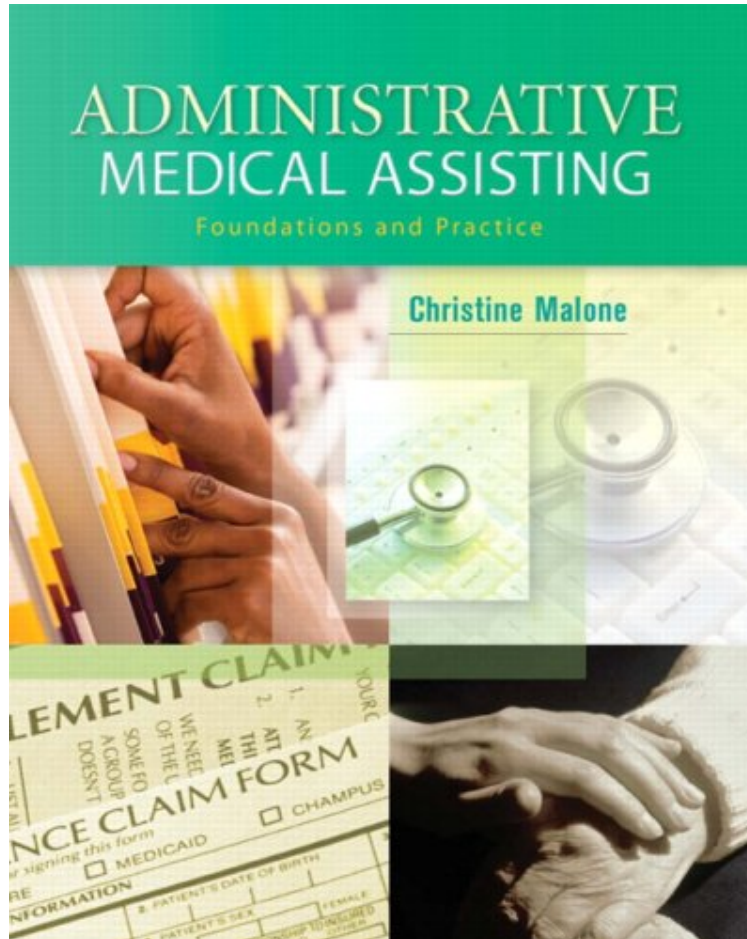


# Administrative Medical Assisting: Foundations and Practices

Christine Malone

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Administrative Medical Assisting includes extensive coverage of the administrative medical assisting profession including the history of the profession, the responsibilities of the administrative medical assistant, responding to emergencies in the medical office, medical practice finances and management of the medical office team, and career strategies for the medical assistant.

From the AuthorI was first inspired to write this textbook after reviewing countless administrative medical assisting textbooks and finding numerous inaccuracies and dated material in those texts. I found myself adopting texts currently available on the market, yet having to supplement the material with numerous handouts and case studies in order to ensure my students were fully competent in the administrative areas. As an instructor who has spent over 20 years in medical office management, I felt a textbook needed to be written by someone with extensive experience in the field of administrative medical office work.It developing this text, it was my desire to complete a textbook that would fully address the administrative competencies of both the Accrediting Bureau of Health Education Schools (ABHES) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for medical assisting programs.From the Inside FlapThis textbook contains approximately 100 procedures (competencies) for students to perform during class. These competencies satisfy the requirements of the medical assisting accrediting bodies. Each chapter contains special features such as: learning objectives, key terminology and abbreviations, case studies, keys to success, informational charts and tables, color photos, HIPAA compliance boxes, real-world scenarios, chapter review questions and resources, and an externship application that encourages continued critical thinking on the part of the student.From the Back CoverN/A