



Medical Assisting: Administrative and Clinical Competencies

Lucille Keir, Barbara A. Wise, Connie Krebs-Shannon

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Completely updated and revised with a greatly expanded administrative content, this comprehensive text reflects the knowledge, responsibilities and procedures most often required of the medical assistant today. Covering both the administrative and clinical aspects of the medical assisting profession, the text presents the most current concepts, equipment and practices. The second edition of *Medical Assisting: Administrative and clinical competencies* includes new or expanded information on health insurance forms processing, including the requirements of the Medicare Catastrophic Protection Act of 1988; sexually transmitted diseases, including guidelines for safe handling of infectious materials; and administrative functions of the medical assistant. More than 110 step-by-step procedures, including CMA performance standards, help students develop essential job skills. A new section on career skills assists students with resume preparation, interview tips, and retaining employment. A new unit on behavioural adjustments and problem solving techniques is also included. This book should be of interest to medical assistants.

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