

Sue A. Hunt

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**Sue Hunt, St Bartholomew School of
Nursing & Midwifery**

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Saunders Textbook of Medical Assisting Diane Klieger, 2005 This comprehensive and visually appealing text covers all aspects of both the AAMA and AMT national curricula for medical assisting including medical terminology anatomy physiology and pathophysiology The text is written in a reader friendly style and integrates features designed to foster a greater awareness for students of the consequences of their actions on the job as well as to develop greater empathy for the patient s experience A recurring Ripples on the Pond analogy emphasizes this ripple or consequences effect Case scenarios at the beginning of chapters challenge students to put the chapter content into a real world perspective with follow up questions at the end of chapters that are designed for self reflection homework assignments or class discussion An integrated package includes an interactive skills software program in the text a student workbook with recall application and critical thinking exercises a complete instructor s package and a companion website A Ripples on the Pond theme is designed to help students become more aware of the consequences and the cause and effect of their actions on the job This theme is reinforced visually and in content features throughout the text Patient Centered Professionalism boxes throughout chapters help students think about the chapter content in the perspective of the patient s experience so they can develop empathy for the patient and consider how their actions will be experienced by the patient Coverage of national curriculum competencies with a listing of the AAMA and RMA competencies in the instructor s package A correlation grid of chapter objectives to curriculum competencies assures complete compliance with accreditation requirements Two special chapters on student skills and employment provide excellent advice on how to get the most out of the learning experience and how to get a job and succeed in one s career Coverage is included of the three prerequisites of any medical assisting program medical terminology A P and pathology making this an all encompassing text that renders the purchase of additional texts unnecessary Heavily illustrated step by step procedures with charting examples and rationales promote better understanding of how to properly perform all clinical and administrative procedures Weighted competency checklists for all skills are in the student workbook What Would You Do case studies presented at the beginning of each chapter are revisited at the chapter end along with questions to help students develop their critical thinking skills These scenarios and questions also make excellent class or small group discussions or homework assignments Suggested responses are in the instructor s package For Further Exploration boxes suggest topics for further Internet research Internet research activities are available in the student workbook with active links on the companion website that are organized by chapter Summary Keys offer a bulleted review of important points for each learning objective reinforcing the content students must master for each chapter Companion online course follows a generic organizational structure with reading assignments keyed to the Klieger textbook This course can either stand alone as true distance education courses or can be used effectively to reinforce a traditional classroom course An online mentor steps students through a virtual externship as they meet realistic patients physicians and co workers while learning the basic theory and practicing the key curriculum skills

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Table of Contents Saunders Fundamentals Of Medical Assisting

1. Understanding the eBook Saunders Fundamentals Of Medical Assisting
 - The Rise of Digital Reading Saunders Fundamentals Of Medical Assisting
 - Advantages of eBooks Over Traditional Books
2. Identifying Saunders Fundamentals Of Medical Assisting
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Saunders Fundamentals Of Medical Assisting
 - User-Friendly Interface
4. Exploring eBook Recommendations from Saunders Fundamentals Of Medical Assisting
 - Personalized Recommendations
 - Saunders Fundamentals Of Medical Assisting User Reviews and Ratings
 - Saunders Fundamentals Of Medical Assisting and Bestseller Lists
5. Accessing Saunders Fundamentals Of Medical Assisting Free and Paid eBooks
 - Saunders Fundamentals Of Medical Assisting Public Domain eBooks
 - Saunders Fundamentals Of Medical Assisting eBook Subscription Services
 - Saunders Fundamentals Of Medical Assisting Budget-Friendly Options

6. Navigating Saunders Fundamentals Of Medical Assisting eBook Formats
 - ePub, PDF, MOBI, and More
 - Saunders Fundamentals Of Medical Assisting Compatibility with Devices
 - Saunders Fundamentals Of Medical Assisting Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Saunders Fundamentals Of Medical Assisting
 - Highlighting and Note-Taking Saunders Fundamentals Of Medical Assisting
 - Interactive Elements Saunders Fundamentals Of Medical Assisting
8. Staying Engaged with Saunders Fundamentals Of Medical Assisting
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Saunders Fundamentals Of Medical Assisting
9. Balancing eBooks and Physical Books Saunders Fundamentals Of Medical Assisting
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Saunders Fundamentals Of Medical Assisting
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Saunders Fundamentals Of Medical Assisting
 - Setting Reading Goals Saunders Fundamentals Of Medical Assisting
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Saunders Fundamentals Of Medical Assisting
 - Fact-Checking eBook Content of Saunders Fundamentals Of Medical Assisting
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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