help you keep your medical office at the forefront of the competitive health care field manager s alert boxes detail measures to help you avoid complications and prevent potential emergencies from the expert s notebook boxes help you build daily decision making skills with helpful tips suggestions and insights drawn from real

world practice exercises at the end of each chapter reinforce concepts and help you assess your understanding detailed appendices provide fast easy access to commonly used abbreviations and symbols medicare information helpful websites and answers to the end of chapter exercises as well as a sample procedure and policy manual to guide you in developing your own practices written communication chapter helps you ensure proper communication and documentation in the health care facility updated content in the medical record chapter familiarizes you with the latest information on the electronic medical record the updated billing coding and collections chapter keeps you up to date with the latest coding and insurance forms cms 1500 coverage of current legal and ethical issues and emerging technology in the medical office keep you apprised of recent developments

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administrative situations portfolio builder helps you demonstrate proficiency to potential employers new chapter on the health record reviews how you ll be working with a patient s medical record new chapter on technology in the medical office introduces you to the role technology plays in the medical office new administrative procedure videos helps you visualize and review key procedures new chapter on competency based education helps you to understand how your mastery of the material will affect your ability to get a job basics of diagnostic coding prepares you to use icd 10 coding system

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clinical medical assisting begins with kinn elsevier s kinn s the clinical medical assistant 13th edition provides you with the real world clinical skills that are essential to working in the modern medical office an applied learning approach to the ma curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary to assist with

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