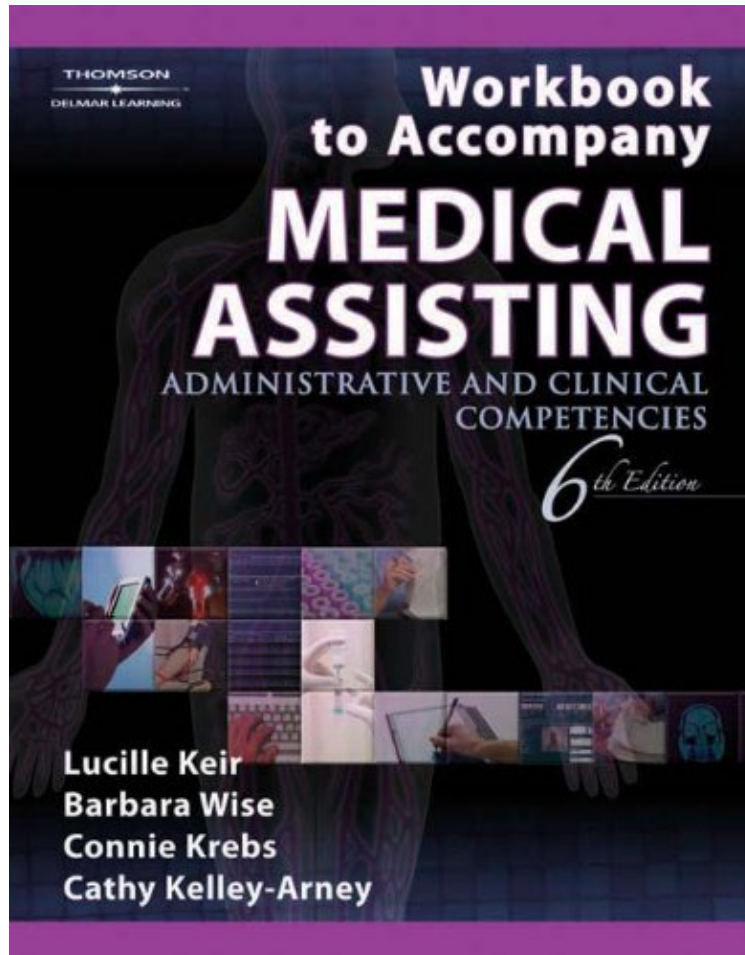


## Workbook to Accompany Medical Assisting: Administrative and Clinical Competencies, 6th Edition

*Lucille Keir, Barbara Wise, Connie Krebs, Cathy Kelley-Arney*  
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**Lucille Keir, Barbara Wise, Connie Krebs, Cathy Kelley-Arney : Workbook to Accompany Medical Assisting: Administrative and Clinical Competencies, 6th Edition** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Workbook to Accompany Medical Assisting: Administrative and Clinical Competencies, 6th Edition:

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This entry-level medical assistant workbook is part of a proven comprehensive learning system that covers all of the administrative, clinical, and general competencies designated by ABHES and CAAHEP. Specifically designed to reinforce and apply concepts and develop critical thinking skills, the resource provides exercises that strengthen the knowledge, skills, attitudes, and values necessary to prepare learners to become successful, multi-skilled medical assistants.

Focusing on health care roles and responsibilities, especially those of the administrative medical assistant, this textbook emphasizes the skills needed to get and do these jobs. Chapters cover health care providers, medical ethics and liability, interpersonal communication, the office environment, oral and written communication, records management, fees, health care coverage, office management, clinical duties, patient records, exam preparation, specimen collection and lab procedures, diagnostic tests and X-rays, minor surgery, medication, emergencies and acute illness, behaviors and health, and employment satisfaction. Two included CD-ROMs contain skill exercises (one for administrative assistance, and one for medical assistants). The authors include medical assistants and a nurse - SciTech Book News March 2003

About the Author  
Lucille Keir, CMA-A was a charter member and past president of the Franklin County Chapter of medical assistants. Lucille had over 22 combined years as a practicing medical assistant and administrative medical assisting instructor. She helped establish the Medical Assisting Program at North High School, Columbus, OH in 1969 which eventually moved to Fort Hayes High School in 1976. She served in the US Navy and was a veteran of World War II. Lucille was involved in the first three editions of Medical Assisting: Administrative and Clinical Competencies textbook, workbook and instructor's support materials until her passing.

Connie Krebs, CMA-C, BGS, was the senior class instructor and coordinator of the medical assisting program at Fort Hayes Metropolitan Education Center, Columbus City Schools, Columbus, OH. She was certified through the American Association of Medical Assistants in medical assisting and in clinical specialty. She earned her Bachelor's Degree from Ohio University and a teaching certificate from the State of Ohio Department of Education. Connie taught at Fort Hayes Education Center for 18 years and was the school advisor for the National Vocational Technical Honor Society (NVTHS). Connie was involved in the first five editions of the text, workbook and instructor's support materials until her passing.

Cathy Kelley-Arney works in the clinical laboratory of an inpatient medical facility. She has worked for many years in both inpatient and outpatient settings as a lab technician and medical assistant, and in the educational setting as an instructor, program director, and institutional director of health care education.