

# 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.

# Kinns Chapter 19 Study Guide

**Brigitte Niedzwiecki**



## **Kinns Chapter 19 Study Guide:**

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**Study Guide and Procedure Checklist Manual for Kinn's The Clinical Medical Assistant - E-Book** Brigitte Niedzwiecki,Julie Pepper,2022-06-23

Designed to support the trusted content in Kinn s The Clinical Medical Assistant 14th Edition this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure your mastery of clinical medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common clinical skills including new certification preparation questions that offer additional practice for certification exams a new chapter review of medical terminology and anatomy and need to know workplace applications Trusted for more than 60 years Kinn s Clinical Study Guide and Procedure Checklist Manual also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant Hundreds of practice questions test your knowledge and comprehension with vocabulary review multiple choice fill in the blank and true false questions Skills practice workplace applications and online activities promote your critical thinking skills Procedure checklists help you track your performance of key toward mastery of key skills and job readiness Work products allows you to provide documentation or file in professional portfolios to use in job searching Chapter by chapter correlation with the textbook allows you to easily test your comprehension as you go Perforated pages are easily removed for on the go study or turn in assignments and evaluations NEW Chapter reviews medical terminology anatomy and physiology and pathology to help you build a solid medical foundation NEW Streamlined presentation of the material combines chapters in an easier to read format NEW Certification Preparation questions help you focus on becoming certification ready from Day 1

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concepts to make decisions about a real life situation Applied learning approach features a scenario at the beginning of each chapter suited to that chapter s focus which is summarized at the chapter s end centering on a fictional MA who needs to make decisions and address critical issues to help students develop sound critical thinking and decision making skills Many new chapter features including an all new interior design tighter focus new color palette and fresh icons enliven this edition and make information easy to follow Increased emphasis on medical terminology features a vocabulary spelling and terminology review in the Student Study Guide and bolded words within the chapter to reinforce medical terminology in context Figures have been revised replaced and augmented to accurately reflect the current medical office environment and provide clearer graphics more images of equipment more disease examples and better illustration of key procedural steps Major websites related to the field are provided to help MA students to find more information online and stay current with business news and medical industry developments Transdisciplinary themes are introduced in an applied context legal ethical communication professionalism patient education and office management woven throughout the chapters in scenarios and in critical thinking applications Two new coding chapters Chapters 15 16 separate coding information into two distinct chapters for increased focus on this essential administrative skill presenting sufficient background to get started in this area Revised organization more closely aligns the book s progression with the AAMA and RMA curricula grouping topics together more logically Contextual exercises and applications are incorporated throughout the chapters Content has been reworked and updated to provide more real world emphasis

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