



## Keys to Medical Assisting Pocket Guide

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Prentice Hall, 2008. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Brief Table of Contents Section I Administrative Medical Assisting Chapter 1 General Medical Office Duties Chapter 2 Appointment Scheduling Chapter 3 Mail Processing and Managing Correspondence Chapter 4 Medical Records Management Chapter 5 Communication Section II Financial Management Chapter 6 Purchasing and Banking for the Medical Office Chapter 7 Health Insurance Chapter 8 Medical Coding Section III Clinical Medical Assisting Chapter 9 Infection Control and Principles of Asepsis Chapter 10 Minor Surgery Chapter 11 Vital Signs and Preparing the Patient Chapter 12 Electrocardiography Chapter 13 Radiology Chapter 14 Medical Emergencies Section IV Basic Pharmacology and Administration of Medications Chapter 15 Introduction to Pharmacology Chapter 16 Drug Calculations Chapter 17 Administering Medications Section V Laboratory Procedures Chapter 18 Phlebotomy and Hematology Chapter 19 Medical Microbiology Chapter 20 Urinalysis Appendices Appendix A Abbreviations and Symbols Appendix B Commonly Misspelled Medical Terms Appendix C Frequently Used Computer Terms Appendix D Proofreader's Marks Appendix E Rules for Alphabetic Filing Appendix F Anatomy of MyPyramid Appendix G Vitamins and Minerals Appendix H CMA Examination Appendix I Laboratory Requisition Form Appendix J Normal Laboratory Test Values Appendix K...



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