

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, Alexandra Patricia
Adams**

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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Kinn's The Administrative Medical Assistant E-Book Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2019-10-08 More than any other product on the market the most successful Medical Assistants begin their careers with Kinn Trusted for more than 60 years Kinn s The Administrative Medical Assistant An Applied Learning Approach 14th Edition teaches you real world administrative skills essential for a career in the modern medical office always with a focus on application through unfolding case scenarios critical thinking questions procedure videos and interactive exercises The reorganized 14th edition includes expanded content on topics from professionalism and interpersonal skills to billing and coding electronic health records and practice management as well as a new chapter reviewing medical terminology anatomy and physiology and pathology With an easy to read style and practical focus paired with a full complement of separately sold adaptive solutions real world simulations EHR documentation experience and HESI remediation and assessment you ll learn the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession Comprehensive coverage of all administrative procedures prepares you to run a medical office 65 step by step illustrated procedures with rationales break down key administrative skills to master Applied approach to learning helps you use what you ve learned in a real world setting including case scenarios critical thinking exercises procedures videos and interactive online activities Thorough EHR coverage with access to hands on activities incorporates use of SimChart for the Medical Office software sold separately designed to ensure that you are practice ready Key vocabulary terms and definitions are presented at the beginning of each

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Fundamentals E-Book Brigitte Niedzwiecki, 2021-11-23 Master the clinical and administrative competencies you need to succeed as a Medical Assistant Kinn's Medical Assisting Fundamentals 2nd Edition covers the administrative and clinical knowledge skills and procedures that are essential to patient care A reader friendly approach and focus on foundational content including medical terminology anatomy and physiology basic math calculations and soft skills provide a solid foundation for the key skills and procedures at the heart of Medical Assisting practice An applied learning approach organizes content around realistic case scenarios The 2nd edition adds coverage of intravenous procedures catheterization and limited scope radiography to address competencies approved in many states This practical text will prepare you to launch a successful Medical Assisting career Easy to understand writing style is appropriate for all levels of learners in all types of Medical Assisting programs Emphasis on foundational content includes in depth coverage of anatomy and physiology medical terminology basic math calculations and job readiness to build a strong base of knowledge Illustrated step by step procedure boxes demonstrate how to perform and document key administrative and clinical skills Content supports Medical Assisting certification test plans to help you prepare for board examinations Real world scenario in each chapter presents a situation for you to follow as you read through the material helping you understand and apply key concepts as they are presented Learning features include key terms and definitions Being Professional boxes study tips critical thinking exercises and review and summary sections all focusing on developing the soft skills that employers seek when hiring Chapter learning tools include terms with definitions study tips critical thinking boxes and review and summary sections Medical Terminology boxes highlight chapter related medical terms to help you learn word parts pronunciation and definitions Evolve website includes skills videos chapter quizzes five practice certification exams and a portfolio builder NEW chapters on intravenous procedures and limited scope radiography provide coverage of expanded Medical Assisting functions approved in many states NEW Expanded content addresses behavioral health catheterization procedures disease states medical office organization expanding MA roles and more

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