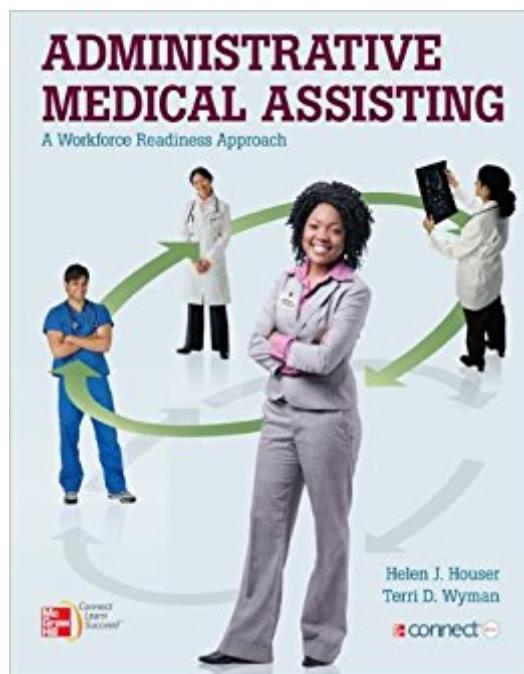


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# Administrative Medical Assisting A Workforce Readiness Approach



## **Synopsis**

Students entering todayâ™s medical office as employees must be ready to work. Administrative Medical Assisting by Houser prepares students to be workforce readyâ "prepared to work, understand and project professional behavior, and perform both technical and soft skills. Students will understand the most up-to-date information, such as EHRs, Red Flag Rule, conversion from ICD-9-CM to ICD-10-CM, and be workforce ready. Using a one-column design with a larger typeface, Houser is more engaging and easier to read and comprehend. Houser also includes more procedures that provide more detail for completing day-to-day activities required in the medical office. Together, the textbook and the Student Study Guide form a complete learning package. Administrative Medical Assisting: A Workforce Readiness Approach will prepare your students to enter the administrative medical assisting field with the knowledge and skills necessary to become a useful resource to patients and a valued asset to employers and to the administrative medical assisting profession.

## **Book Information**

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## **Customer Reviews**

Ms. Houser is a registered medical assistant and a registered nurse. She also holds a master of science in health care administration from the University of Colorado. For ten years she served as the Director of the Medical Assisting Program at Phoenix College and consults on health care and educational issues. Her experience in health care spans over 30 years with various positions involving medical assisting including Vice President of Phoenix General Hospital, Deer Valley,

where she opened and managed medical practices in rural areas. Ms. Houser is a national speaker on such topics as Immunization Education for Medical Assisting Students and the recipient of several awards, including the National Institute of Staff and Organizational Development Excellence Award and two Arizona Governorâ™s Awards for Excellence. She worked on the Navajo reservation where she established school based health services and a prenatal clinic. As a teacher and a healthcare provider she has extensive experience working with diverse populations. Houser continues to serve the community as a board member of Adelante Healthcare, a federally qualified community health center with several locations in the Phoenix area. Terri started her medical career as a CMA for a solo internal medical practitioner with a sub-specialty in hematology/oncology. Her interest in the administrative side of medicine blossomed when she accepted a position as home care coordinator for a homecare/DME provider. After 18 years in the medical field, a teaching opportunity presented itself and she began her career as an educator of medical assisting students, eventually becoming the director of the program. She then assisted with the creation, development and supervision of medical billing and coding programs at two separate technical schools in Massachusetts and Connecticut. She currently has returned to the medical field as the financial applications analyst at Wing Memorial Hospital in Palmer Massachusetts. She is delighted to have had the opportunity to work with McGraw-Hill and their author teams on several projects. She would like to thank Dale, Mom, Mari Lou and all of her extended family for their continued love and support.

Great book. I needed to brush up on some stuff when considering leaving my job and this really helped refresh my memory. Very good book and delivery was fast. Much better shape than I expected. Practically new.

It was for school for my daughter it is in great shape arrived in time thanks it is working for her class fine

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