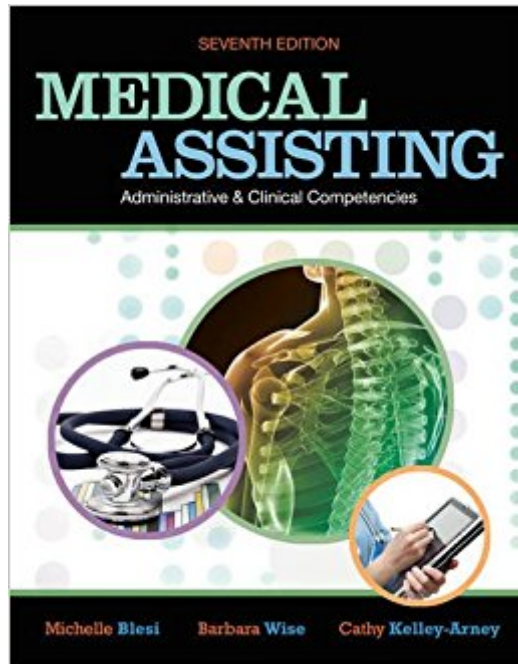




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# Medical Assisting: Administrative And Clinical Competencies



## Synopsis

Clear and easy to understand, **MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL COMPETENCIES**, Seventh Edition delivers all of the knowledge base, skills, and behaviors required for an entry-level medical assistant, including a comprehensive section on the structure and function of body systems. The book has been streamlined and updated to include the latest in emergency preparedness, ICD-10, electronic health records, as well as personal effectiveness topics such as, professionalism and time management. Updated and innovative, the 7th edition of **Medical Assisting: Administrative and Clinical Competencies** uses multiple in-text features and exclusive technology products to prepare you for a successful career in medical assisting, and give you an advantage in today's competitive marketplace.

## Book Information

Hardcover: 1456 pages

Publisher: Cengage Learning; 7 edition (August 18, 2011)

Language: English

ISBN-10: 1111135126

ISBN-13: 978-1111135126

Product Dimensions: 2.2 x 8.8 x 11.2 inches

Shipping Weight: 6.4 pounds

Average Customer Review: 4.5 out of 5 stars 15 customer reviews

Best Sellers Rank: #297,302 in Books (See Top 100 in Books) #60 in Books > Medical Books > Allied Health Professions > Physician Assistants #170 in Books > Textbooks > Medicine & Health Sciences > Nursing > Clinical > Medical & Surgical #219 in Books > Medical Books > Nursing > Medical & Surgical

## Customer Reviews

"Very detailed and well written. Topics were discussed in a manner that all learning types would be able to comprehend." June M. Petillo, MBA, RMC, CPC, NCP, Capital Community College, Hartford, CT "I liked the style of writing. The chapters seem easy to follow and many pictures were used to accommodate the students' learning styles." Dr. Marta Lopez, Miami-Dade College - Medical Center Campus, Miami, FL

Michelle Blesi is a certified medical assistant CMA (AAMA) with 14 years of industry experience. She worked in the family practice area for 10 years, emphasizing clinical and laboratory skills,

before changing her focus to leadership and working as a lead in the nursing/lab department and as a clinical manager. Michelle has a diploma in medical assisting (and is certified through the AAMA), a bachelor's degree in psychology, and a master's degree in community psychology, and she completed the Teacher Education Series (TES) courses in spring 2005 at the University of Minnesota. Her coursework included introduction to vocational teaching, course development, instructional methods, philosophy, and student training and assessment. A program director and unlimited full-time faculty member in the medical assistant department at Century College since 2001, Michelle enjoys bringing her career experience into the classroom and making a difference in students' lives. In addition to being program director, she teaches both clinical and laboratory courses, a medical assistant refresher course through CECT, and administrative procedures for medical assistants (both traditional and online). She is also the practicum coordinator and oversees clinical externships for the program. In addition to being the lead author for both the Seventh and Eighth Editions of MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL COMPETENCIES, Michelle has contributed to many other Cengage projects, including being the SME for Critical Thinking Challenge 3.0, and completing multiple reviewer projects and test bank completions. Among her many accomplishments are the Board of Trustees Outstanding Educator Award (2012), Golden Apple Award (2010), and Exemplary Faculty Member (2007). Barbara A. Wise, MA (Ed.), BSN, RN, worked in physicians' offices and as a health care educator for more than twenty-six years. Previously a State Supervisor of vocational education for the State of Ohio, she received an M.A. in Education, with a major concentration on curriculum construction and a minor in health education. Cathy Kelley-Arney works in the clinical laboratory of an inpatient medical facility. She has worked for many years in both inpatient and outpatient settings as a lab technician and medical assistant, and in the educational setting as an instructor, program director, and institutional director of health care education.

This textbook is laid out in an easy to follow format and the information for the most part is up to date and informative. My 3 star rating comes from the grammatical errors, and errors/differences between the workbook and the manual. I will sometimes catch myself wondering if I can trust the information to be correct. Several students in my class have pointed out discrepancies in the book i.e. diagrams labels wrong. I would just think that a textbook would have had better proofing for less errors.

Awesome to have at home for my daughter. She is in high school and in the allied health program,

so having this at home is helpful to her in her studies

My son needed this text book for his medical assisting program. He is a seventeen years old the book is for college level reading. It was hard at first but now that the school year is half way done he is doing very well he has almost a ninety average. I recommend that if this is for high school student that they have good reading level or help with it.

provided necessary information

Very good book, heavy to carry at school, but has a lot of good info

Received book in great condition. Recommend highly.

Exactly what was needed.

This is a great book on the Kindle app that I am using for a medical assistant program currently. I love all of its features such as the bookmarking, highlighting and footnote features.

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