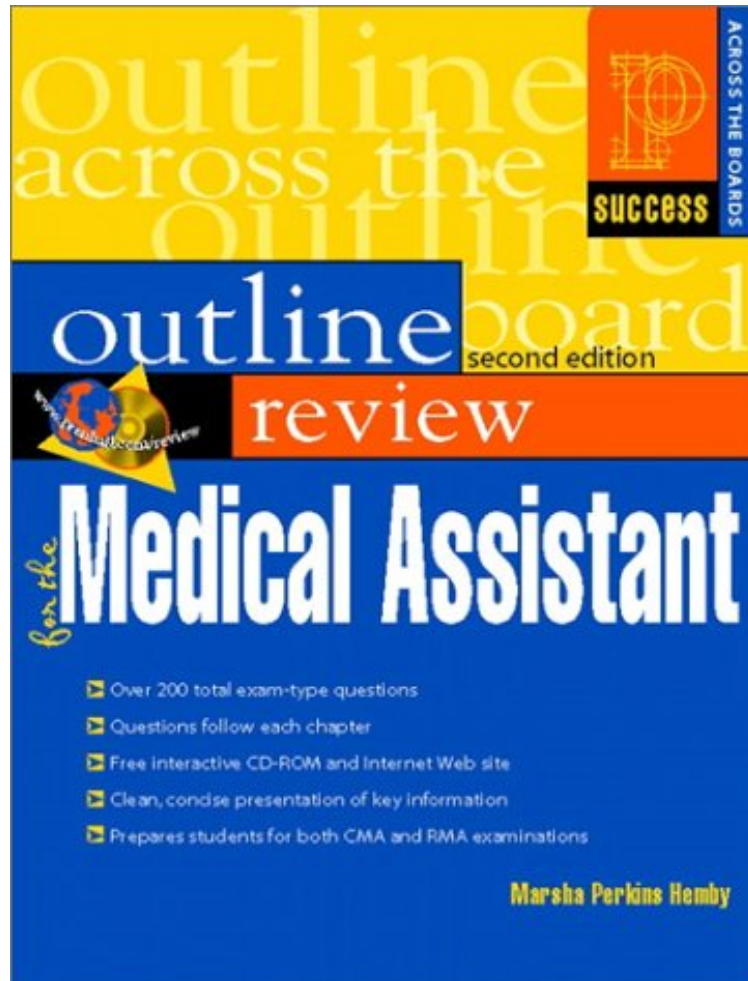


Prentice Hall Health Outline Review for the Medical Assistant (2nd Edition)

Marsha Perkins Hemby BA RN CMA

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This easy-to-follow reference guide provides users with an outline format of critical areas of medical assisting. A valuable resource for medical office personnel, it contains numerous explanations, key terms, questions and answers, and illustrations. Chapter topics include anatomy and physiology, professionalism, patient communication, medical law, written communication, office equipment, medical records, appointment processes, office management, health insurance, infection control, and emergencies and first aid. For lab assistants, medical assistants, insurance clerks, medical secretaries, and receptionists.

From the Back Cover Success Across the Boards Prentice Hall Health Series About the book Outline for the Medical Assistant by Marsha Perkins Hemby is an indispensable resource for helping you prepare for the certification exam. Organized by key content areas within medical assisting, the book blends its comprehensive collection of clear concise information with the exciting possibilities of computer technology. As you build confidence by digging into this rich content review, you'll find that the Prentice Hall Health test preparation system is a blueprint for success across the boards. Boost Your Scores, Launch Your Career! Our technology solutions allow you to gain more practice and review. Log onto www.prenhall.com/review or load the CD-ROM that accompanies this book to find additional questions, rationales, and links to related resources. The CD-ROM includes an audio glossary and more than 400 questions. About the Author Marsha Perkins Hemby, BA, RN, CMA is chair of the medical assisting department at Pitt Community College in Greenville, NC, where she has been teaching since 1972. About the Series Success Across the Boards is a study system that revolutionizes exam preparation for a variety of health care professions. By integrating interactive technology with authoritative content and realistic sample test questions, Outline for the Medical Assistant will help you join the many others who have used these materials to achieve success on the boards. The series is comprised of test preparation resources for the following health care professions: Dental Hygiene Medical Assisting Nursing Phlebotomy Emergency Medical Services About the Author MARSHA PERKINS HEMBY, BA, RN, CMA, is chair of the medical assisting department at Pitt Community College in Greenville, NC, where she has been teaching since 1972.Excerpt. copy; Reprinted by permission. All rights reserved. Preface The purpose of this book is review. It serves as a study guide for the Certification and Registration Examination for Medical Assistants. The book is an effort to review briefly, but as thoroughly as possible, critical areas of medical assisting using an outline format. This format is used to obtain as much information as possible in a concise manner. The "Content Outline of the American Association of Medical Assistants' Certification Examination" has been followed so that all areas of the exam will be addressed and reviewed. The book can be used as a review prior to the certification or as a source for teaching a review course prior to the examination. This book is composed of an introduction chapter and 19 chapters covering topics of the AAMA and RMA Content Outline. At the end of each chapter, there are questions for review and answers with explanations that should assist in study and review for the examination. There is also a CD with more than 400 questions and answers for review. This book is a good outline format for instructors to use as a teaching guide and resource. Students can use this book in place of or in addition to note taking. High schools with health occupations classes might also use this book as a resource or a text. Marsha Perkins Hemby