

THE Administrative Medical Assistant

AN APPLIED LEARNING APPROACH

EDITION 5



Tammy B. Morton



Study Guide To Accompany Kinns Administrative Medical Assistant

Deborah B. Proctor, Brigitte
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Morton, 2003-06-17 Provides additional practice and tracks student progress with terminology review exercises coding applications documentation scenarios telephone triage examples instrument identification and review of disease specific skills Unique margin quizzes along the edge of pages can be assigned by the instructor and cut off to hand in making an easy and effective way for instructors to track and provide feedback on the students progress through the course Administrative Medical Assistant Alexandra Patricia Young, Alexandra Patricia Adams, 2003-08-01 An outstanding ready to use course ideal for distance learning course option or as a supplement to a traditional classroom experience this interactive program serves as a virtual externship that guides users through the material and directs them to read from the text at appropriate intervals An office orientation introduces the user to a cast of virtual characters doctors medical assistants and to the general functions of the front office From that point the user is assigned to different areas of the front office for experience with checking in patients filing insurance claims checking out patients etc Users gain on the job experience performing the competencies they are expected to master for successful completion of the program including telephone techniques professional behavior billing and more as each situation arises All online content is compatible with standard formats for web delivery and is powered by EVOLVE Elsevier's Blackboard course management system Blackboard course management platform simplifies grading assessments and calculating overall grades with automatic scoring and gradebook A variety of communication tools give students access to real time chat calendar email bulletin board and more Content simulates a virtual externship experience including a supervisor mentor office personnel and patient cases the closest thing to on the job learning Virtual mentoring personalizes learning by addressing the user as if the externship supervisor speaking directly to the user Ethical legal and communication related considerations are raised where appropriate throughout the content in a visually recognizable fashion demonstrating how these considerations arise in many contexts within administrative medical assisting and why they are important Self comprehension questions and learning activities interspersed throughout allow students to check their comprehension and learn from feedback Competency based application activities are designed to give the student an opportunity to apply a skill they ve just learned A built in checklist encompasses all the procedures that address the AAMA and AMT administrative competencies so students can monitor their completion of all the required competencies Fun printable documents for example a card from the staff congratulating the student offer encouragement at significant milestones throughout the course Pop up boxes provide convenient access to further explanations forms or oversize figures enabling students to dig deeper into the content or see the paperwork actually used on the job Links to relevant web sites provide additional resources to enhance learning or stimulate discussion Figures from the book appear in the online course to illustrate concepts and procedures as well as tying the online component and the text material together Quizzes and exams enable students demonstrate their mastery of the content by completing the assessment questions automatically scored and graded for the instructor Discussion board features pertinent topics already posted for use as class discussion or assignments Extensive glossary of definitions each term linked to where it appears in the online content provides correct definitions of key terms Study Guide for Kinn's Medical Assisting Fundamentals Brigitte Niedzwiecki, Julie Pepper, P. 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