

## VOCABULARY REVIEW

Using the word pool on the right, find the correct word to match the definition. Write the word on the line after the definition.

### Group A

1. A commercial service that answers telephone calls for its clients  
answering service
2. A process to ensure the reliability of test results, often using manufactured samples with known values  
quality control
3. The process of replacing the supplies that were used  
restock
4. The ability to start a task and independently complete it  
initiative
5. The process of removing all microorganisms  
sterilize
6. To destroy or render pathogenic organisms inactive; this does not include spores, tuberculosis bacilli, and certain viruses  
disinfect
7. Documentation in the paper health record that can be used to track the patient's condition and progress  
progress notes
8. The process of cleaning equipment and instruments with detergent and water to remove debris and reduce the number of microorganisms  
sanitize
9. Emergency medications and equipment (e.g., oxygen, intravenous [IV], and airway supplies) stored in a cart and ready for an emergency  
crash cart
10. A detailed list of equipment and supplies owned and stored; the process of counting the supplies in stock  
inventory

### Word Pool

- ✓ initiative
- ✓ sterilize
- ✓ restock
- ✓ crash cart
- ✓ disinfect
- ✓ inventory
- ✓ answering service
- ✓ progress notes
- ✓ sanitize
- quality control

# Kinns Chapter 13 Answer Key

**Deborah B. Proctor, Brigitte  
Niedzwiecki, Julie Pepper, Marti  
Garrels, Helen Mills**

## **Kinns Chapter 13 Answer Key:**

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give you a quick reference point Professional behavior boxes provide guidelines on how to interact with patients families and coworkers Patient education and legal and ethical issues are described in relation to the Medical Assistant s job Applied approach to learning helps you use what you ve learned in the clinical setting Learning objectives and vocabulary with definitions highlight what s important in each chapter Critical thinking applications test your understanding of the content Step by step procedures explain complex conditions and abstract concepts Rationales for each procedure clarify the need for each step and explains why it s being performed Portfolio builder helps you demonstrate your mastery of the material to potential employers NEW Chapter on The Health Record reviews how you ll be working with a patient s medical record NEW Chapter on Technology in the Medical Office introduces you to the role EHR technology plays in the medical office NEW Chapter on Competency Based Education helps you understand how your mastery of the material will affect your ability to get a job NEW Clinical procedure videos helps you visualize and review key procedures

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