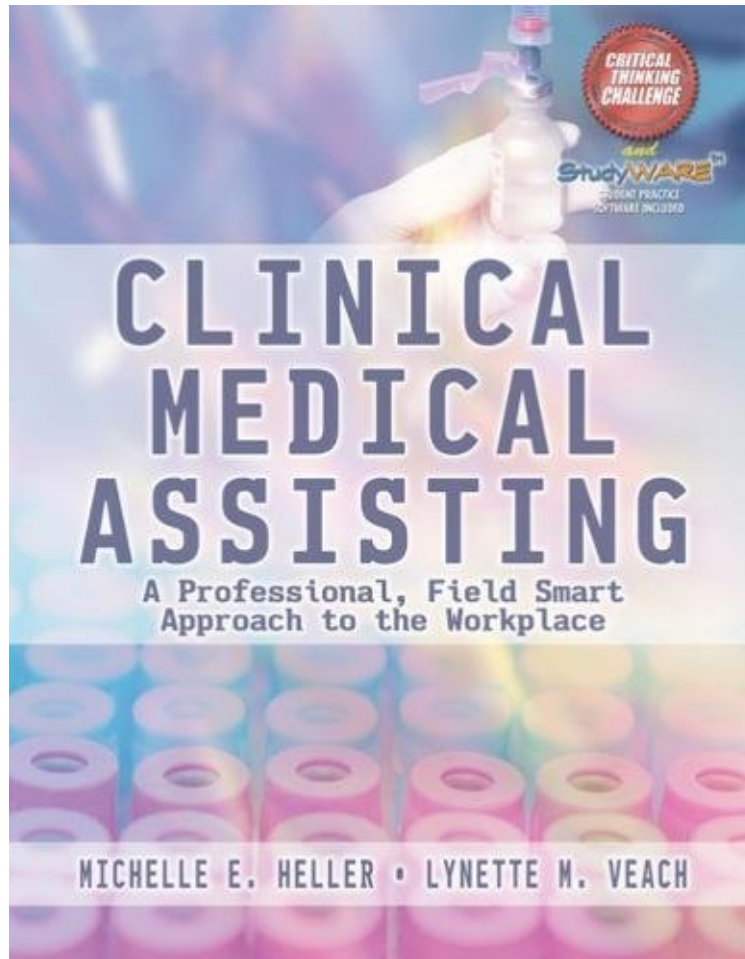


(Ebook free) Clinical Medical Assisting: A Professional, Field Smart Approach to the Workplace

# Clinical Medical Assisting: A Professional, Field Smart Approach to the Workplace

*Michelle Heller, Lynette M Veach*  
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Medical assistants are being called upon more than ever before to perform complex tasks, to possess strong computer and patient screening skills, and to communicate effectively with patients and other medical professionals. Rooted in real-life, this book will give you the confidence to think on a higher level and develop problem solving skills, while learning the clinical competencies and technical skills needed to succeed on the job. The book's practical toolbox approach, combined with hands-on electronic medical records training, will help you begin your journey to becoming a successful and professional clinical medical assistant.

UNIT I BUILDING A SOLID FOUNDATION Chapter 1 Journey to Professionalism Chapter 2 Organization and Time Management in the Medical Office UNIT II THE MEDICAL RECORD AND THE IMPORTANCE OF GOOD DOCUMENTATION Chapter 3 The Complete Medical Record and Electronic Charting Chapter 4 Fundamentals of Documentation UNIT III COMMUNICATING ON A CLINICAL LEVEL Chapter 5 Conducting a Patient Interview and Developing a Medical History Chapter 6 Developing In-Office Screening Skills Chapter 7 Conducting Telephone Screenings Chapter 8 Assisting Patients with Special Needs Chapter 9 Planning and Providing Patient Education UNIT IV ASSISTING WITH EXAMINATIONS AND PROCEDURES Chapter 10 Principles of Infection Control and OSHA Standards Chapter 11 Basic Vital Signs and Measurements Chapter 12 The Physical Exam Chapter 13 Eye and Ear Examinations and Procedures Chapter 14 Gastrointestinal Examinations and Procedures Chapter 15 Cardiovascular Examinations and Procedures Chapter 16 Pulmonary Examinations and Procedures Chapter 17 Women's Health Issues: Obstetrics Gynecology Chapter 18 Urology and Male Reproductive Examinations and Procedures Chapter 19 Evaluation and Care of the Pediatric Patient Chapter 20 Evaluation and Care of the Geriatric Patient Chapter 21 Orthopedics, Rehabilitation, Physical Therapy UNIT V About the Author

Currently a faculty member at Columbus State Community College, Michelle Heller has worked in health care and health care education for the past 30 years. She has received a variety of "Outstanding Teacher" awards from institutions in which she has taught, as well as the Ohio Council of Private Career Schools and Colleges. A frequent presenter and the author of multiple textbooks, Heller has served as both director of education and director of the Medical Assisting Program for the Ohio Institute of Health Careers. She also serves on the ABHES Medical Assisting programmatic accreditation committee.

Lyn Veach is an honors graduate from Career Academy where she received a certificate in medical assisting. She later received her AAS in Medical Laboratory Technology from Columbus Technical Institute-now Columbus State Community College-where she was recognized as the class valedictorian and graduated summa cum laude. Lyn has worked in a variety of settings throughout the last 30 years including physician offices, reference laboratories, and hospital laboratories. She has taught both medical assisting and physician's office laboratory courses at Aristotle Institute of Technology and Columbus State Community College. Lyn has contributed chapters and written ancillary materials for a variety of publishing projects.