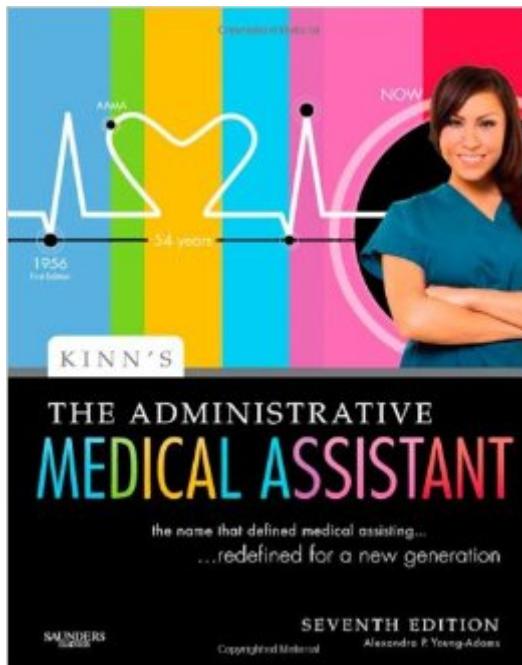


The book was found

Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 7e



Synopsis

The most comprehensive front office medical assisting resource available, Kinn's The Administrative Medical Assistant, 7th Edition provides unparalleled coverage of the practical, real-world administrative skills essential to your success in the health care office. This thoroughly updated, fully modernized edition combines current, reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market. Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter. Study more effectively with detailed Learning Objectives, Vocabulary terms and definitions, and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the companion Evolve Resources website and Study Guide & Procedure Checklist Manual. Confidently meet national medical assisting standards with clearly identified objectives and competencies incorporated throughout the text. Master key skills through step-by-step instructions and full-color illustrations that clarify procedures. Sharpen your analytical skills and test your understanding of important concepts with critical thinking exercises. Understand the importance of patient privacy with the information highlighted in helpful HIPAA boxes. Demonstrate your proficiency to potential employers with an interactive portfolio builder on the companion Evolve Resources website. Familiarize yourself with the latest administrative office trends and issues including the Electronic Health Record. Confidently prepare for the CMA and RMA certification exams with a new online appendix that mirrors the exam outlines and provides fast, efficient access to related content. Find information quickly and easily with newly reorganized chapter content and charting examples. Reinforce your understanding through medical terminology audio pronunciations, Medisoft practice management software exercises, chapter quizzes, review activities, and more on the completely revised companion Evolve Resources website.

Book Information

Series: Kinn's the Administrative Medical Assistant

Paperback: 608 pages

Publisher: Saunders; 7 edition (September 28, 2010)

Language: English

ISBN-10: 1416054383

ISBN-13: 978-1416054382

Product Dimensions: 10.8 x 8.6 x 0.9 inches

Shipping Weight: 2.8 pounds

Average Customer Review: 4.7 out of 5 starsÂ See all reviewsÂ (26 customer reviews)

Best Sellers Rank: #747,389 in Books (See Top 100 in Books) #119 in Books > Medical Books > Allied Health Professions > Physician Assistants #556 in Books > Textbooks > Medicine & Health Sciences > Allied Health Services > Medical Assistants #677 in Books > Medical Books > Allied Health Professions > Medical Assistants

Customer Reviews

I am blown away by the material in this book. So far, I have gained extensive knowledge on how a patient sees the medical staff and how important it is to know your skill set and be great at what you do. Customer service skills are essential and this book gives detailed and informative information from when you first turn the page in the beginning. It has great online features that help you study and even for future use to help you stay on top of your skills. I had the earlier version and this one out does it. I am very glad I purchased this book and am using it for class. It is the best!

This book really goes into the nuts and bolts of the Medical Administrative Assistant. Actually it is the only book I found that was reasonably priced, and it is good-really good. It is an easy read like someone is talking to you within a lecture setting, but it is in written form. I am glad I purchased this book for study and to follow me in my new career.

Community Business College uses this textbook for our medical office classes and we needed a spare for when students forget theirs at home. This text has been very useful for our adult students, most of whom have little medical office experience, to learn what they need to know quickly and in an enjoyable way.

This is a all around general book about working in a dr's office. If you currently work in a dr's office, this book maybe repetitive to you but if not, you'll likely learn alot about inter-office operations.

I ordered this book from and it was my first time ordering used books and I was so nervous to what I will receive!!!! but to my very sweet surprise I received a very clean and just like new book with a very very very low price.....from now on, forget about ordering new books because I can get the books at a very low fraction of the whole price.....Love my book.....:) I will order my books from this seller for sure.....

I am using this book for a class in school. It was provided as an e-book, but I decided I wanted a hard copy of it. The price was fantastic, it was in almost new condition and it arrived before the end of the end of the specified time.

I was really happy with the service and the book itself, just until I found out that a chapter was ripped out but for the most it was in good condition.

I ordered this book for my class. My preference is for real books over e-books. The book was in great shape, ready for my use. Thanks

[Download to continue reading...](#)

Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 7e Learning: 25 Learning Techniques for Accelerated Learning - Learn Faster by 300%! (Learning, Memory Techniques, Accelerated Learning, Memory, E Learning, ... Learning Techniques, Exam Preparation) CNA Certified Nursing Assistant Review; Nursing Assistant Prep Comprehensive Review for the Certified Nursing Assistant Exam 6 Hours, 6 Audio CDs Medical Assistant Exam: Preparation for the CMA and RMA Exams (Medical Assistant: Preparation for the CMA & Rma Exams) Today's Medical Assistant: Clinical & Administrative Procedures, 2e 2nd (second) Edition by Bonewit-West BS MEd, Kathy, Hunt MA RN CMA (AAMA), Sue, A published by Saunders (2012) The Administrative Medical Assistant (Free CD-ROM with Return of Enclosed Card) Learn: Cognitive Psychology - How to Learn, Any Skill or Subject in 21 Days! (Learn, Learning Disability, Learning Games, Learning Techniques, Learning ... Learning, Cognitive Science, Study) Medical Terminology: Medical Terminology Made Easy: Breakdown the Language of Medicine and Quickly Build Your Medical Vocabulary (Medical Terminology, Nursing School, Medical Books) How To "Ace" The Physician Assistant School Interview: From the author of the best -selling book, The Ultimate Guide to Getting Into Physician Assistant School American Medical Association Complete Medical Encyclopedia (American Medical Association (Ama) Complete Medical Encyclopedia) Nursing Assistant: A Nursing Process Approach by Hegner, Barbara Published by Cengage Learning 10th (tenth) edition (2007) Paperback Administrative Medical Assisting Administrative Medical Assisting (Book Only) Medical Assisting: Administrative and Clinical Competencies Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology, 5th Edition Pre-Accident Investigations: Better Questions - An Applied Approach to Operational Learning Medical Office Management and Technology: An Applied Approach Talking to Siri: Learning the

Language of Apple's Intelligent Assistant (2nd Edition) Medical Assistant Exam: Preparation for the CMA and RMA Exams Prentice Hall Health Outline Review for the Medical Assistant (2nd Edition)

[Dmca](#)