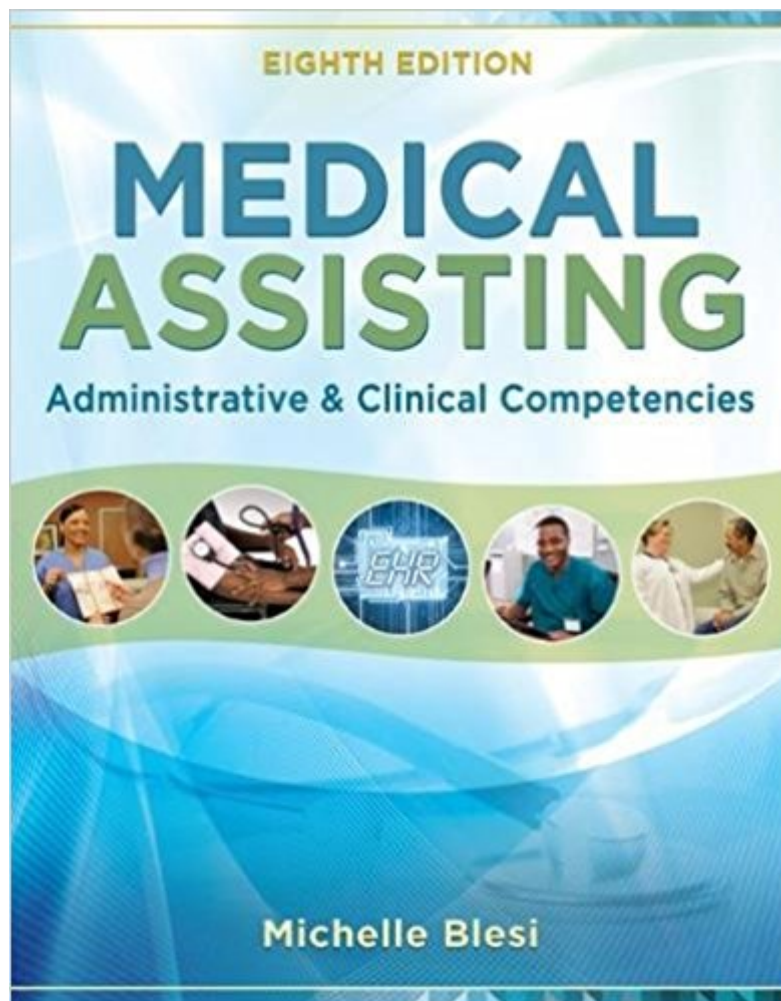




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# Medical Assisting: Administrative And Clinical Competencies



## Synopsis

This comprehensive text helps you develop the critical knowledge, skills, and behaviors to succeed as an entry-level medical assistant. Now featuring a streamlined organization for greater effectiveness, the text maintains the easy-to-understand, proven format that has made it a perpetual favorite. The new edition includes an updated, thorough introduction to the structure and function of body systems; the latest information on nutrition, the Affordable Care Act (ACA), and ICD-10; and content aligned and mapped to current ABHES standards and newly approved 2015 CAAHEP standards. Electronic health records have been updated throughout the text, and expanded text highlights now include personal effectiveness topics such as professionalism, teamwork, and time management. Up-to-date and innovative, the Eighth Edition of **MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL COMPETENCIES** uses multiple in-text features and exclusive technology products to prepare you for career success and give you a significant advantage in today's competitive marketplace.

## Book Information

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## Customer Reviews

"The text will appeal to and command the attention of students with different learning styles through the use of charts, tables, and figures as well as relevant images. The accompanying workbook is an excellent companion that provides a thorough review and practical scenarios to synthesize chapter concepts." "I believe that we improved our curriculum by adopting the textbook. On first glance, the textbook provided our students with a gateway to information and skills that are necessary to master

to be a competent Medical Assistant."

Michelle Blesi is a certified medical assistant CMA (AAMA) with 14 years of industry experience. She worked in the family practice area for 10 years, emphasizing clinical and laboratory skills, before changing her focus to leadership and working as a lead in the nursing/lab department and as a clinical manager. Michelle has a diploma in medical assisting (and is certified through the AAMA), a bachelor's degree in psychology, and a master's degree in community psychology, and she completed the Teacher Education Series (TES) courses in spring 2005 at the University of Minnesota. Her coursework included introduction to vocational teaching, course development, instructional methods, philosophy, and student training and assessment. A program director and unlimited full-time faculty member in the medical assistant department at Century College since 2001, Michelle enjoys bringing her career experience into the classroom and making a difference in students' lives. In addition to being program director, she teaches both clinical and laboratory courses, a medical assistant refresher course through CECT, and administrative procedures for medical assistants (both traditional and online). She is also the practicum coordinator and oversees clinical externships for the program. In addition to being the lead author for both the Seventh and Eighth Editions of MEDICAL ASSISTING: ADMINISTRATIVE AND CLINICAL COMPETENCIES, Michelle has contributed to many other Cengage projects, including being the SME for Critical Thinking Challenge 3.0, and completing multiple reviewer projects and test bank completions. Among her many accomplishments are the Board of Trustees Outstanding Educator Award (2012), Golden Apple Award (2010), and Exemplary Faculty Member (2007).

A wee bit of water damage on the bottom, and some of the pages were dog eared, but otherwise it's perfect. there's no markings in it either as far as I can tell. Almost like new

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