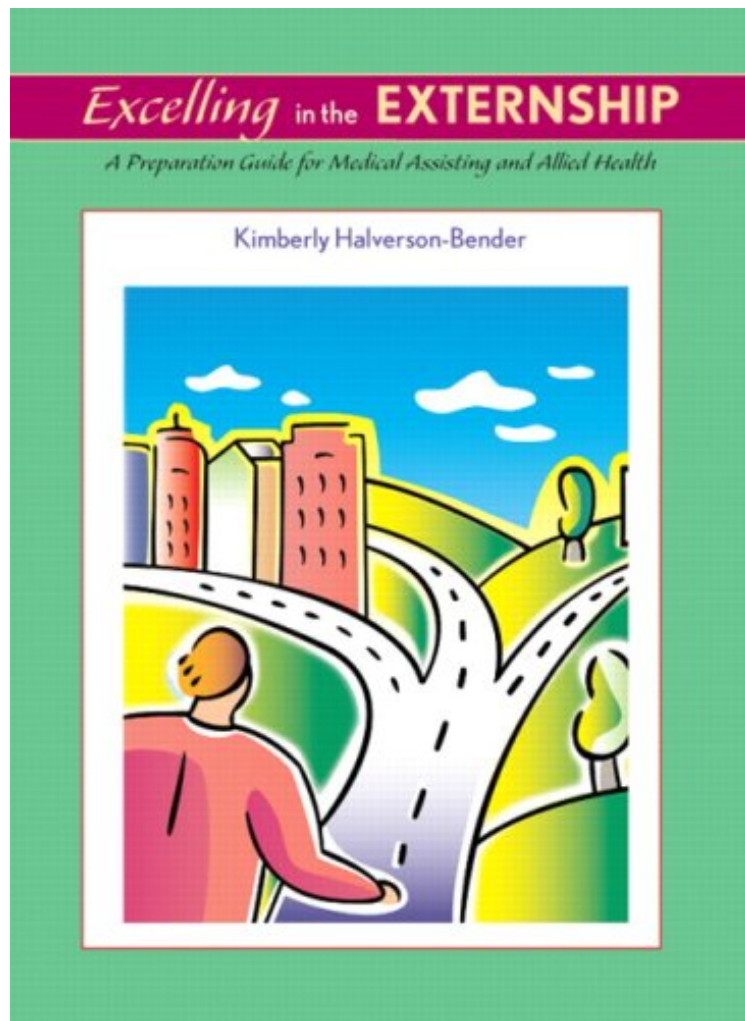


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Excelling in the Externship: A Preparation Guide for Medical Assisting and Allied Health

Kimberly Halverson-Bender

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The progression from completing the allied health program of study to becoming a professional within the industry is bridged by the externship. This externship is the time and place in which the student has the opportunity to begin building professional relationships and to show off his or her technical skills and unique talents in serving and working with others. It is a time when avoidable pitfalls should not interfere with various professional opportunities. To make the most of the externship, students must be well prepared to take on new challenges, act responsibly, learn proactively, and develop themselves professionally, which are all major goals of *Excelling in the Externship*. The overall purpose of this book is to present to students the full picture of the externship experience. Readers will realize the value and purpose of the externship, will be prepared by being familiar with the expectations for all aspects of the journey, and will discover the benefits and opportunities that await them when they begin their careers with completion of a successful externship. They also will be given tips on the various pitfalls and mistakes to avoid in order to excel in the externship. Coverage of the externship from preterm to postterm is provided to guide the readers' focus and to help them maintain professionalism, responsibility, a positive attitude, and proactive learning throughout the process. The goal of this book is to prepare allied health externs for a successful practical experience. In turn, this helps student-graduates to launch their careers with confidence, motivation, and meaningful experience. This also helps educational institutions send well-prepared students who intend to succeed to their partnering or affiliated offices, hospitals, pharmacies, and other facilities

From the Back Cover A Preparation Guide for Medical Assisting and Allied Health Kimberly Halverson-Bender, MS
To make the most of the externship, students must be well prepared to take on new challenges, act responsibly, learn proactively, and develop themselves professionally. These are the major goals of *Excelling in the Externship*. This guide provides students with the information they need to make their externship a success. It covers externship interviews, appropriate attitudes, etiquette, and the development of working professional relationships, fulfilling the student role, following instructions, engaging in proactive learning, the benefits of completing an externship, externship evaluations and grades, real-life case studies, and the beginning of the job search for allied health careers. Students have room to record answers, notes, and observations throughout the worktext. **HIGHLIGHTS INCLUDE:** Portfolio: The back cover of this book has a pocket folder in which students can keep any resumes, certificates of completion, and important papers or documents they might collect during their externship. Tips from Professionals: Up-front, practical advice from various industry professionals who have had ample experience working with and training student-externs. Self-Prep Questions: Prompt students to think about what they will do when put into certain situations, as well as how to evaluate and improve their performance. Role-Play Scenarios: Directions describe how to set up the scenario, and questions lead students to observe "what is wrong" and "what is right" about how everyone acts. Readiness Checklists: Ensure that students understand all the objectives presented within the chapter. Journal: Provided at the end of the book as a place for students to take notes as they make their way through the program or journal their externship thoughts and experiences. About the Author