



# Study Guide for Kinn's The Administrative Medical Assistant: An Applied Learning Approach

*Alexandra Patricia Adams*

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Get more practice with medical assisting competencies and test your critical thinking skills! Designed to reinforce your understanding of *Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 8th Edition* by Alexandra P. Adams, this study guide offers a complete review of content and a wide range of exercises to help you master CAAHEP and ABHES competencies and prepare for your career in medical assisting.

- **A variety of exercises** test your knowledge and critical thinking skills, including vocabulary review, multiple choice, fill in the blank, and true/false questions.
- **The most current content and competencies** associated with CAAHEP and ABHES are included, such as emergency preparedness, patient education, and documentation.
- **Procedure checklists** allow you to tear out each sheet and submit to your instructor for evaluation.
- **Additional exercises** enhance learning with skills and concepts, word puzzles, case studies, workplace applications, and Internet activities.
- **Work documentation** proves to your instructor and to accrediting organizations that you have completed each competency.
- **UPDATED** coverage of the **Electronic Health Record** ensures that you are familiar with the technology you'll use on the job.
- **UPDATED content** reflects revisions to the *Kinn's The Administrative Medical Assistant, 8th Edition* textbook.
- **Expanded coverage of emergency preparedness** helps you meet specific CAAHEP and ABHES requirements.

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