



## Study Guide for Lippincott Williams & Wilkins' Comprehensive Medical Assisting

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Lippincott Williams & Wilkins, 2008. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: FUNDAMENTALS OF MEDICAL ASSISTING Understanding the Profession Medicine and Medical Assisting Law and Ethics (Includes HIPAA and Risk Management) Communication Skills Patient Education THE ADMINISTRATIVE MEDICAL ASSISTANT Fundamentals of Administrative Medical Assisting The First Contact: Telephone and Reception Managing Appointments Written Communications Electronic Medical Records Computer Applications in the Medical Office Management of the Medical Office Managing the Finances in the Practice Fees, Credit, and Collections Bookkeeping, Banking, Accounts Payable, and Payroll Health Insurance Diagnostic Coding Outpatient Procedural Coding THE CLINICAL MEDICAL ASSISTANT Fundamentals of Clinical Medical Assisting Nutrition and Wellness Medical Asepsis and Infection Control Medical History and Patient Assessment Anthropometric Measurements and Vital Signs Assisting with the Physical Examination Sterilization and Surgical Instruments Assisting with Minor Office Surgery Pharmacology Preparing and Administering Medications Diagnostic Imaging Medical Office Emergencies Clinical Duties Related to Medical Specialties Dermatology Orthopedics Ophthalmology and Otolaryngology Pulmonary Medicine Cardiology Gastroenterology Neurology Urology Obstetrics and Gynecology

### Reviews

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