

11<sup>TH</sup> EDITION

# CLINICAL PROCEDURES

for Medical Assistants

KATHY BONEWIT-WEST



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# Clinical Procedures For Medical Assistants

**Kathy Bonewit-West**



## **Clinical Procedures For Medical Assistants:**

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**Clinical Procedures for Medical Assistants - E-Book** Kathy Bonewit-West,2015-01-06 Learn the procedures and skills you need to succeed as a medical assistant Clinical Procedures for Medical Assistants 9th Edition provides clear step by step instructions for common office procedures such as taking vital signs collecting and processing lab specimens preparing patients for examinations and assisting with office surgeries Written by expert educator Kathy Bonewit West this full color edition covers the latest competencies and topics in today s medical assisting practice including emergency preparedness and the updated fecal occult blood testing procedure The Evolve companion website includes videos of 84 procedures described in the book preparing you to become a competent clinical medical assistant Over 120 procedures are presented in a clear illustrated step by step format with online videos showing 84 of the procedures in action Chapter outlines and learning objectives prepare you for the skills and concepts you will be learning What Would You Do What Would You Not Do case studies challenge you

to apply your knowledge to realistic medical office situations with a practitioner's response at the end of chapters Putting It All Into Practice and Memories from Practicum boxes feature real medical assistants sharing personal on the job experiences Key Terms and Terminology Review help you master medical assisting terminology Charting examples help you understand the process for charting your own procedures Patient Teaching boxes prepare you for effective communication with detailed instructions on how to answer questions and how to explain medical concepts and procedures Student resources on the Evolve companion website offer a fun way to practice your medical assisting knowledge with animations games such as Quiz Show and Road to Recovery drag and drop exercises Apply Your Knowledge exercises matching exercises and other interactive activities blood pressure readings determining height and weight drawing up medication as well as all video procedures and practicum activities UPDATED fecal occult blood testing procedure includes new video demonstrating this procedure UPDATED examples of medical assistants using an EHR are demonstrated in the video procedures showing the use of electronic charting Updated venipuncture photos show how to perform venipuncture UPDATED content also includes topics such as the medical record including HIPAA electronic medical records and advanced directives emergency preparedness the use of computer technology medical asepsis AIDS latex glove allergies vital signs including temporal artery thermometer pulse oximetry and the significance of pulse pressure pediatrics including immunization information and IM injection theory the colonoscopy IV therapy and the latest CLIA waived tests All 84 procedure videos are now available on the Evolve companion website for convenient viewing

**Clinical Procedures for Medical Assistants** Kathy Bonewit-West, 2011-01-31 This is a Pageburst digital textbook Learn the concepts procedures and skills you need to succeed as a medical assistant Clinical Procedures for Medical Assistants provides clear step by step instructions for common office procedures such as taking vital signs collecting and processing lab specimens preparing patients for examinations and assisting with office surgeries Written by expert educator Kathy Bonewit West this edition covers the latest competencies and topics related to today's medical assisting practice including HIPAA the Electronic Health Record and caring for special populations It also includes four DVDs with video demonstrating 76 clinical skills described in the book 76 procedures are presented in a clear step by step format along with underlying principles and illustrations with procedure videos included on the companion DVDs Chapter outlines and learning objectives prepare you for the skills and concepts you will be learning What Would You Do What Would You Not Do case studies challenge you to apply your knowledge to realistic medical office situations and a practitioner's response is included for comparison Putting It All Into Practice and Memories from Externship boxes feature real medical assistants sharing personal on the job experiences Patient Teaching boxes prepare you for effective communication with detailed instructions on how to answer questions and how to explain medical concepts and procedures Charting examples help you understand the process for charting your own procedures Certification Review sections summarize points that are essential to know for the certification examination Highlight boxes emphasize important

topics that influence the world of medical assistant Key Terms and Terminology Review help you master medical assisting terminology Medical Practice and the Law highlights important legal and ethical issues Apply Your Knowledge helps you assess your comprehension On the Web provides up to date lists of websites for further research and study Student resources on a companion Evolve website feature animations activities and games including Road to Recovery an interactive math review Apply Your Knowledge multiple choice questions and 76 step by step video procedures Four new procedure videos Release of Medical Information Preparing a Medical Record Wheelchair Transfer and Peak Flow Measurement The most up to date information on emerging topics in the field including patient care protocol pharmacology and laboratory testing Expanded information on the Electronic Medical Record including the recording of prescriptions and laboratory documents Updated pharmacology table of drugs commonly administered and prescribed in the medical office Current information on the OSHA Bloodborne Pathogens Standard along with a new video Expanded information on CLIA waived testing kits and CLIA waived automated analyzers New ADA guidelines for interpreting blood glucose test results The PT INR laboratory test and PT INR home testing End of chapter terminology review now contains broken down word parts New interactive math review on the companion Evolve website

**Study Guide for Clinical Procedures for Medical Assistants - E-Book** Kathy Bonewit-West,2017-09-14 Learn how to think critically and perform competently in the clinical setting Correlating to chapters in Clinical Procedures for the Medical Assistant 10th Edition this study guide provides additional activities review questions and exercises designed to prepare you to work as a clinical medical assistant New is the addition of SimChart for the Medical Office activities that tie into appropriate chapters of the text In addition video evaluation activities on the companion Evolve site track your progress and understanding of each procedure Assignment sheets at the beginning of each chapter indicate the upcoming textbook and study guide assignments and make it easy to prepare for what s coming next Critical thinking activities utilize realistic situations to help you analyze and apply what you ve learned with games role playing situations fun crossword puzzles and independent study questions Pre tests and post tests provide a quick assessment of your knowledge prior to and after you study each chapter Key term exercises and assessments help in mastering new vocabulary Evaluation of Learning questions let you assess your understanding evaluate your progress and prepare for the certification examination Practice for Competency sections include checklist worksheets to use in practicing clinical skills Practicum activities on the Evolve companion website use worksheets to help you learn how the practicum site functions NEW SimChart for the Medical Office SCMO connection ties Elsevier s Educational EHR cases to the appropriate chapters and provides cohesion for the total curriculum solution NEW Evaluation of Competency checklists evaluate your performance versus stated objectives and performance standards and include CAAHEP and ABHES standards NEW Video evaluation activities allow students to track their understanding of the video procedures

*Study Guide for Clinical Procedures for Medical Assistants* Kathy Bonewit-West,2014-02-14 Master the content from your textbook with this

helpful study tool Corresponding to the chapters in Clinical Procedures for Medical Assistants 9th Edition by Kathy Bonewit West this study guide helps you understand and apply the material with exercises activities and review questions Checklists make it easier to practice and gain competency in performing medical assisting procedures Assignment sheets at the beginning of each chapter indicate the upcoming textbook and study guide assignments and make it easy to prepare for what s coming next Critical thinking activities utilize realistic situations to help you analyze and apply what you ve learned with games role playing situations fun crossword puzzles and independent study questions Pre tests and post tests provide a quick assessment of your knowledge prior to and after you study each chapter Key term exercises and assessments help in mastering new vocabulary Evaluation of Learning questions let you assess your understanding evaluate your progress and prepare for the certification examination Practice for Competency sections include checklist worksheets to use in practicing clinical skills Evaluation of Competency checklists evaluate your performance versus stated objectives and performance standards and include CAAHEP and ABHES standards Video evaluation activities include true false questions relating to the procedural videos shown on the Evolve companion website UPDATED content corresponds with the changes in the Clinical Procedures for Medical Assistants 9th Edition text NEW Evaluation of Competency checklists allow you to practice the new procedures described in the textbook NEW Practicum activities on the Evolve companion website include worksheets and help you learn how your externship works

**Clinical Procedures for Medical Assistants** Kathy Bonewit-West,2000 The 5th Edition of this popular text is designed to explain and reinforce clinical skills required for on the job performance in a medical office or clinic It includes updates of all OSHA and CLIA guidelines immunization schedules the tubes injection system information on hepatitis B and AIDS and the integration of patient teaching skills throughout the text It also contains step by step procedures and detailed illustrations that enhance and facilitate student competency

**Clinical Procedures for Medical Assistants - Text and Study Guide Package** Kathy Bonewit-West,2017-10-25 Learn the foundational concepts and skills necessary to become a successful clinical medical assistant Written using clear and accessible language Clinical Procedures for Medical Assistants 10th Edition guides you through common office procedures such as taking vital signs collecting and processing lab specimens preparing patients for examinations and assisting with office surgeries This new edition is thoroughly updated throughout and includes content on elephant system for ear irrigation influenza test h pylori test digital scale for measuring weight administration of rotavirus vaccine along with new chapters on nutrition emergency preparedness and the medical record Plus with the addition of soft skills and critical thinking exercises this comprehensive text introduces you the skills you need to succeed in today s fast paced medical office

**Clinical Procedures for Medical Assistants - Text and Virtual Medical Office Package** Kathy Bonewit-West,2008-01-28 This money saving package includes Clinical Procedures for Medical Assistants Text and Virtual Medical Office for Clinical Procedures for Medical Assistants

**Clinical Procedures for Medical Assistants** Kathy Bonewit-West,2005-09-01 **Clinical Procedures for**

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Bonewit-West, BS, MEd,2022-12-16 **Clinical Procedures for Medical Assistants - Text, Study Guide, and Adaptive Learning Package** Kathy Bonewit-West,2014-12-10 This money saving package includes the 9th edition of Clinical Procedures for Medical Assistants Book Study Guide and SimChart for the Medical Office **Clinical Procedures for Medical Assistants - Book, Study Guide, and SimChart for the Medical Office Package** Kathy Bonewit-West,2014-03-20 This money saving package includes the 9th edition of Clinical Procedures for Medical Assistants Book Study Guide and SimChart for the Medical Office Please refer to the individual product pages for the duration of access to these products **Clinical Procedures for Medical Assistants - Text, Student Mastery Manual, Quick Guide to**

**HIPAA and Intravenous Therapy Package** Kathy Bonewit-West,Eugenia M. Fulcher,Brenda K. Burton,2005-09

**Student Mastery Manual to Accompany Clinical Procedures for Medical Assistants** Kathy Bonewit-West,2003-12 Contains extensive exercises for each chapter and performance checklists A new board game is included providing students

with a fun way to refine their clinical and critical knowledge and skills

**Clinical Procedures for Medical Assistants - Text and Elsevier Adaptive Quizzing Package** Kathy Bonewit-West,2016-02-26

**Clinical Procedures for Medical Assistants - Text and Adaptive Learning Package** Kathy Bonewit-West,2014-11-07

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*Clinical Procedures for Medical Assistants - Elsevier eBook on VitalSource (Retail Access Card)* Kathy Bonewit-West,2022-10-26

Consistent meticulous coverage ensures alignment of all content throughout the text on the Evolve companion website and in the study guide More than 90 illustrated procedures offer step by step guidance with many featuring accompanying online videos Learning features focus on case based critical thinking patient education legal issues practice tips and documentation examples Student resources on Evolve include video procedures with evaluation quizzes case based quizzes SimChart for the Medical Office documentation exercises sample certification exams practicum activities and interactive activities NEW 2022 medical assisting competencies throughout represent the latest educational standards approved by CAAHEP and ABHES NEW Updated content and skills address electronic prescribing of medications computer generated laboratory results and reports nutritional guidelines OSHA standards for infection control and prevention emergency preparedness and the latest clinical guidelines NEW Art program features more than 200 new illustrations for procedures equipment and supplies used in the modern medical office

*Virtual Medical Office for Clinical Procedures for Medical Assistants* Elsevier Inc,Kathy Bonewit-West,2007-04

Gain realistic experience in a physician s office without leaving the classroom By using Elsevier s Virtual Medical Office learning system an Elsevier textbook a study guide and interactive software students develop critical thinking and decision making skills they ll need in their externships and on the job In Virtual Medical Office students experience patient care from check in through check out exploring all national curriculum competencies It shows how to manage different patients and why Each study guide lesson directs the student through the textbook and software and presents exercises focused on one or two medical assisting competencies at a time based on what they experience Realistic software simulations of handling a difficult patient setting up the exam room and many more bridge the gap between the classroom and the real world 15 unique cases promote understanding of how the competencies established by ABHES Accrediting Bureau of Health Education Schools and CAAHEP Commission on Accreditation of Allied Health Education Programs come into play in the workplace More than two hours of video clips highlight the communication and professionalism competencies of patient care Realistic information resources are shown such as medical records for each case an office policy manual a fee schedule a daysheet and more Performance summaries allow students to compare their decisions for each case to those of an expert and evaluate any differences between the two A

study guide Complements textbook content through lessons that correlate reading assignments with patients in the virtual practice Focuses on one or two competencies in each lesson to create brief manageable learning experiences Demonstrates how all CAAHEP and ABHES medical assisting competencies come into play in the workplace Promotes active learning as students collect information from a variety of sources to make patient care decisions Encourages critical thinking as students discuss and critique the performance of the medical assistants in the videos Augments knowledge of HIPPA by directing students to compare the policy manual the contents of each case s medical record and what actually happens in the videos Makes lessons available online allowing students to complete their assignments and submit them electronically to their instructor

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