



Comprehensive Medical Assisting: Administrative and Clinical Competencies

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Today's dynamic health care field puts medical assistants in increasingly important roles, and COMPREHENSIVE MEDICAL ASSISTING, Sixth Edition, prepares you to lead the way. Known for thorough coverage, technical detail, and the most up-to-date content available, this proven book covers all the administrative, laboratory, and clinical tasks you need to know for success in this growing field. General and administrative topics include record keeping, office management skills, legal and ethical issues, employment strategies, and tips for entering the profession on your best footing. Chapters also prepare you for clinical competency exams by walking you through required skills and procedural knowledge while connecting material to current accreditation standards for certification. The book also supports a variety of learning styles with online resources to help you make the most of your time in the classroom and beyond!

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