

STUDY GUIDE for



THE COMPLETE
MEDICAL
ASSISTANT

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THE COMPLETE MEDICAL ASSISTANT

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Preface

Welcome to the *Study Guide for The Complete Medical Assistant*. The Study Guide's exercises and activities align with the 2015 Core Curriculum for Medical Assistants established by the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants (AAMA). This guide also supports the 2017 Medical Assistant curriculum standards set forth by the Accrediting Bureau of Health Education Schools (ABHES). The Study Guide's exercises and activities are based on information presented in the textbook. The design of the exercises and activities meet various learning domains including cognitive, psychomotor, and affective. Working through the Study Guide, students will reinforce information presented in the textbook.

Special Features of the Study Guide

- **Chapter Objectives** focus on the major topics of the individual chapter information. Each objective addresses knowledge necessary for the entry-level medical assistant.
- **CAAHEP & ABHES Competencies** relevant to the chapter are listed at the start of the chapter.
- **Objective-Style Questions** include matching terms and definitions, defining major medical abbreviations, and multiple-choice format. Terminology and abbreviation review activities are a way for the student to review the major terms and abbreviations they may encounter during externship and into their employment in a medical facility.
- **Brief Answer Questions and Case Study Responses** require students to review the textbook chapter for essential information to the brief answer questions. The case study responses allow students to apply problem solving to case studies based on actual scenarios that may occur in the medical facility.
- **Internet Research** exercises encourage students to find more information about topics and subjects included in each chapter. Students learn how to access reliable Web sites to obtain additional information that will help them understand medical conditions and develop patient education materials.
- **Procedures Skill Sheets** provide students with the step-by-step process for performing the basic clinical skills they may encounter in the medical facility. Instructors can evaluate students assigning points for each step performed correctly. Students also are able to determine the amount of time to complete each procedure from start to finish. This finding teaches the student time management for their future work as a medical assistant.

The Study Guide has been developed to help students with their study and recall of information. Repetition has proven beneficial to the retention of information. Students can repeat the exercises to assist in remembering critical facts. It is also a great way to review prior to program examinations and ultimately the national certification examination. This *Study Guide for The Complete Medical Assistant* is an interactive tool ensuring students will access the textbook for review and to research the answers to the various exercises. The authors believe students will be challenged as they work their way through the Study Guide.

Contents

Section I

GENERAL SKILLS FOR THE MEDICAL ASSISTANT

- 1 Communication Skills for Medical Assistants 3
- 2 Law and Ethics 17
- 3 Medical Office Procedures 27

Section II

ANATOMY AND PHYSIOLOGY

- 4 Organization of the Body and Integumentary System 41
- 5 Skeletal and Muscular Systems 51
- 6 Nervous System, Special Senses, and Endocrine System 61
- 7 Digestive System and Nutrition 73
- 8 Cardiovascular and Respiratory Systems 83
- 9 Urinary and Reproductive Systems 93

Section III

ADMINISTRATIVE MEDICAL ASSISTANT SKILLS

- 10 Appointments and Schedules 105
- 11 Medical Documentation 117
- 12 Medical Insurance Coding 127
- 13 Managing Medical Office Finances 139
- 14 Health Insurance and Processing Claims 155

Section IV

CLINICAL MEDICAL ASSISTANT SKILLS

- 15 Medical Asepsis and Infection Control 169
- 16 Medical History and Patient Assessment 185
- 17 Assisting with the Physical Examination 209
- 18 Assisting with Minor Office Surgery 235
- 19 Pharmacology and Drug Administration 275
- 20 Diagnostic Testing 303
- 21 Patient Education 319
- 22 Medical Office Emergencies and Emergency Preparedness 331

Section V

CLINICAL LABORATORY

- 23** Medical Assistant Role in the Clinical Laboratory 347
- 24** Hematology 359
- 25** Phlebotomy 375
- 26** Immunology and Immunohematology 391
- 27** Urinalysis 405
- 28** Clinical Chemistry 423
- 29** Microbiology 437