

Kinns Medical Assistant Chapter 1 Study Guide

Terms in this set (20)

Critical thinking

The constant practice of considering all aspects of a situation when deciding what to believe or what to do

Empathy

Sensitivity to the individual needs and reactions of patients

Learning style

THE WAY an individual PERCEIVE AND PROCESS information to learn new material

Perceiving

How an individual LOOKS at an information and sees it as real

Processing

How an individual INTERNALIZES new information and makes it his or her own

Professional behaviors

Actions that identify the medical assistant as a member of a healthcare profession, including being DEPENDABLE, RESPECTFUL, POSITIVE ATTITUDE, TEAM MEMBER

Reflection

The process of CONSIDERING new information and internalizing it to create new ways of examining information

Concrete perceiver's

Learn information through direct experience.

Answer Sheets For Kinns Medical Assistant

Mary E. Kinn, MaryAnn Woods



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Kinn's The Administrative Medical Assistant - E-Book Alexandra Patricia Adams,2013-10-21

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Assistant Tammy B. Morton,2003-06 Provides additional practice and tracks student progress with terminology review exercises coding applications documentation scenarios telephone triage examples instrument identification and review of disease specific skills Unique margin quizzes along the edge of pages can be assigned by the instructor and cut off to hand in making an easy and effective way for instructors to track and provide feedback on the students progress through the course

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answers A free interactive CD Rom is packaged in the book *Instructor's Manual to Accompany the Administrative Medical Assistant* Mary E. Kinn, 1999-09-14 **Instructor Curriculum Guide for the Medical Assistant** Mary E Kinn, CPS Cma-A, Kinn, Woods, 1999-05 The Medical Office Assistant Portia M. Frederick, Mary E. Kinn, 1974 **Saunders Fundamentals of Medical Assisting** Sue A. Hunt, Jon Zonderman, 2001-10 This new comprehensive medical assisting text with supplemental materials provides an innovative interactive visual well written package focusing on the impact of managed care and current health care trends It reflects a realistic perspective of the busy medical office environment in which today's medical assistants work The book is logically organized to follow the way a patient moves through the medical office from the time they check in at the front desk to their clinical experience and back to the front desk for checkout Each chapter refers students to internet resources and is linked to various supplements for further study and practice *Career Development for Health Professionals* Lee Haroun, 2011 From life management to job search skills discover the first steps toward navigating your health care career Packed with tips and suggestions this practical guide teaches the skills needed to achieve success in school and beyond with an encouraging upbeat tone This text is designed to help you attain four important goals as a health care student 1 Complete your educational program 2 Think like a health care professional 3 Find the right job 4 Attain long term career success Self paced format allows you to work through the text independently Small units with self assessment facilitates a self paced approach and makes the content less intimidating Illustrations photos and cartoons provide visual aid to catch and keep your attention Key terms and objectives provides goals and a basis of knowledge before reading the chapter Focus on resume building emphasizes how to build a successful resume from the first day of your education On The Job boxes and Prescription for Success exercises reinforce how the skills presented relate to your career in health care Expanded useful Spanish phrases offers a quick reference for translations that will prove valuable in the workplace UNIQUE Chapter focusing on non traditional students adds further guidance to this growing population in health careers education UNIQUE Summaries of short interviews with employers and working professionals provide first hand information about how to prepare for the future UNIQUE Tips from recent graduates who are successfully employed help you apply successful skills for both school and your career **The Administrative Medical Assistant** Mary E. Kinn, 1993 Now in its 3rd Edition this popular text gives office personnel just what they need to perform all of their nonclinical tasks with greater skill and efficiency You get the background to better understand your role and responsibilities as well as current step by step advice on billing scheduling making travel arrangements ordering supplies any duty from receptionist to manager you might have in your doctor's office Includes the latest on using computers in medical practice handling medicolegal issues communicating more effectively with physicians patients and peers and transcribing reports everything you need to be good at your job **Student Review Manual for the Administrative Medical Assistant** Mary E. Kinn, 1988 *Medical Assisting* Lucille Keir, Barbara A. Wise, 1989 **Administrative Medical Assistant** Mary E.

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