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the complete medical assistant aligned with the latest caheep and abhes competencies is your source to transform engaged students into successful medical assistants

outlines the educational requirements duties salary employment outlook and possible future positions of medical assistants

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new expanded and updated sample certification exams provide realistic practice to help you prepare to pass the test and launch your medical assisting career

having a balanced understanding of legal and ethical concepts and applying them to a multitude of real life clinical and administrative situations is essential to any health professional this text provides this balance by helping health professionals understand both the intention as well as the realities of the law all the while preparing them for the major ethical considerations and dilemmas they may encounter written in a straightforward manner aimed at health professionals in a variety of settings this book introduces the reader to many topics affecting health care today such as the legal system patient physician relationship professional liability and malpractice prevention confidentiality physician s public duties medical records and bioethical issues through this introduction healthcare professionals will better understand the ethical obligations to the patient the employer and themselves for medical assisting students

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and expanded content on medical office accounts includes collections banking and practice management new artwork focused on the workings of a modern medical office includes updated illustrations and photographs of procedures and medical records new expanded and updated sample certification exams help you practice and prepare for certification new streamlined presentation refines organization and writing for easy comprehension new coverage of patient centered care featured throughout textbook

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